

## FUNCTIONAL JOB DESCRIPTION

### GENERAL INFORMATION:

<b>Civil Service Classification</b>	Public Health Nurse
<b>Working Job Title (if different)</b>	
<b>Division</b>	Strategic Nursing Team
<b>Date Job Description Created</b>	10/1/2013
<b>Revision Dates of Job Description</b>	
<b>Job Title Changes (all changes since position creation)</b>	

### POSITION DEFINITION:

This position will serve as a member of the Strategic Nursing Team to address departmental priorities and develop and strengthen neighborhood connections with the most vulnerable populations. Provide professional public health nursing services to the community and provide nursing surge capacity in an emergency.

### ESSENTIAL FUNCTIONS:

- Provide immunizations, health screenings in the community
- Provide patient and community education, including conducting communicable diseases classes.
- Collaborate with emergency response planning and training
- Participate in documentation and evaluation
- Assist in developing, implementing and evaluating professional development education; nursing continuing education.
- Other nursing duties as needed by the program manager.

### PREFERRED QUALIFICATIONS:

BSN.

## **COMPETENCIES/KNOWLEDGE-SKILLS-ABILITIES (KSA's):**

### **K. Public Health Tier: 1 – Front line employee**

#### **L. Organizational Competencies**

All CPH employees are expected to ensure that the Columbus community is protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all CPH employees are expected to meet specified competencies in the following areas:

- **Customer Focus:** Ensure the health and safety of our community within my abilities and resources and treat our many, diverse customers with thoughtful listening and respect.
- **Accountability:** Be accountable for knowing the scope of CPH programs and for maintaining the public's trust through credible information, quality programming and services, and fiscal integrity.
- **Research / Science-based:** Contribute to the advancement of the scientific base of public health and use credible science as the foundation of our policies and procedures.
- **Equity and Fairness:** Interact with clients, community partners and co-workers with fairness and equity and deliver services free of bias or prejudice.
- **Continuous Quality Improvement:** Establish and maintain organizational capacity and resources to support continuous quality improvement.
- **Occupational Health and Safety:** Follow all safety rules, proactively work to prevent accidents, and encourage the use of sound judgment in order to comply with departmental and city occupational safety regulations.
- **Emergency Preparedness:** Promptly identify and respond to public health threats and priorities which may involve working outside of day-to-day tasks.
- **Communication:** Communicate in a respectful manner both written and orally, in person, and through electronic means, with linguistic and cultural proficiency.

#### **M. Manager/Supervisor/Executive Level Competencies**

- City of Columbus MCP/HACP Performance Excellence: Managing Performance (N/A)
- City of Columbus MCP/HACP Performance Excellence: Managing Resources (N/A)
- Council on Linkages: Leadership and Systems Thinking Skills (N/A)

#### **N. Job Specific Competencies**

Descriptions of each competency can be found at:

[http://www.phf.org/programs/corecompetencies/Pages/Core\\_Public\\_Health\\_Competencies\\_Tools.aspx](http://www.phf.org/programs/corecompetencies/Pages/Core_Public_Health_Competencies_Tools.aspx)

- Analytical/Assessment Skills (1A1, 1A2, 1A3, 1A4, 1A5, 1A7, 1A8, 1A9, 1A10, 1A11, 1A12)
- Policy Development/Program Planning Skills (2A1, 2A7, 2A10, 2A15, 2A16)
- Communication Skills (3B1, 3B2, 3B3, 3A4, 3B5, 3B6)
- Cultural Competency Skills (4B1, 4B2, 4A3, 4A5, 4A6)
- Community Dimensions of Practice Skills (5B1, 5B2, 5B3, 5B4, 5A5, 5A6, 5B7, 5A8, 5A9, 5A10)
- Public Health Sciences Skills (6B1, 6A2, 6A3, 6B4, 6B6, 6B7, 6A8, 6B9)
- Financial Planning and Management Skills (7A2, 7A3, 7B8, 7B9, 7A10)
- Leadership and Systems Thinking Skills (8A1, 8B2, 8B3, 8B4, 8B5, 8A6, 8A7)

#### **O. Professional Competencies**

List professional competency(ies): RN, BSN

In addition employee will adhere to:

- Columbus Public Health Nursing Competencies Policy and Procedure.
- American Nurses Association Code of Ethics
- Standards of Public Health Nursing Practice Scope and Standards of Public Health Nursing Practice from the American Nurses Association, 2007.
- Standard 1. The public health nurse collects comprehensive data pertinent to the health status of the population.
- Standard 2. Population Diagnosis and Priorities: The health nurse analyses the assessment data to determine the population diagnoses and priorities.
- Standard 3. Outcomes Identification: The public health nurse identifies expected outcomes for a plan that is based on population diagnoses and priorities.
- Standard 4. Planning: The public health nurse develops a plan that reflects best practices by identifying strategies, action plans and alternatives to attain expected outcomes.
- Standard 5. Implementation: The public health nurse implements the identified plan by partnering with others.
- Standard 5A. Coordination: The public health nurse coordinates programs, services, and other activities to implement the identified plan.
- Standard 5B. Health Education and Health Promotion: The public health nurse employs multiple strategies to promote health, prevent disease, and ensure a safe environment for populations.
- Standard 5C. Consultation: The public health nurse provides consultation to various community groups and officials to facilitate the implementation of programs and services.
- Standard 5D. Regulatory Activities: The public health nurse identifies, interprets, and implements public health laws, regulations, and policies.
- Standard 6. Evaluation: The public health nurse evaluates the health status of the population.

**REPORTING STRUCTURE:**

<b>Title of Immediate Supervisor:</b>	PH Program Manager III (RN)
<b>Titles of any others this position reports to:</b>	PH Assistant Health Commissioner (Nursing) PH Program Manager II (RN)
<b>Titles of those who directly report to this position:</b>	

**PHYSICAL WORK ENVIRONMENT:**

Job Location: 240 Parsons Ave., Columbus, Oh 43215

Physical Activity: Standing, walking, pushing, pulling, lifting, fingering, touching, talking, hearing, repetitive motions.

Physical Requirements: Sedentary work, light work

Visual Activity: Close to the eyes, at or within arm's reach

Extra: Lifting up to 25 pounds occasionally, and/or up to 15 pounds of force frequently, and/or very minimum amount of force constantly to move objects. Employee works both inside and outside. Employees move around and stand on foot for long periods of time in order to accomplish job requirements. Employee must be able to see close to their eyes for medical purposes and practical purposes, such as reading on a computer monitor. Employee will be in contact with patients and blood-borne pathogens.

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