

## **QUALITY IMPROVEMENT NURSE**

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this position assist in developing and maintaining program objectives, nursing procedures, manuals and standards of nursing practices for each level of nursing personnel. General instructions are received from the Director of Clinic Services, allowing for a wide leeway in organizing and administering work of subordinates. Provides oversight to nursing staff on various public health programs. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in planning, implementing, coordinating and evaluating program goals and objectives;  
Assists in planning and conducting educational programs;  
Monitors cost effectiveness of nursing department staffing;  
Assures proper training and supervision of nursing program personnel as well as other program staff;  
Attends meetings as directed and reports on pertinent information to the Director and Deputy Director of Public health;  
Meets with the Medical Director, attending physicians or professional committees when necessary;  
Counsels staff in areas such as performance, discipline and professional development;  
Makes periodic visits to clients and work sites to ensure that nursing care plans are being observed and clients are receiving quality nursing care;  
Assures standards of practice by enforcing adherence to nursing policies and procedures;  
Audits records of client's care as necessary;  
Assists in review and evaluation of budget requests against current and projected needs of medical services;  
Interviews applicants (licensed) and recommends appointments of staff personnel, outlining their duties, scope of authority and responsibilities;  
Prepares a variety of records and reports related to program results;  
Participates in surveys, studies and research related to public health.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the principles and practices of professional nursing;  
Thorough knowledge of modern principles and practices of nursing management;  
Ability to plan and supervise the work of others;  
Ability to orient program personnel and conduct in service educational programs for all program personnel;

Ability to understand, follow and transmit technical oral and written instructions;  
Ability to secure the cooperation of others;  
Emotional stability;  
Firmness;  
Good observation skills and mental alertness;  
Cheerfulness;  
Patience;  
Empathy  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in nursing, public or business administration, health administration or related field and four years of professional nursing experience, two of which must have involved supervisory responsibilities in health related facility; OR
- B) Completion of a course of study approved by the New York State Education Department as qualifying for Registered Professional Nurse and six years of experience as defined above; OR
- C) An equivalent combination of training and experience as indicated by the limits of A) and B) above.

SPECIAL REQUIREMENTS: Possession of a license as a Registered Professional Nurse issued by the State of New York is required at time of appointment.

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COMPETITIVE