

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Nurse Program Manager		
TITLE CODE: 2127	SERIES: Nursing Series	
SELECTION METHOD: 100% qualifying		SALARY: (MIN-MID) \$19.38-\$24.73 GRADE: 22 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Nurse Supervisor or other appropriate staff.		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Under limited supervision serves as a coordinator of services for a program area such as HANDS, Home health, School Health, Health Start, etc. Manages program resources. Assures that accurate information is documented appropriately according to program standards. Prepares programmatic reports as required by the local, state or federal guidelines. Participates in Bioterrorism and Emergency Preparedness activities.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: See Special Requirements

EXPERIENCE: Three (3) years of Registered Nurse (RN) experience.

SUBSTITUTION CLAUSE:

EDUCATION: N/A

EXPERIENCE: BSN may substitute for one (1) year required experience. Master's Degree in Nursing, Nursing Administration, Nursing Education or Public Health may substitute for two (2) years experience.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)

Must have RN license in Kentucky or compact state.

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY.

Must have RN license in Kentucky or compact state. Must complete required annual updates.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Provides personal, operational and financial management of assigned program; provides leadership in effective strategies planning, review and development of policies; directs Quality Improvement activities for the program; promotes teamwork; facilitates staff meetings for assigned program staff; attends Nursing Supervisor meetings to assist in planning, evaluating, maintaining and improving current programs; interprets and applies laws, rules, regulations and policies applicable to the assigned program activities; monitors and enforces compliance to programmatic, federal, state and local rules and regulations; conducts surveillance and maintenance of appropriate equipment for compliance and issues notifications of any violations or variances to standards; provides direct client care as needed and time permits; may supervise staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as local and state guidelines.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the clinic.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 7/1/07

DATE OF LAST REVISION: 09/18/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.