

Classification Specification

PUBLIC HEALTH NURSE III

DEFINITION

Under direction, coordinates and provides general and specialized program services, plans, directs and acts as a leadworker to other staff who perform services for the prevention and control of disease and the promotion of health, and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced working level class in the Public Health Nurse career series having leadworker responsibilities for coordinating a major nursing or health services program and leadworker responsibilities over professional nurses and other staff. Employees in this class are responsible for coordinating programmatic and administrative tasks in support of a general or specialized program.

This class is distinguished from the next lower class of Public Health Nurse II in that the Public Health Nurse II performs the full scope of public health nursing duties by initiating and carrying out special programs within an assigned caseload or geographical area.

This class is distinguished from the next higher level class of Supervising Public Health Nurse in that the Supervising Public Health Nurse is responsible for coordinating a multiple number of specific public health programs, supervising professional nurses and other staff, and for personally performing specialized health program activities.

EXAMPLES OF DUTIES

1. Plans, develops, reviews, monitors, evaluates and directly participates in providing services in a major nursing or health services program for the Health Department.
2. Trains, assigns and reviews the work of Public Health Nurses and other staff. Provides consultation and assistance and makes decisions on program or administrative problems.
3. Provides supervisor with updated information on program or personnel issues.
4. Keeps records, prepares reports, compiles statistical information.
5. Accepts and screens referrals, walk-ins and phone calls when assigned as Nurse of the Day.
6. Participates on various committees and as liaison provides information to other County departments and other agencies and organizations.
7. Determines needs in an assigned and recommends and implements projects designed to address those needs; participates with community groups in identifying and developing needed public health services.
8. Applies the nursing process of assessment, planning, intervention and evaluation when evaluating individuals and family situations for problems detrimental to good health.

Public Health Nurse III

9. Coordinates care, confers with physicians, nursing staff, other agencies and community members, and refers clients to appropriate public and private resources, agencies and clinics for further evaluation and treatment.
10. Provides case finding, health counseling and instruction, and epidemiological investigation in the prevention and control of disease and the promotion of health; provides care and treatment for health problems; carries out physicians orders; administers injections and oral medications.
11. Formulates written program goals and objectives; recommends program policies and, develops and updates program protocols and procedures as appropriate.

QUALIFICATIONS

Pursuant to Title 17 of the California Administrative Code, possession of a license in active status, to practice as a registered nurse in California and possession of a Public Health Nursing Certificate issues by the State of California.

Two years of extensive public health nursing experience.

Thorough knowledge of:

The principles, methods and procedures of public health nursing.

Working knowledge of:

1. Community aspects of nursing programs including provisions for continuity of patient care, nursing services in health programs and nursing care in the home.
2. Epidemiologic investigations; causes, control and care of chronic and communicable diseases and illness, handicapping conditions, mental illness and other disabling conditions.
3. Environmental, sociological and psychological problems associated with public health nursing clients and families.
4. Normal and abnormal human physiological development and behavior patterns.
5. Principles and procedures involved with family planning, sexually transmitted diseases, , maternal and child health, child growth and development, and communicable diseases.
6. Prevention, detection, reporting and treatment to specific public health programs.
7. The laws, codes and standards applicable to specific public health programs.
8. The use of community resources for assistance in public health programs.

Public Health Nurse III

Some knowledge of:

1. The principles and practices used in public health program coordination and implementation.
2. Principles and practices of staff supervision and development.
3. Federal, state and local laws and regulations governing public health.
4. Principles of mental health.
5. Basic statistical concepts.

In addition, depending on the particular public health programs assigned, each position in this class will require knowledge of the principles, techniques, methods and terminology used in specific medical specialties (e.g., maternal/child health, immunization, perinatal, communicable disease, STD's etc.).

Skill to:

Use common medical instruments.

Ability to:

1. Analyze, evaluate and draw logical conclusions from data; evaluate problems, policies, procedures and formulate an effective course of action.
2. Think creatively; develop new methods, procedures or approaches to achieve program goals; exercise initiative, ingenuity and sound judgment in identifying and solving administrative and technical problems.
3. Independently work with little or no direct supervision.
4. Plan, prioritize, direct and review the work of others.
5. Effectively communicate in writing to prepare a variety of reports and records.
6. Work effectively with the public and others contacted during the course of work.
7. Understand, interpret and apply rules, laws, policies and regulations relative to specific public health programs.
8. Read, understand and apply oral and written policies and procedures.
9. Independently manage an assigned caseload.
10. Communicate verbally to address groups and individuals.

Public Health Nurse III

SPECIAL REQUIREMENTS

Possession of a valid California Class 3 driver's license is required at the time of hire.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include.

1. Ability to communicate verbally in a clear manner and with a volume required to carry on telephone and face to face conversations.
2. Ability to drive a motor vehicle to and from meetings.
3. Ability to give injections to clients.

CLASS HISTORY

Class Code:	52E23	Bargaining Unit:	H
Established:	December 1994	EEO Category:	P
Revised:	August 2000		

Approved by:

Date

BS:tae
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