

GENERAL DESCRIPTION OF CLASS

The PUBLIC HEALTH NURSE 2 provides expert consultation and technical assistance to local health departments and other community agencies. Employees in this class plan, organize and conduct evaluations of public health services throughout the State.

DISTINGUISHING FEATURES

This is the second level of a two-level series. It is distinguished from the lower level by having responsibility for multi-program areas. Employees in this class also have considerable independent decision making responsibilities in the performance of duties.

DUTIES AND RESPONSIBILITIES

- 1.Consultation.** Typical tasks: orients and teaches as needed: administration, budgeting, staffing, planning and supervision techniques to county health departments; arranges for and conducts regional workshops and meetings for county health department administrative and supervisory personnel; interprets State and Federal program policies to local health departments; interprets local health department problems to State program managers and Federal program coordinators; provides a nursing perspective to other State agencies regarding public health issues; offers expert testimony and viewpoints on public health nursing issues to professional nursing organizations and various health profession licensing boards; identifies grant funding sources for local health departments and assists in the development of grant applications.
- 2.Evaluation and Technical Assistance.** Typical tasks: designs process for intraoffice Oregon State Health Division (OSHD) evaluation of county health departments; develops evaluation tools; organizes and conducts monthly county health department review conferences with agency program managers and consultants; prepares final comprehensive agency review reports; creates plan for the follow up of compliance and quality assurance issues identified in review process; identifies educational needs of county health department personnel; arranges for and/or conducts regional and statewide educational conferences, meetings and workshops to help county health departments reach compliance with State and Federal program standards, Oregon rules and laws and for quality assurance in local programs; presents OSHD county health department review findings to the Boards of Commissioners and/or the Boards of Health and the local agency administrators; evaluates the organization and administration of county health departments or other contract agencies receiving OSHD funding, (this involves the review of policies, nursing procedures and nursing care protocols; review of patient records, direct observation of patient care services, and patient and staff interviews are also part of the review process); conducts client service and staff productivity studies in local health departments; provides analysis of patient service outcome in public health programs.
- 3.Miscellaneous.** Typical tasks: compiles data and creates annual statistical reports and surveys which local health departments use to develop their budgets and justify new programs; acts for or represents, when designated, section and program managers at local, statewide, regional and national meetings and conferences; responds to general public inquiries in the field of public health and public health nursing.

RELATIONSHIPS WITH OTHERS

Employees in this class have regular in-person, phone and written contact with local public health professionals, county commissioners, county health department administrators and staff as well as Federal and State public health program managers; and periodic contact with national public health organizations, staff from other State agencies both intrastate and interstate, and people from outside State government to obtain and disseminate information and to provide technical assistance.

SUPERVISION RECEIVED

Employees in this class receive general direction from an administrative superior who evaluates work through reviewing reports and other documents prepared by employee and through communication with other professionals. Work performed by employees in this class is governed by: Federal and State laws pertaining to public health; Oregon Board of Nursing policies and procedures; policies and procedures of the Oregon State Health Division; and practices of the nursing profession.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Extensive knowledge of the practices and principles of the nursing profession.

Extensive knowledge of the practices and principles in the field of public health nursing.

Extensive knowledge of the principles of epidemiology.

General knowledge of the principles and methods of health related research.

General knowledge of the techniques of consultation.

General knowledge of public health area of specialization.

General knowledge of program evaluation principles.

General knowledge of adult education principles.

Skill in providing consultation on medical/health related issues.

Skill in communicating, orally and in writing, on health related topics to audiences with diverse backgrounds.

Skill in establishing and maintaining harmonious relationships with people of various socioeconomic backgrounds.

Skill in writing reports on technical health related issues.

Skill in developing and presenting education activities.

Skill in developing and writing grant requests.

Some positions in this class may require one or more of the following:

General knowledge of a specific program in the field of public health.

SPECIAL QUALIFICATIONS

Must have a valid license to practice as a registered nurse in Oregon.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.