

SUPERVISING PUBLIC HEALTH NURSE

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional supervisory position involving the administration of a public health nursing program in a geographical or functional area in the Department of Behavioral and Community Health or Office for the Aging. Incumbents of this position have responsibility for the provision of nursing services and 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 direction of a higher level administrator. Supervision is exercised over the work of assigned public health professionals and auxiliary nursing staff.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists in planning, implementing, coordinating and evaluating the nursing program within the agency;
2. Supervises nursing practice to ensure a high quality of professional service and maintenance of agency standards;
3. Reviews nursing care records and reports;
4. Provides consultation on difficult patient assignments and care plans;
5. Schedules and reassigns nursing staff to maintain complete coverage;
6. Assists in maintaining proper utilization of nursing services;
7. Assists in planning and conducting educational programs for nursing and other staff;
8. May provide observational and/or nursing practice experience for nursing students in the community setting;
9. May participate in and/or lead community and healthcare workgroups, coalitions, and outreach activities;
10. May participate in surveys, studies and research in the field of public health;
11. May provide on call supervision;
12. May be required to participate in public health preparedness activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of current nursing practice and supervision;
Knowledge of the epidemiological approach to the prevention and control of disease;
Knowledge of the administrative organization of community facilities;
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; ability to accept and utilize guidance;
Ability to perform duties in accordance with A.N.A. Code for Professional Nurses;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

SUPERVISING PUBLIC HEALTH NURSE (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing (per NYSED Office of the Professions – Commissioner's Regulations Part 64.1) and one year of paid work experience as a Public Health Nurse;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing (per NYSED Office of the Professions – Commissioner's Regulations Part 64.1) and 18 months of paid work experience as a Public Health Nurse;
- OR: (C) An equivalent combination of the training and experience between the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Possession of a New York State Registered Professional Nurse License and valid Registration Certificate.

Possession of a valid New York State Driver License.

NR0210

REVISED: 03/11/76
08/01/80
05/26/83
07/01/91
04/26/17
09/18/17
12/06/18