**STATE OF OHIO (DAS)**
**CLASSIFICATION SERIES:** Public Health Nurse Specialist
**MAJOR AGENCIES:** Department of Health only

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**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.

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<th><strong>JOB TITLE</strong></th>
<th><strong>JOB CODE</strong></th>
<th><strong>PAY GRADE</strong></th>
<th><strong>EFFECTIVE</strong></th>
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<tbody>
<tr>
<td>Public Health Nurse Specialist</td>
<td>65541</td>
<td>12</td>
<td>07/19/1998</td>
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**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).

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<td>65545</td>
<td>14</td>
<td>01/09/2005</td>
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**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).
JOB TITLE: Public Health Nurse Specialist

JOB CODE: 65541

B. U.: 11

EFFECTIVE: 07/19/1998

PAY GRADE: 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.

COMPETENCIES
Assisting and Caring for Others
Documenting/Recording Information
Getting Information

MINIMUM CLASSIFICATIONS 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.
JOB TITLE: Public Health Nurse Supervisor

JOB CODE: 65545

B. U.: 22

EFFECTIVE: 01/09/2005

PAY GRADE: 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 polices, 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.