



PUBLIC HEALTH NURSE I/II

DEFINITION

Under general supervision or direction, provides a full range of professional nursing practices promoting and protecting the health of populations using knowledge from nursing as well as social and public health nursing servicessciences, including teaching, health assessment, and counseling services in homes, clinics, schools and the delivery of clinical, community centers in, field, and population based intervention; licensed case management; data collection and analysis; program planning; and outreach and health promotion activities at all levels of prevention in connection with the prevention and controlmitigation of diseases and adverse health conditions and the development of good healthhealthy lifestyles; and performs related duties as assigned.

DISTINGUISHINGSUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from a Public Health Nurse Supervisor or other assigned licensed management personnel. Exercises no direct supervision over staff. May provide technical and functional direction to lower-level staff.

CLASS CHARACTERISTICS

Public Health Nurse I: This is the entry-level classification in the Public Health Nurse class of this professional series. Initially under closegeneral supervision, incumbents learn and perform the more routine public health nursing duties while learning more skilled and complex work, as well as the provision of preventive health services, including but not limited to vaccination, health screening, early intervention to promote positive lifestyle choices, health education and acute disease intervention in the form of communicable/infectious illness identification, treatment and control, crisis intervention to mitigate adverse health events affecting children and adults. As experience is gained, duties become more diversified and are performed under more general supervision. This assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Public Health Nurse II: This is the fully qualified journey-level classification in the Public Health Nurse class is alternatelyseries. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently and under less supervision than the I-level, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is further distinguished from the Public Health Nurse Supervisor in that the latter is the full supervisory-level class in the series that has responsibility for the assignment, supervision, and evaluation of the work of assigned professional, technical, and administrative support personnel as well as programmatic and budgetary administration duties.

Positions in the Public Health Nurse class series are flexibly staffed ~~with Public Health Nurse II, and incumbents may advance to positions at the higher II-level~~ are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience ~~and demonstrating proficiency~~, which meet the qualifications for ~~and after demonstrating the ability to perform the work of~~ the higher-level class.

~~Public Health Nurse II is the journey level class in this series; fully competent to perform a wide range of duties requiring independence and professional judgment in utilizing nursing skills to prevent disease, promotes healthful behavior and alleviate conditions adversely affecting the health and safety of individuals, families and the community. This class is distinguished from Senior Public Health Nurse in that the latter supervises specialized health projects and programs and/or performs more specialized or complex public health nursing duties involving the more difficult client cases.~~

Examples of Duties

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- ~~Participates on a health services as an interdisciplinary team with other professionals and paraprofessionals~~ member in the delivery design and evaluation of public health nursing services.
- ~~Makes home visits in assigned areas to provide health education, assessment and counseling to clients.~~
- ~~Provides counseling and guidance to patients who have contracted a communicable disease and for crippled children who appear in need of medical or nursing assistance; encourages patients to seek early medical diagnosis.~~
- ~~Records communicable disease as prescribed by state and county laws and regulations.~~
- ~~Explains doctor's instructions and recommendations to patient and patient's family; instructs patients and family in isolation and preventive techniques.~~
- ~~Identifies and assess physical, mental and emotional problems of client and family unit utilizing observation, history taking and data collection skills; analyzes information obtained to determine areas of follow-up and referral.~~
- ~~Develops nursing care plans; acts as client liaison and advocate to medical and other community resources.~~
- Follows up on treatment recommendations with client and other involved agencies to ensure effective care and guidance programs to individuals and, families-, communities, and at-risk populations.
 - ~~Provides group and individual teaching relating to disease prevention, health promotion, treatment maintenance and rehabilitation.~~
 - ~~Provides AIDS counseling, testing and education; prepares periodic statistical reports related to AIDS incidence and treatment for state agencies; serves as program contact for the community.~~
 - ~~Provides family planning and perinatal guidance to clients throughout pregnancy, using educational pamphlets and visual aids; continues postpartum visits to offer guidance and referral for issues of health, safety, parenting, socio-economic and environment.~~

