

PUBLIC HEALTH NURSE II

DISTINGUISHING FEATURES OF THE CLASS: This is professional nursing work involving assessment of health needs and development of plan of care for individuals and families. Responsibilities include periodic re-evaluation of individual and family as well as support of community nursing needs. Work may be performed at patients' homes or in clinic settings. Special work duty outside of normal work hours (such as on holidays or weekends) may be required. Work is performed under general supervision of higher level Health Department staff. This class differs from Public Health Nurse in that it requires a Master's degree in Nursing, or other appropriate advanced certification in the field. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs complete physical assessment by careful interviewing and use of nursing skills such as checking blood pressure, auscultation of lungs and heart;

Performs skilled nursing care and prescribed treatments to patients in their homes and clinics and demonstrates nursing care to patients and families;

Coordinates plans for service with Registered Professional Nurses, nutritionists, social workers, physicians and other professional workers concerned with individual and family health care;

Counsels, guides and teaches individuals and families towards self-help in recognition and solution of physical, emotional and environmental health problems;

Provides nursing services in clinics, immunization, blood pressure screening and monitoring, flu vaccines, chest and other special clinics;

May teach classes, addresses groups, and participates in community planning related to nursing and health;

Participates in the conduct of surveys and studies related to health matters;

Documents services provided through records and referral forms, etc.;

May provide for the continuity of patient care by promoting referral of hospital and clinic patients to appropriate community agencies;

May provide maternal and child health guidance;

May provide Public Health Nurse services at migrant camps, and related referrals to the appropriate agencies;

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.

WHEN ASSIGNED TO COORDINATE QUALITY IMPROVEMENT, MAY:

Develop, implement and evaluate ongoing quality improvement activities to ensure departmental delivery of high quality, safe, cost effective home health services, including staff development programs, policy development, record audits, review and reporting procedures, etc.;

Observe and evaluate care and outcomes of care, and develop and implement policies, procedures and plans of action to address issues and problems and improve quality;

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Collect and maintain data and information through quarterly reviews and record audits;
Analyze collected data and information and formulate plans for action, correction, improvement, etc. as needed on an ongoing basis;
Conduct annual licensed home care health agency evaluation, and implement follow up to address identified issues and problems;
Conduct and evaluate surveys to evaluate client and provider satisfaction, as needed;
Oversee maintenance of regulatory standards including timely flow and processing of documents to facilitate billing, etc.;
Investigate and evaluate complaints and incidents;
Serve as HIPAA Compliance Officer/HPN Coordinator, and chairperson of Quality Improvement Committee;
Prepare reports, correspondence, educational materials, policy statements, etc., as needed;
Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of current public health nursing practice; working knowledge of the administrative organization of community facilities; skill in the application of current nursing procedures and techniques of patient care; ability to plan and coordinate nursing care for individuals, families and groups and supervise nursing personnel assigned to assist with this care; ability to communicate effectively both orally and in writing; ability to establish and maintain cooperative working relationships; ability to accept and utilize guidance; ability to perform duties in accordance with ANA Code for Professional Nurses.

MINIMUM QUALIFICATIONS:*

- a) Masters degree in nursing or closely related public health field and one (1) year of experience in public health nursing; or
- b) Bachelors degree in nursing, one (1) year of experience in public health nursing, and advanced certification in a field of nursing deemed appropriate by the Commissioner of Health; or
- c) Bachelors degree in nursing, one (1) year of experience in public health nursing, and completion (within one year of appointment) of 15 hours of continuing education in public health related topics deemed appropriate by the Commissioner of Health.

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, §11.43