REVISED: 1-10-99

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Public Health Nurse	CODE: 65541C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under general supervision of higher-level specialist, advises local health officials & agency in meeting state health standards; teaches new & approved procedures to local public nursing personnel; reviews & discusses findings with proper administrative personnel;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	22-32	Advises local health agencies throughout state on general organization, staffing & operation of hospitals including patient care, space utilization, equipment, sanitation, fire protection, control of drugs, maintenance of medical records & related matters.	Knowledge of (1) safety practices, (2) public relations, (3) counseling; ability to (4) deal with problems involving several variables in familiar context, (5) apply principles to solve practical, everyday problems, (6) complete routine forms, (7) prepare & deliver speeches before general public, (8) sort times into categories according to established method, (9) gather, collate & classify information about people or things according to established methods, (10) cooperate with co-workers on group projects, (11) handle face-to-face inquiries & contacts with people & government officials.
2	13-19	Consults local health agencies throughout state to ascertain compliance with federal & state health regulations & standards pertaining to program.	Knowledge of 1, 2, 3; ability to 4, 5, 6, 7, 8, 9, 10, & 11. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENT (including license, if any.): Licensed to practice as Registered Nurse in Ohio as issued by Board of Nursing per Section 4723.03 of Revised Code.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	12-18	Reviews & discusses survey findings with appropriate hospital officials; explains & clarifies areas of non-compliance, problems & discrepancies that were observed; advises in regards to meeting compliance of laws; consults on raising standards for improvement.	Knowledge of 2, 3; ability to 5, 7, 9, 10, & 11.
4	33-43	Collects information, compiles & prepares reports on all visits & consultations; recommends appropriate action in case of each hospital or refers problem as indicated or directed.	Knowledge of (12) bookkeeping, (13) office practices & procedures, (14) government structure & process; ability to 6, 8, & 9.
5	0-6	Assists in orientation & training of newly appointed staff members engaging in same type of work; teaches & suggest usage of new & approved procedures to local nursing personnel in public agencies.	Knowledge of 3, (15) employee training & development; ability to 5, 7, 8, 10, & 11.
			(*) Developed after employment.