

STATE OF OHIO (DAS)
 CLASSIFICATION
 SPECIFICATION

<u>CLASSIFICATION SERIES:</u> Public Health Nurse Specialist	<u>SERIES NO.:</u> 6554
<u>MAJOR AGENCIES:</u> Department of Health only	<u>EFFECTIVE DATE:</u> 02/02/2020

SERIES PURPOSE:

The purpose of the public health nurse specialist occupation is to evaluate public health programs in specialized areas &/or assist medical review nurses or public health nurses by recommending action to improve services.

At the lower level, incumbents monitor & evaluate public health programs & provide technical assistance, consultation & direction to providers, local public health departments & health, education & social services agencies on planning, organizing & developing health programs, or coordinate, monitor & evaluate public health electronic data collection & referral systems.

At the supervisory level incumbents plan & develop public health nursing programs & supervise medical review nurses or public health nurse specialists in assigned bureau.

At the managerial level, incumbents direct, administer statewide public health nursing programs &/or maternal & child health programs or to do all of proceeding & supervise assigned staff.

Relevant practice areas include following:

For Maternal & child populations, relevant practice areas include pediatrics, pediatric nursing, prenatal nursing, midwifery, family nurse practitioner, case management, pediatric case management, school nursing, home health, community health nursing & women's health.

For disease specific or general populations, relevant practice areas include community health nursing, occupational health nursing, disease specific certified educator & certified health education specialist.

Community health nursing, case management, clinical nurse specialists, nurse practitioner, or nursing administration.

This class is exclusively for use by Ohio Department of Health only.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Public Health Nurse Specialist	65541	12	07/19/1998

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of registered professional nursing & public health nursing programs in order to monitor & evaluate public health programs & provide technical assistance, consultation & direction to providers, local health departments, public health nurses, advocacy & support groups & other health, education & social services agencies (e.g., nursing schools, correctional institutions, child care centers, hospitals, maternity facilities, facilities for mentally retarded & developmentally disabled) on planning, organizing & developing public health programs (e.g., public health nursing, education, children with special health care needs, school nursing, family planning, newborn screening, childhood lead poisoning, diabetes education, prenatal & child health, pediatric specialty, communicable disease, health education, disease prevention, accreditation), or coordinate, monitor & evaluate public health electronic data collection & referral system (e.g., BabyNet).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Public Health Nurse Supervisor	65545	14	01/09/2005

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of registered professional nursing & public health nursing programs & delivery systems in order to supervise medical review nurse &/or public health nurse specialist; direct, administer & provide input to higher level administrator in development of agency/division/bureau mission, goals, objectives & strategies, assures programs' compliance with state & federal regulations & standards of care & practice (e.g., nursing).

CLASS TITLE

Public Health Nurse Administrator

CLASS NUMBER

65547

PAY RANGE

16

EFFECTIVE

02/02/2020

CLASS CONCEPT:

The managerial level class works under administrative direction & requires extensive knowledge of registered professional nursing, maternal & child health programs & delivery systems & nursing administration in order to direct & administer statewide public health program (i.e., Children with Special Health Care Needs (CSHCN)), develops policies, guidelines & nursing standards for care of handicapped children & supervises lower level supervisory &/or other staff as assigned

Or

develop statewide policies & procedures on behalf of appointing authority for implementation & coordination of public health nursing or to do all of proceeding & supervise assigned staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Public Health Nurse Specialist	65541	11	07/19/1998	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Monitors & evaluates local community public health programs & provides technical assistance, consultation & direction to providers, local health departments, public health nurses, advocacy & support groups & other health, education & social services agencies (e.g., nursing schools, correctional institutions, child care centers, hospitals, maternity facilities, facilities for mentally retarded & developmentally disabled) on various aspects of planning, organizing & developing public health programs (e.g., public health nursing, children with special health care needs, school nursing, family planning, newborn screening, childhood lead poisoning, diabetes education, prenatal & child health, pediatric specialty, communicable disease, health education, disease prevention, accreditation), or coordinates, monitors & evaluates public health electronic data collection & referral system (e.g., Babynet), plans & develops budgets, formalizes contractual agreements & submits grants for funding & contributes to development of division program plans.

Plans & conducts continuing education seminars, workshops & conferences for local community health nurses & health care providers according to nursing standards; makes follow-up observation field visits with course participants, acting as field preceptor for course; delivers speeches on nursing theory, nursing process, statistics, research methods & group process; prepares & maintains required records & reports; evaluates training components for nurses; serves as adjunct faculty, visiting faculty &/or preceptor to schools of nursing in colleges & universities; acts as liaison to other educational institutions; collaborates with national & local nursing organizations & government offices to assist in identification of needs, program planning, prevention of duplication of services & to maintain professional competency; serves as coordinator for multi-agency public health standards peer review process.

