

DIRECTOR OF COMMUNITY HEALTH NURSING

JOB TITLE: Director of Community Health Nursing

GRADE: 24

JOB CODE: 2001

DATE: 11/8/95

GENERAL FUNCTION: Under administrative direction of the director of the department is responsible for planning, organizing, financial management, and directing a comprehensive public health nursing program (preventive, therapeutic, maintenance) for a local health department. Serves as advisor to the agency's director on all matters pertaining to nursing/clinical services. Interprets and supports the purposes, philosophy and agency objectives.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Directs the nursing component of a comprehensive public health program;

- a. establishes, interprets, and disseminates department policy and protocols to ensure uniform delivery of services and promotes quality assurance.
- b. determines program priorities.
- c. establishes and or interprets standards of care for medical program and nursing practice.
- d. develops procedures, in accordance with established standards and policies for the fulfillment of program(s) goals.
- e. assesses staffing utilization and needs and makes recommendations as necessary to provide adequate coverage for the provision of services to improve quality.
- f. prepares program plans and associated budget(s) for the nursing/medical program.

Ensures that the nursing process is used to design and provide nursing care to meet the individual needs of patients.

Supervises professional personnel in the delivery of program services;

- a. monitors quality of care through direct observation, via site visits and medical audits, of the provision of services (clinical, field, laboratory, etc.).
- b. provides technical assistance to supervisory staff in the provision of medical services.

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- c. evaluates the performance of supervisory nursing staff and other professional and supportive staff as appropriate and prepares formal reports of performance.

Evaluates the nursing component of a comprehensive public health program;

- a. initiates and participates in studies/research activities in the evaluation/development of services;
- b. reviews periodic reports to determine status in meeting program/service goals;
- c. collects statistical data and prepares comprehensive reports regarding service and program activities;
- d. monitors revenue and expenditures for services to determine uniformity with budget and makes appropriate adjustments as necessary.

Participates in the recruitment and selection of nursing personnel.

Develops and implements a program of staff development (orientation, in-service training and continuing education) for nursing and related personnel.

Attends and represents the health department at various local and regional meetings.

Collaborates with other appropriate agencies in identifying service needs of the community being served by the agency.

Maintains liaison with schools for the development of curricula and appropriate clinical practice for students in the health care field. Assist in formulating learning objectives.

Interprets statutes and regulations that impact public health nursing.

SUPERVISION RECEIVED: Recommends policies in functional area(s); incumbent also sets goals and objectives in functional area(s).

SUPERVISION EXERCISED: Provides direct supervision to nurse supervisors and indirect supervision to other nursing and related staff.

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JOB SPECIFICATIONS:

Knowledge and Abilities: Knowledge of the principles of community health nursing. Ability to communicate effectively, orally, and in writing. Ability to give leadership to nursing personnel. Knowledge of community resources and utilization. Must possess current license to practice nursing.

Minimum Education, Training and Experience Requirements: Masters degree in nursing, nursing administration, public health or nursing education from an accredited program. Five (5) years of nursing experience in public health/community health; with at least three (3) years in management, consultation or teaching capacity.

OR

Graduate of an accredited college or university with a Bachelors degree in nursing, nursing administration, or nursing education and six (6) years of experience in nursing practice, two (2) of which should have been in responsible management or supervisory responsibility.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.