

DISTINGUISHING FEATURES OF THE CLASS: This position involves supervising the duties of Public Health Services professional and paraprofessional staff, as required, to assure safe, effective and efficient nursing care in homes, clinics, schools and community facilities. Work is performed under general supervision with leeway for exercising independent judgment in performing most job tasks. Incumbent may also exercise supervision over auxiliary nursing staff.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Provides leadership, direction and guidance to Public Health Nurses, Community Health Nurses and supporting staff;

Assists in planning, implementing, coordinating and evaluating the nursing program and/or other programs within the agency;

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

Supervises nursing practices to ensure a high quality of professional service and maintenance of agency standards;

Addresses civic groups and participates in community planning relating to health issues;

Assists in planning and conducting educational programs for staff;

Coordinates plans for service with nutritionists, social workers, physicians and other professional workers concerned with individual, family health care and population based health care;

Assists in maintaining the proper utilization of the services of the nursing staff;

Participates in surveys, studies and research related to health matters;

Reviews and compiles records, reports and statistical data relating to health issues and related programs;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS:** Thorough knowledge of current public health nursing practices, procedures and techniques; thorough knowledge of the epidemiological approach to the prevention and control of disease; working knowledge of the administrative organization of community facilities; ability to plan and conduct seminars and workshops; ability to plan and supervise the work of others; ability to establish and maintain cooperative working relationships with community agencies and people from a variety of socioeconomic and ethnic groups; ability to communicate effectively, both orally and in writing; ability to prepare written reports and documents; ability to accept and utilize guidance; and ability to perform duties in accordance with the New York State Nurses Practice Act.

**MINIMUM QUALIFICATIONS:** Licensure and current registration to practice as a Registered Professional Nurse in New York State **and** either:

- (A) Master's Degree in Nursing from a regionally accredited or New York State registered college or university and one year experience as a Public Health Nurse; or
- (B) Baccalaureate degree in nursing from a regionally accredited or New York State registered four-year college or university and two (2) years experience as a Public Health Nurse.

## **SUPERVISING PUBLIC HEALTH NURSE**

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***SPECIAL REQUIREMENT: A Supervising Public Health Nurse must complete 15 hours of continuing education in public health and management related topics by the New York State Department of Health within one year of employment in this title.***

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