- ~~Performs selected diagnostic tests, using standardized procedures; gives prescribed treatments; assists physicians in outpatient clinics.~~
 - ~~Utilizes nursing intervention skills to prevent disease, promote healthy behavior and alleviate conditions adversely affecting the health and safety of individuals, families and the community, including promoting the avoidance of tobacco usage.~~
 - ~~Provides pre-natal and post-partum nursing care and conducts well-child clinics.~~
 - ~~Evaluates the needs of special population groups including the elderly, recent immigrants, those choosing alternate lifestyles and other cultural and economic groups.~~
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- ~~Acts as health consultant to~~ Conducts assessments of individual, family, community, and at-risk population assets, needs, values, beliefs, resources, and environmental factors.
 - Conducts physical assessments; dispenses medicinal products and therapeutic agents; performs diagnostic testing/screenings, immunization techniques, and withdrawal of human blood; reviews and interprets laboratory findings and provides intervention in accordance with standardized procedures and protocol at the facility level and in the community as appropriate.
 - Evaluates the effectiveness of public health intervention through ongoing assessment of the individual's physical condition and behavior, signs and symptoms of illness and reactions to treatment, interpretation and analysis of community level epidemiology, effective communication with community systems of care, and qualitative research data.
 - Assesses the health literacy of individuals, families, and populations served.
 - Functions as a specialty medical/health care case manager to ensure improved wellness and a continuum of appropriate services for individuals, families, and population groups subject to adverse health and social outcomes.
 - Develops and conducts educational and outreach activities for ~~community groups and participates on a variety of~~ and professional groups on selected public health concerns, best practices, and early intervention techniques.
 - Initiates field visitation to deliver independent, interdependent, and dependent public health nursing intervention to enhance the health and safety of populations, prevent and control communicable disease through varied prevention activities including immunization, identify and mitigate maternal, child and adolescent health concerns, prevent abuse and neglect of children and adults, coordinate health and wellness resources and respond to ~~health planning and~~ threats as identified in high risk aggregate communities, and provide early intervention to mitigate adverse childhood events as a means to improve the health of the community.
 - Delegates nursing functions, as appropriate, to licensed vocational nurses and instructs paraprofessional public health workers as appropriate.
 - Provides professional consultation on health and wellness matters to non-medical health care disciplines; community organizations; the general public; and as a member of policy, health planning, educational, or social welfare committees.
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- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
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- Acts as the client's advocate, as circumstances require, by initiating action to improve health care or to change decisions or activities which are against the interests or wishes of the client, and by giving the client the opportunity to make informed decisions about health care before it is provided.
 - Prepares a variety of periodic and special reports.
 - Performs related ~~work~~ duties as assigned.

QUALIFICATIONS

~~**NOTE:** The level and scope of knowledge and skills listed below are related to job duties as defined under Distinguishing Characteristics.~~

~~*Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.*~~

Knowledge of:

- > ~~Principles, practices, and current trends of public health nursing, including population-based nursing practices in high risk and high acuity populations.~~
- > ~~Provisions of the California NurseNursing Practice Act and state, and local healthapplicable business and professions codes, such as California Code of Regulations, Title 17, Public Health and the State of California Health and Safety Code.~~
- > ~~Demographic, biostatistical, and data collection methods utilized in evaluating public health needs and problems.-~~

~~• Principles of nutrition and its effect on varying age groups.-~~

- > ~~Major health concerns and risk factors of the populations served.~~
- > ~~Principles and practices of public health case management and coordinative care.~~
- > ~~Principles, practices, and techniques used to assess the physical, mental, and developmental health of children and adults.~~
- > ~~Principles and practices of prenatal and postpartum health care.~~
- > ~~Detection, prevention, intervention, and reporting requirements for family violence, including child, spouse, and elder abuse and neglect.~~
- > ~~Principles, practices, and techniques of developing and delivering public health education and outreach in a variety of formats.~~
- > ~~Pathophysiology of the major causes of illness and handicapping conditions.-disease.~~

~~• Normal growth and development, including the aging process.-~~

- > ~~The role of proper nutrition in developing and maintaining good health in children, adults, and the elderly.~~

~~• Principles and, practices of public health education and teaching.-~~

- > ~~Principles, practices, and methods of controlin the treatment and prevention of communicable and chronic disease.-~~

~~• Maternal, child and adolescent health principles and practices.-~~

~~• Methods of prevention of accidents and abuse and neglect of children, spouses and the elderly.-~~

- > ~~County, state, welfare,Community resources for the provision of public health services, including social serviceservices and financial support resources and agencies.~~

Skill in:

- > ~~Managing a caseloadPrinciples and establishing priorities techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.~~
- > ~~Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.~~

