

	<p>Job Class Title: Public Health Nurse – Clinic Supervisor</p> <p>Department: Consolidated Human Services Agency</p> <p>Division/Unit: Public Health</p> <p>Work Schedule: M-F, Some extended, evening, and/or weekend hours</p> <p>FLSA Classification: Full-Time Permanent</p>
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**General Statement of Duties**

This position serves as a key leader within the Polk County Consolidated Human Services Agency (CHSA) supporting an integrated care model leveraging CHSA and community resources and partnerships. Responsibilities include CHSA staff training and development, budgeting for program and service needs, program/service planning and coordination to ensure quality service delivery to the community. Employee must exercise diplomacy and good judgment while working within licensure boundaries. Employee must also exercise tact and courtesy in frequent contact with employees, patients, vendors, and representatives of outside agencies and organizations.

**Distinguishing Features of the Position**

Work is performed in accordance with the North Carolina Nurse Practice Act, North Carolina Pharmacy Act, North Carolina Public Health Nurse dispensing rules, agency regulations, program policies, provider orders and evidence based public health nursing practice. Work requires performing a great variety of duties, responsibilities and coordination of work with others. Employee must have thorough understanding of public health concepts, nursing theory, evidence based practice and administrative responsibilities. Complies with public health laws, regulations and policies related to specific programs as they affect individuals, families and population systems, specialized expanded roles and administrative guidelines.

Public Health is responsible for preparedness activities in the event of a natural disaster and disease outbreaks. This position is required to participate in preparedness activities and lead a team in response to disaster related events; which may include mass vaccination clinics, sheltering and or dispensing medications from the Strategic National Stockpile.

Performs supervisory duties to include: evaluating program performance; participating in division recruitment of applicants; providing for career development, supporting and ensuring compliance with County, local, state, and Public Health policies and procedures; ensuring quality service delivery to target populations. Assist with orientation and training to new CHSA staff. Participates in budget planning for assigned program(s) in collaboration with the Health Director and Public Health Program Manager monitors budget expenditures; advises on priority expenditures. Determines supply and equipment needs.

Participates in and provides Quality Improvement initiatives, Quality Assurance activities; monitors and reviews quality of assigned programs. Reviews county specific statistical data and other demographic information to identify service and community needs; Gathers input from the community, clients, staff, and through community partnerships to identify needs. Maintains continual awareness of key performance indicators and plans work to meet and exceed indicators. Works with Public Health Program Manager to establish short and long range goals; Recommends and makes changes in program activities and short range plans to meet the needs of the programs. Builds and maintains relationships with providers and neighboring counties; Partners with outside resources on strategies to achieve goals and benchmarks. Assists staff with day to day troubleshooting of issues. Establish priorities in the work plan, and make changes in clinic schedules and personnel assignments to meet the needs of the Division and the clients.

Collaborates with other Health Division Supervisors and departments such as WIC and Business Services to accomplish work plan goals in a cooperative, consistent and efficient manner. Assists the Preparedness Coordinator in planning and training for preparedness and sheltering activities with a focus on clinical duties/functions. Oversees Annual Equipment Calibration scheduling and documentation. Manages disposition of broken equipment for repairs or replacement. Performs Cure MD Super user duties and responsibilities. Maintains accurate medical records per EHR policy. Follows all departmental policies and procedures. Performs other related duties as assigned.

### **Essential Duties and Responsibilities**

Provide day-to-day management of the Communicable Disease clinic and Immunization Clinics: manage the communicable disease clinic to prevent further spread of diseases; assess, evaluate, plan and coordinate clinical and community services in the areas of communicable disease, establishing program goals, policies, procedures and guidelines in collaboration with Medical Director; primary concentration of investigation, follow up and reporting of communicable diseases for Polk County; serve in lead capacity for referrals/reports and investigation of communicable diseases; coordinate services in the clinic and community setting in the case of outbreak situations; consult and collaborate with the EPI team and the NC Epidemiology Section; complete reports as required by the NC Communicable Disease Law; serve as lead for Communicable Disease Reporting and Investigation (NCEDSS system); conduct monthly communicable disease program meetings; complete program contract addendums; make home visits as needed; work in communicable disease clinic and/or community settings to provide testing, vaccines, education and counseling; Serve as liaison between health division communicable disease program and community physicians, medical facilities, community agencies, etc. to enhance professional relationships and to achieve coordinated and cooperative efforts toward the control of communicable diseases.

Within this category of clinic management, at least 20% of time is spent providing medical care to patients as an RN; all under the orders and protocols established and approved by the Polk County Health and Human Services Medical Director.

*All CHSA employees may be called upon to perform work during emergency or disaster situations including but not limited to staffing shelters overnight. This service, if required, will take precedence over duties described in this position description.*

### **KNOWLEDGES, SKILLS, & ABILITIES:**

Considerable knowledge of and skill in obtaining an in-depth nursing history and physical examinations, considerable knowledge of, and skill in, the application of nursing theory, practice, principles, and techniques employed in the field of public health and related programs including communicable diseases and sexually transmitted diseases (STDs); considerable knowledge of and ability to apply the principles and practices of public health; considerable knowledge of public health nursing supervision of staff and/or programs. Ability to plan, coordinate, and supervise the work of others.

**EDUCATION AND TRAINING:**

Master's in Nursing and two years of Public Health nursing experience; or graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation and three years of Public Health nursing experience; or a Master's in Public Health and graduation from a school of professional nursing and two years of Public Health nursing experience; or graduation from a school of professional nursing and four years of professional nursing experience including three of which must have been in Public Health; or an equivalent combination of education and experience.

Enhanced Role Registered Nurse position requires an additional 3-6 months of training that includes both a didactic and on-the-job clinical supervision phase in the expanded role specifically to which assigned (Sexually Transmitted Diseases).

**CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS:** A current license to practice as a Registered Nurse in North Carolina by the NC Board of Nursing