

## SUPERVISING PUBLIC HEALTH NURSE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision an incumbent in this class is responsible for directly supervising professional nursing and auxiliary staff of a Westchester County Health Department District Office (Ambulatory Care Clinics and Home Health Agency), a program in the Division of Disease Control, or other administrative functions. Responsibilities may include development, implementation and day-to-day supervision of human surveillance activities related to infectious diseases and emerging health threats including West Nile Virus, bio-terrorism, etc. This position is the conduit through which all requests for service and assistance pass, and as such an incumbent has the overall responsibility for management of the total patient caseload and quality of care provided. Responsibilities include the assignment, coordination, review and control of caseloads or work assigned to the staff providing personal health services to residents of Westchester County. The incumbent must assure that patient care being provided is in accordance with the protocols of the Health Department, New York State Rules and Regulations and Public Health Law. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Provides initial and ongoing orientation to professional and ancillary staff with regard to and in accordance with the protocols and procedures of multiple health department programs in order to ensure that home health agency and clinic services are implemented as mandated;

Reviews and determines appropriateness of referrals from various agencies, the community, physicians, hospitals, the families, and organizations requesting personal health care for individuals, and assigns them to staff in order to promote a balanced caseload for the professional and a timely response to requests for service;

Determines patient eligibility for home health services with the fiscal intermediaries as well as initiating necessary claim forms and medical documentation;

Consults, reviews, and plans individual case management with public health nursing staff to ensure that the patient's needs and treatment goals are met, the department policies regarding eligibility and reimbursement are adhered to, and that the care provided is of the highest quality;

Attends clinics and conducts home visits to observe the nursing staff providing direct care in order to assess clinical skills and to ensure that quality care is being provided to patients, assessing need for additional training;

Meets with staff (individually and in groups) to discuss case management issues and to provide information pertaining to changes in department programs and case management;

Develops staffing schedules to assure adequate coverage to meet service demands, and approves leave time requests for staff;

Monitors productivity levels of staff as noted on daily activity record and confers with staff as necessary to ensure maintenance of appropriate case levels;

EXAMPLES OF WORK: (Cont'd)

Audits charts (medical records) of patients at periodic intervals to evaluate the quality of care and compliance with department and regulatory requirements;

Participates in regularly scheduled quality assurance meetings to assess patient care and ensure quality control, as required by Article 28 and 30 of Department of Health regulations;

Assists with developing and planning in-service education programs for staff;

Coordinates the services of specialized department programs;

Assists in the selection of new staff and provides orientation and guidance, in order to maximize employee potential;

Serves as resource for staff, community groups, and referral sources in relation to health care practices, policies, issues and programs;

Prepares performance appraisals for professional and auxiliary staff for both the Ambulatory and Home Health components

Collaborates with community agencies and represents the Department at community group and public meetings to inform and gather information that will benefit both the community and Department;

May serve as a member of a Department committee and coordinate deliberations pertaining to departmental policies and procedures;

Participates as required in providing 24-hour on call supervision on weekends and holidays;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform incidental tasks, as needed.

WHEN ASSIGNED TO THE DIVISION OF DISEASE CONTROL:

An incumbent assigned to the Division of Disease Control performs the following duties that are in addition to or a derivation the above examples:

Oversees the services provided through the Communicable Disease and Tuberculosis Control Units to assure the availability and accessibility of treatment for patients, suspects and contacts;

Assures that identified cases of disease are verified and reported to the New York State Health Department; Communicates with reporting physician and Infection Control Nurse:

EXAMPLES OF WORK: (Cont'd)

Follows policies and protocols issued by the Bureau of Disease Control as a result of policies directed from the New York State Department of Health and Center for Disease Control;

Recommends changes to existing policies and participates in the development of new written protocols, including revisions when necessary to assure that guidelines are in compliance with new regulations;

Coordinates, implements and monitors the activities of various disease control units;

Assists in the development of specifications for contracts for laboratory, X-ray and other services as needed;

Directs active or enhanced surveillance activities depending on the situation, including such methods as community surveys, work site surveys, contact investigation, etc., and monitors and evaluates responses accordingly;

Receives reports and investigates or supervises the investigation of suspect cases, consulting with Division or Communicable Disease Director regarding the need for laboratory testing;

Coordinates and monitors receipt and analysis of lab test results, determines the necessity of further testing;

Coordinates with Administrators to develop and implement a system for data collection, management and analysis;

Prepares epidemiological analyses and reports;

Serves as day-to-day liaison with NYSDOH for data and testing issues;

Performs surveillance/analysis for bio-terrorism indicators;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform incidental duties, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of current nursing and public health practice, clinical skills, 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 use computer applications such as spreadsheets, word processing, e-mail and database software; ability to plan and direct the work of others; ability to determine case priorities; ability to establish and maintain cooperative working relationships; ability to communicate effectively both orally and in writing; ability to accept and utilize guidance; ability to

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Con't)

perform duties in accordance with the ANA Code for Professional Nurses; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration issued by the State of New York to practice as a registered professional Nurse, a Bachelor's Degree in Nursing from a regionally accredited or New York State-registered College or University, and two years of experience as a Public Health Nurse.

SUBSTITUTION: Satisfactory completion of a Master's Degree\* in Nursing may be substituted for one year of the above stated experience.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

(1) A Supervising Public Health Nurse may not be appointed until satisfactory evidence of possession of the above requirements has been presented to and approved by the State Department of Health. (2) Possession of a valid license to operate a motor vehicle in the State of New York. (3) Must complete 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 in this title.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.