

Jurisdictional Class: Competitive; Non-Competitive when Part Time in County  
Adopted: August 10, 1977  
Revised: June 25, 2010

**SUPERVISING PUBLIC HEALTH NURSE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the planning, development, provision, and evaluation of public health programs designed to prevent disease and improve the health outcomes of individuals, families, specific populations, high risk groups, and /or communities as well as 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. The work is performed under the general supervision of the Director of Patient Services, Director of Prevention Services, or higher-level supervisor with leeway allowed for the exercise of independent judgment. The incumbent supervises the work of assigned public health professionals, auxiliary nursing staff, paraprofessionals, and clerical staff. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Assesses the needs of population(s) in order to identify sub-populations, families, and individuals who would benefit from health promotion/intervention or who are at risk of illness, injury, disability, or premature death;
- Participates and oversees work projects in planning, implementing, coordinating, and evaluating the nursing program within the agency;
- Develops, with community groups, a plan for intervention (to meet identified needs) that takes into account available resources and the range of the activities that contribute to health and the prevention of illness, injury, disability, and premature death;
- Monitors and evaluates performance indicators for trends, effect, and progress with specific populations and/or programs;
- Conducts recommended evaluations to determine the efficacy of the interventions on the health status of individuals and the population;
- Develops, evaluates, and oversees leadership and training activities and systems including orientation, mentoring, and development of training/educational programs;
- Works with faculty in implementing plan for students mentoring and field educational experiences;
- Supervises nursing practice to ensure a high quality of professional service and adherence of agency standards;
- Supervises professional and support staff, counsels and disciplines as needed, completes required performance evaluations;
- Completes and monitors staff's financial and billing processes and systems necessary for financial and billing reimbursement;
- Participates in surveys, studies, and research in the field of public health;
- Assists in establishing, implementing, and monitoring Unit portion of the Department's strategic plan;
- Reviews and compiles appropriate records and reports;
- Serves on agency and community committees;
- Participates in training for Incident Command System, emergency response and drills, and responds to community emergencies/disasters as part of the Public Health Response requirements.

## Supervising Public Health Nurse

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of current nursing practices and supervision;  
Thorough knowledge of the epidemiological approach to the prevention and control of disease;  
Working 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 describe and apply skills of core competencies within the context of the essential public health services;  
Ability to plan, develop, provide, and evaluate public health programs designed to prevent disease and improve the health of individuals, families, specific populations, high-risk groups, and/or communities;  
Ability to establish and maintain cooperative working relationships;  
Ability to communicate effectively orally and in writing;  
Ability to accept and utilize guidance;  
Ability to perform duties in accordance with ANA Code for Professional Nurses and other applicable codes and regulations;  
Sensitivity to individual client needs with the ability to approach situations that take into account diversities and cultural differences;  
Ability to understand, complete, and monitor financial and billing processes necessary to assist with reimbursement;  
Ability to use and apply technology systems for accurate, efficient, and secure data management and communication;  
Flexibility;  
Sound judgment.

### **MINIMUM QUALIFICATIONS:** Either:

(a) Possession of a Bachelor's Degree in Nursing from a regionally accredited or New York State registered college or university as well as licensure and current registration to practice as a registered professional nurse in New York State and two (2) years of experience in public health nursing after the issuance of the Registered Professional Nurse License; or

(b) Possession of a Master's Degree in Nursing from a regionally accredited or New York State registered college or university as well as licensure and current registration to practice as a registered professional nurse in New York State and one (1) year of experience as indicated in (a) above.

**NOTE:** Candidates must complete fifteen (15) hours of continuing education in public health and management related topics approved by the New York State Department of Health within the first year of employment.

**SPECIAL REQUIREMENT:** 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.

Qualifications are regulated by Part 11 of the State Sanitary Code (10 NYCRR).