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Manage and prioritize the provision of public health nursing intervention to individuals, families, communities, and at-risk populations.
- Provide specialized health care case management, ~~treatment and referral,~~ to diverse pediatric and adult populations with varying levels of acuity.
- Applying ~~Identifying~~ individual, family, community and population based assets, needs, values, beliefs, resources and influencing environmental factors.
- Perform focused physical assessments, apply selected diagnostic testing and disease detection screening, and develop effective interventions.
- Apply the principles of epidemiology to a widebroad range of social ~~and,~~ health ~~problems-,~~ and wellness concerns.
 - ~~Performing nursing assessments and selected diagnostic tests and giving prescribed treatments.-~~
- Identifying ~~Identify~~ community health needs through analysis of ~~demographic and biostatistical~~ epidemiological data and information.-
- Assessing abnormal ~~Coordinate services across a broad range of disciplinary practices for clients with multiple risk factors for adverse health conditions.~~
- Understand, interpret, and behavior, ~~apply all pertinent laws, codes, regulations, policies and developing effective treatment~~ procedures, and referral plans. standards relevant to work performed.
 - ~~Following up on recommended treatment plans to ensure effective resolution of health and related problems.-~~
- Identifying ~~Exercise~~ sound independent, interdependent, and dependent nursing practice within legally established parameters and best practice standards.
- Effectively represent the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Identify and interpret the impact of cultural differences on communitypublic health care practices.-
 - ~~Communicating clear~~ Establish, maintain, and accurate information regarding clients to physicians, health providers foster positive and others.-
 - ~~Exercising sound independent judgment within established guidelines.-~~

- ~~Preparing clear, complete and accurate documentation, reports, and other written correspondence.~~

Other Requirements:

~~The conditions herein are representative of effective working relationships with those that must be met by an employee to successfully perform contacted in the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

Environment: ~~Work is primarily performed indoors in a standard office setting.~~

- **Physical:** ~~Primary functions require sufficient physical ability to course of work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold. **Occasional** standing and bending, walking and reaching; lifting, carrying or pushing objects that weigh up to 16 lbs. **Infrequent** climbing; lifting, carrying or pushing objects that weigh more than 16 lbs.~~

~~Must possess a valid driver's license. Must possess a valid license to practice as a registered nurse in the State of California and a valid California State Public Health Nursing certificate.~~

Education and Experience:

~~Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.~~

~~*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*~~

Public Health Nurse I:

Education: ~~A Bachelors of Science~~Equivalent to a bachelor's degree in Nursing from an accredited college

-and-

Experience: ~~One (1) year experience as a registered nurse in the practice setting of an acute care hospital specific to medical, surgical, or emergency room nursing, and/or an organized ambulatory primary care clinic~~from an accredited four-year college or university.

Public Health Nurse II:

Experience: ~~In addition~~Equivalent to the above, onea bachelor's degree in nursing from an accredited four-year college or university;

AND

One (1) year of experience at a level equivalent to the County's class of Public Health Nurse I.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Must possess a California Registered Nurse license issued by the California State Board of Registered Nursing or eligibility for Registered Nurse licensure reciprocity in the State of California.
- Must possess a California State Public Health Nursing certificate.
- Must possess valid CPR certification.
- Must have completed child abuse and neglect recognition and reporting training requirements pursuant to the State of California Health and Safety Code.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office, clinical, or community field setting, and use standard office and various health care related equipment, including computer, stethoscope, blood pressure device, otoscope, hypodermics, specimen collection equipment; vision to assess emergency situations, conduct physical assessments and identify adverse environmental conditions and to read printed material and a computer screen; hearing to perform auscultatory tasks and client interpersonal communication dynamics; and speech to communicate in person, before groups, and over the telephone. Depending on assignment, standing in work areas and walking between work areas may be required, and travel to visit various cultural, physical, behavioral, and environmental settings may be required. Finger dexterity is needed to access, enter, and retrieve data using keyboard technology, and to operate standard office and health care related equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull in carrying out nursing practice tasks. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 45 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in a standard office, clinical, or community field environment with moderate noise levels, controlled and uncontrolled temperature conditions; and direct exposure to potentially hazardous physical conditions or environments, chemicals, biopharmaceutical substances and bloodborne/aerosolized communicable disease. Positions require vaccination for communicable disease as stipulated in Cal-OSHA regulations and may be subject to violence in the workplace related to interaction with clientele afflicted with behavioral disorders or in exercising a public health nursing enforcement role. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

As required by Internal Revenue Service Publication 1075, individuals in positions that have access to Federal Tax Information (FTI), will be subject to a background investigation and a criminal history check. In addition, individuals hired into positions that have access to FTI will be re-investigated at least once every ten (10) years.