

## **SUPERVISING PUBLIC HEALTH NURSE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the provision of nursing services and the supervision of nursing practices to assure safe, effective and efficient comprehensive nursing care in homes, clinics, schools and other community facilities. Work is performed under the general supervision of a higher level administrator with a wide leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision is exercised over Public Health Nurses and auxiliary nursing or support staff assigned to assist in patient care. May have special responsibilities in specific program areas. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assigns cases to both Public Health Nurses and Registered Professional Nurses;  
Assists in planning, implementing, coordinating and evaluating the nursing programs within the agency including home health care, clinics, schools and other community facilities;  
Ensures that priority cases are visited as quickly as possible;  
Supervises nursing practice to ensure a high quality of professional service and maintenance of agency standards;  
Keeps abreast of the workload of each nurse in the unit and transfers cases if necessary;  
Assists in planning and conducting educational programs for nursing, home health, public health, clinic and/or support staff;  
Assists in maintaining the proper utilization of the services of nursing and support staff as assigned;  
Conducts orientation programs for new nursing personnel;  
Participates in surveys, studies and research in the field of public health;  
Assists faculty with the implementation of student programs;  
Reviews and compiles records and reports.

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

Thorough knowledge of current public health nursing practices and supervision;  
Thorough knowledge of the epidemiological approach to the prevention and control of disease;  
Working knowledge of the administrative organization function of community agencies;  
Skill in the application of nursing procedures and techniques of patient care;  
Ability to plan and supervise the work of others;  
Ability to establish and maintain cooperative working relationships;  
Ability to communicate effectively, both verbally and in writing;  
Ability to perform duties in accordance with American Nurses Association Code for Professional Nurses;  
Ability to perform close, detail work involving considerable effort

and strain;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS\*:**

- A) 1) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in nursing and two years experience as a Public Health Nurse; OR
- 2) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in nursing and one year of experience as a Public Health Nurse; AND
- B) Licensure and current registration to practice as a Registered Professional Nurse in New York State.

\*Per Section 11.42 of the New York State Department of Health Codes, Rules and Regulations (NYSDOHCCR).

NOTE: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

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COMPETITIVE