Designs, develops & submits research proposals; conducts studies; demonstrates project & replication of research; collects, analyzes & applies data to practice of nursing; develops specialized consultation tools, guides, manuals & audiovisuals directed to assist local public health nurses in providing health guidance to diverse population; writes activity & progress reports; operates personal computer &/or video display terminal to enter & retrieve data &/or generate documents.

Serves as representative on councils, committees & boards & at meetings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of nursing; federal & state laws & departmental rules governing health programs practice standards (e.g., public health nursing; administration, education)*; public speaking or effective communication techniques*; statistical analysis*; budgeting*; employee training & development*. Skill in operation of personal computer &/or video display terminal; audio-visual equipment. Ability to read & comprehend medical manuals, records & journals; gather, collate & clarify information about medical data, people or things; handle sensitive inquiries from & contacts with officials & general public; prepare & deliver technical lectures to nurses & other professional staff; prepare, review & evaluate records & reports; develop budgets, grants & program plans.

(*)Developed after employment.

COMPETENCIES

Assisting and Caring for Others
 Documenting/Recording Information
 Getting Information

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current & valid license to practice professional nursing as Registered Nurse (i.e., R.N.) in Ohio as issued by Board of Nursing pursuant to Section 4723.03 of Revised Code; 6 mos. trg. or 6 mos. exp. in nursing; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications for Employment noted above may be substituted for the education & experience required, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial renewal of license to practice as registered nurse.

UNUSUAL WORKING CONDITIONS:

Frequent exposure to periods of intense stress & extensive travel required.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Public Health Nurse Supervisor	65545	22	01/09/2005	14

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises medical review nurses &/or public health nurse specialists, directs, administers & provides input to higher level administrator in development of agency/division/bureau mission, goals, objectives & strategies, assures programs' compliance with state & federal regulations & standards of care & practice (e.g., nursing), to develop & evaluate program & administrative policies, standards, guidelines, procedures & evaluation methods, writes unit/section plans, including those pertaining to quality improvement activities, consistent with policies, agency goals &/or funding source requirements, oversees provision of technical assistance, consultation & training to stakeholders to include constituents, health care providers &/or of case management services to include medical eligibility determination, service plans & monitors program activity to include reconsideration & case appeals, provider relations & timely follow-up on positive lab results.

Prepares grant applications & proposals to secure funding for new &/or existing programs; negotiates & develops contacts & other documents for provision of population-based services; oversees management of contracts & grants according to agency policies & procedures (e.g., GAP); develops budgets for areas of responsibility & maintains programs within budget constraints.

Drafts correspondence & complex reports (e.g., problem case reviews, program evaluations); develops education & resource materials (e.g., procedure manuals, brochures, articles); responds to sensitive inquiries from various sources (e.g., community, health care providers, organizations); makes presentations on health/program-related topics to professional audiences & general public; represents bureau chief &/or program at meetings; convenes meetings & focus groups in order to facilitate collaboration with external & internal groups; attends workshops & meetings to maintain professional competencies & to expand professional development.

MAJOR WORKER CHARACTERISTICS:

Knowledge of nursing; federal & state laws, HIPAA law & departmental rules governing public health nursing programs & case management delivery services*; supervisory principles/techniques; employee training & development; public relations; human relations; statistical analysis; nursing education; budgeting. Skill in use of personal computer*. Ability to review, write & correct medical & administrative reports & policies & procedures; read & comprehend medical terminology, manuals & records; handle sensitive inquiries from & contacts with departmental administrators, public health personnel & general public; speak to large audiences of influential persons.

(*)Developed after employment.

COMPETENCIES

Assisting and Caring for Others
 Documenting/Recording Information
 Getting Information

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current & valid license to practice professional nursing as Registered Nurse (i.e., R.N.) in Ohio as issued by Board of Nursing pursuant to Section 4723.03 of Revised Code; completion of undergraduate core program in nursing to include one course in community health nursing or public health nursing and training in research methodologies or equivalent; 36 mos. relevant nursing exp. in community health/public health setting (e.g., home health, local health department, community health center, primary care clinic, rural health clinic); 1 course or 3 mos. exp. in monitoring program budgets.

-Or 2 yrs. exp. as Medical Review Nurse, 65441.

