



## PUBLIC HEALTH NURSE I/II

### DEFINITION

Under general supervision, provides a full range of public health nursing services including teaching, health assessment, and counseling services in homes, clinics, schools and community centers in connection with the prevention and control of diseases and adverse health conditions and the development of good health lifestyles.

### DISTINGUISHING CHARACTERISTICS

**Public Health Nurse I** is the entry-level class of this professional series. Initially under close supervision, incumbents perform the more routine public health nursing duties while learning more skilled and complex work. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Public Health Nurse II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications for 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 (Illustrative Only)

- Participates on a health services team with other professionals and paraprofessionals in the delivery 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 to individuals and families.
- 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.
- Acts as health consultant to community groups and participates on a variety of health planning and educational committees.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

### **QUALIFICATIONS**

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

#### **Knowledge of:**

- Principles, practices and current trends of public health nursing.
- Provisions of the California Nurse Practice Act and state and local health codes.
- Demographic, biostatistical and data collection methods utilized in evaluating public health needs and problems.
- Principles of nutrition and its effect on varying age groups.
- Pathophysiology of the major causes of illness and handicapping conditions.
- Normal growth and development, including the aging process.
- Principles and practices of public health education and teaching.
- Principles, practices and methods of control 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, social service and financial support resources and agencies.

#### **Skill in:**

- Managing a caseload and establishing priorities for case management, treatment and referral.
- Applying the principles of epidemiology to a wide range of social and health problems.
- Performing nursing assessments and selected diagnostic tests and giving prescribed treatments.
- Identifying community health needs through analysis of demographic and biostatistical data and information.
- Assessing abnormal health and behavior, and developing effective treatment and referral plans.
- Following up on recommended treatment plans to ensure effective resolution of health and related problems.
- Identifying the impact of cultural differences on community health care practices.
- Communicating clear and accurate information regarding clients to physicians, health providers 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 those that must be met by an employee to successfully perform 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 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.

**Public Health Nurse I:**

Education: A Bachelors of Science 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.

**Public Health Nurse II:**

Experience: In addition to the above, one (1) year of experience in public health nursing.

**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.