

## PUBLIC HEALTH NURSING SUPERVISOR

### NATURE OF WORK

This is responsible public health nursing work supervising the delivery of nursing services within an assigned district.

Work involves orienting nursing staff of an assigned district by discussing policies and procedures, case load, and completion of forms, reports and client records; monitoring and evaluating health care services provided by subordinate public health nurses; and preparing periodic reports reflecting health care services provided. Work also involves preparing an initial sectional budget request and monitoring budgetary expenditures within an assigned district; testing school students for sight and hearing abnormalities and assessing their overall health status; assisting schools in developing an effective health curriculum; presenting discussions to schools, organizations, and community human service agencies on health related topics; assessing the client's physical and psycho-social state, and in conjunction with the client and physician develops, implements and evaluates a care plan to meet specified health needs; and instructing clients in preventive health care practices. Work includes providing health maintenance care for clients including monitoring vital signs, obtaining specimens for laboratory analysis, administering injections, and caring for wounds based upon physicians' orders; and maintaining appropriate client records reflecting treatment provided and client status. Supervision is received from the Division Manager with work being reviewed through established quality control measures. Supervision is exercised over subordinate public health nurses and clerical staff.

### EXAMPLES OF WORK PERFORMED

Orients nursing staff of assigned district by discussing policies and procedures, case load, and completion of forms, reports and client records.

Monitors and evaluates health care services provided by subordinate public health nurses.

Prepares periodic reports reflecting health care services provided by the nursing team.

Prepares initial sectional budget request and monitors budgetary expenditures within an assigned district.

Tests school students for sight and hearing abnormalities and assesses overall health status.

Assists schools in developing an effective health curriculum; presents discussions to schools, organizations, and community human service agencies on health related topics.

Assesses the client's physical and psycho-social status and, in conjunction with the client and physician develops, implements and evaluates a care plan to meet specified health needs; instructs clients in preventive health care practices.

Provides health maintenance care for clients including monitoring vital signs, obtaining specimens for laboratory analysis, administering injections, and caring for wounds based on physician's orders and general medical direction.

Maintains appropriate client records reflecting treatment provided and client status.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles of public health organization and administration

Considerable knowledge of the principles, practices, and techniques of public health.

Considerable knowledge of the principles of disease prevention and control.

Considerable knowledge of the current literature and research developments relating to public health.

Considerable knowledge of the various types of equipment utilized in the delivery of public health nursing services.

Considerable knowledge of human service agencies within the community as well as services provided by those agencies.

Ability to establish and maintain effective working relationships with co-workers, clients, and the general public.

Ability to maintain accurate records reflecting health care services provided and client status.

Ability to plan, assign, and organize the work of subordinate public health nurses.

Ability to understand and follow complex oral and written medical instructions.

Ability to communicate and interpret public health concepts to clients in the home and clinic.

Skill in the use, operation, and maintenance of equipment utilized in the delivery of public health nursing services.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a baccalaureate degree nursing program (accredited by the National League for Nursing) supplemented by graduate course work in public health nursing plus considerable experience in the delivery of public health nursing services including experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a baccalaureate degree nursing program (accredited by the National League for Nursing) plus considerable experience in the delivery of public health nursing services including some experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid license to practice as a registered nurse in the State of Nebraska.

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

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