-Or 2 yrs. exp. as Public Health Nurse Specialist, 65541.

-Or equivalent of Minimum Class Qualifications for Employment noted above may be substituted for the experience required, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial renewal of license to practice as registered nurse.

UNUSUAL WORKING CONDITIONS:

Frequent exposure to periods of intense stress; extensive travel required; may be required to work evenings & weekends.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Public Health Nurse Administrator	65547	EX	02/02/2020	16

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directs & administers statewide public health program (i.e., Children with Special Health Care Needs (CSHCN)), develops policies, guidelines & nursing standards for care of handicapped children, formulates & directs implementation of statewide program policies, procedures, goals & objectives having impact & administrative rules that impact Ohio families who have children with chronic illness, health care service providers & state & local health & human resource agencies, facilitates linkages between tertiary specialized providers & community-based generalist providers in order to develop, improve & monitor statewide system of early identification of (i.e., CSHCN), referral for improved service delivery & coordination of services at tertiary & local levels, formulates strategies to increase family & parent involvement in identifying service gaps & establishing integrated systems, responsive to the needs of (i.e., CSHCN) & families, directs & oversees development of ongoing policies, procedures, guidelines for Bureau for Children with Medical Handicaps (BCMh) program, including eligibility determination, advises BCMh Medical Advisory Council & subcommittees on development of standards of care, outcome measurements & policy recommendations, develops continuing education priorities for maternal & child health programs &/or public health staff & supervises lower level supervisory &/or other staff as assigned.

OR

Formulates & implements statewide public health nursing program policy on behalf of director of Ohio Department of Health; provides expertise to public health community through development of policy guidance on role & function of public health nurses; initiates & conducts studies to improve or expand existing public & community health nursing services; presents information to various groups on best practice & policy issues related to public health & community health nursing; assures consistency with ODH mission & priorities; develops continuing education priorities/programs; coordinates education & training activities across programs; consults with faculty in Ohio nursing schools & universities, advises & assists nursing consultants in developing workshops & continuing education programs for nurses statewide, serves as preceptor for graduate nursing students from area nursing schools, serves as program speaker at local or national professional conferences) or to do all of preceding & supervise assigned staff.

Develops, implements & monitors programmatic budgets in collaboration with other managers to ensure compliance with applicable state & federal laws, rules & regulations; directs fiscal control & human resource management activities of program supervisors (e.g. purchasing, contracts, budget monitoring, recruitment, grievance response, staff development); advises bureau/division chief on available funding (e.g. demonstration projects & categorical grants); writes grant applications & proposals to secure funding for development of programs; formulates goals & objectives for annual application for funding prepares reports & technical materials for publication & distribution; evaluates effectiveness of activities provided or purchased (e.g. contracts or subsidies); reviews legislation & makes recommendations regarding effect on Bureau & populations.

Acts as liaison with federal agencies, other states & state agencies, advisory boards, committees, councils and other collaborative groups on related program issues; identifies standards to apply to public health setting; responds to inquires from state & federal officials; attends hearings with program managers & provides information regarding program policies & procedures; interacts with staff from other state agencies, public, constituents & community partners; represent bureau at conferences, meetings & interagency planning efforts. Serves as program speaker at professional conferences.

MAJOR WORKER CHARACTERISTICS:

Knowledge of nursing administration; federal & state laws, HIPAA law & departmental rules governing maternal & child health programs & delivery systems*; supervisory principles/techniques; budgeting; employee training & development; research methodology*; public relations, human relations; statistical analysis; nursing education. Skill in use of personal computer*. Ability to administer statewide public health nursing programs &/or maternal & child health programs & delegate day to day services; review, write & edit public health programs; budgets, policies & procedures; make presentations before professional medical personnel; handle sensitive inquiries from & contacts with executive officials, medical personnel & general public; read & comprehend medical manuals, records & journals; speak to large audiences of influential persons.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current & valid license to practice professional nursing as Registered Nurse (R.N.) in Ohio as issued by Board of Nursing pursuant to Section 4723.03 of Revised Code; completion of graduate core in nursing, public health, or health administration; 5 yrs. exp. as public health nurse administrator/director or in hospital health administration, community health administration or as director of nursing.

-Or 24 mos. exp. as Public Health Nursing Supervisor, 65545.

-Or equivalent of Minimum Class Qualifications for Employment noted above may be substituted for the experience required, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial renewal of license to practice as registered nurse.

UNUSUAL WORKING CONDITIONS:

Frequent exposure to periods of intense stress; extensive travel required; may be required to work evenings & weekends.