

SUPERVISING PUBLIC HEALTH NURSE

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional nursing position involving responsibility for supervising public health nurses and implementing the agency program. The work of this position is subject to general supervision by the Commissioner of Health, through evaluation of reports of activities and by conferences. Direct supervision is exercised over Public Health and Registered Professional Nurses, whose work is carefully reviewed through conference, visits with nurses at homes and by evaluation of reports of activities. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Assists in planning, implementing and coordinating the nursing program within the agency;
Coordinates nursing service with other health and social service agencies for the delivery of patient care;
Assesses adequacy of services provided to patients and families by public health nurses and auxiliary staff;
Provides the guidance and supervision to public health nurses and to related public health personnel;
Assists in evaluating present and potential needs and resources for staff education and development;
Determines priorities for the appropriate utilization of staff members assigned to the supervisory district;
Advises Health Commissioner concerning the level and number of staff necessary to meet the community health needs;
Participates in services, studies and research in the field of public health;
Reviews and compiles appropriate records and reports;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and methods of public health nursing supervision; thorough knowledge of the epidemiological approach to the prevention and control of disease; good knowledge of the administrative organization of public health and other social services within the community; good knowledge and understanding of the behavior of individuals throughout the normal life span; skill in the application of nursing techniques; ability to plan and direct the work of others; ability to establish and maintain effective relationships with nurses, patients and the general public; ability to communicate effectively, both orally and in writing; ability to address groups on public health topics; tact; good professional judgment; emotional stability; initiative and resourcefulness.

SUPERVISING PUBLIC HEALTH NURSE (cont'd)

MINIMUM QUALIFICATIONS:* Either

- a) Masters degree in nursing or a closely related public health field and two (2) years experience as a Public Health Nurse; or
- b) Bachelors degree in nursing plus advanced certification and training in nursing or related fields deemed appropriate by the Commissioner of Health, and three (3) years experience as a Public Health Nurse; or
- c) Bachelors degree in nursing and four (4) years experience as a Public Health Nurse; or
- d) An equivalent combination of training and experience as described above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. Possession of a license and current registration issued by New York State to practice as a Registered Professional Nurse at the time of appointment.
2. Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.

* Per New York Codes, Rules and Regulations (NYCRR), Title 10, Part 11, §11.45.