



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **PUBLIC HEALTH NURSE**
Jurisdictional Class: Competitive
Civil Division: Public Health Department
Adoption: CSM 11/17/79
Revised: CSM 12/09/98; 05/14/08; 11/12/08

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional nursing position involving responsibility for performing routine and complex-nursing functions with individuals and families in the home and clinics, in accordance with planned programs and standards of the Department. Incumbent independently performs public health nursing activities including assessment of patient health care needs, development and implementation of nursing care plans, and the conduct of community health intervention programs, such as immunization and health clinics. The work is distinguished by the responsibility for supervision of Registered Professional Nurses and other staff assigned to develop and implement plans of care for preventive health and the treatment of the acutely and chronically ill. General supervision is received from a Supervising Public Health Nurse, or higher-level employee with wide leeway allowed for the use of independent judgment in assessing patients needs and implementing care plans and carrying out assigned programs including grants. The incumbent does related work as required.

NOTE: In compliance with OSHA, this position has a potential risk of exposure to blood borne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides nursing care at a primary level through preventive teaching, immunization, health screening, newborn teaching visits, health guidance visits for high risk or multi-problem families;
Performs initial assessments on patients and/or families being considered for admission to nursing services and develops a plan of care;
Gives skilled nursing care & prescribed treatments to patients in their homes & clinics and demonstrates nursing care to patients and families;
Prepares and applies dressings and provides nursing treatment as prescribed by physicians;
May lead a team of peers and subordinates in providing nursing care & evaluates the effectiveness of team activities;
May provide for the continuity of patient care by promoting referral of hospital & clinic patients to appropriate community agencies;
Coordinates plans for service with nutritionists, social workers, physical therapists, physicians & other professional workers concerned with individual & family health cares;
Counsels & guides individuals & families towards self-help in recognition & solution of physical, emotional & environmental health problems;
Provides nursing services in clinics & schools;
Teaches classes, addresses groups & participates in community planning related to nursing & health;
Participates in the conduct of surveys & studies related to health matters;
Attends in-service training to keep abreast of latest nursing techniques and procedures and orients new nursing staff regarding agency objectives;
Staffs immunization, health care and screening clinics including taking health history, performing diagnostic tests, physical assessments, administering vaccines and counseling patients on preventive health and health maintenance measures;

TYPICAL WORK ACTIVITIES: (Illustrative Only) continued...

Supervises, directs, and evaluates the work of Registered Professional Nurses, Licensed Practical Nurses, Home Health Aides, and support staff;
Conducts epidemiological activities associated with limiting and studying communicable diseases and works with patients toward prevention;
Compiles & uses records, reports & statistical information for evaluation & planning of the assigned programs.
May coordinate activities for related grants;
May participate in disaster activities as trained and assigned;
Performs other related duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of current community health nursing practices, procedures and principles;
Good knowledge of community organizations and services available to provide auxiliary services for the total health care of patients;
Good knowledge of personal living habits and dietary requirements which promote good health;
Working knowledge of medications and drugs, common dosages, their physical and physiological effects and possible adverse reactions;
Skill in the application of current nursing techniques and in the use of medical equipment used in providing nursing care;
Ability to develop, evaluate, implement and as necessary modify a nursing care plan to meet the needs of individual patients;
Ability to communicate effectively with others;
Ability to act as a team leader over subordinate nursing and aide personnel in the provision of services to patients;
Ability to prepare written records and reports;
Ability to make accurate observations;
Sympathetic attitude toward the sick;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Section 11.41 Entry level qualifications:

- (A) A baccalaureate degree in nursing from a regionally accredited or NYS registered college or university; **AND**
- (B) Licensure & current registration to practice as a Registered Professional Nurse in NYS.

SPECIAL REQUIREMENT:

Certain assignments made to employees in this class will require reasonable access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner. Operation of county-owned vehicles requires employees to possess a current valid New York State Motor Vehicle operator's license.