CLASS TITLE: Public Health Nurse IV

CHARACTERISTICS OF THE CLASS: Under direction, the class manages public health nursing programs for an assigned region, or develops and administers citywide procedures, protocols and standards for public health nursing programs; and performs related duties as required.

ESSENTIAL DUTIES: Works with staff and community representatives in an assigned region to identify public health needs; studies nursing plans, observes clinic activities and uses community health statistics to assess the quality and effectiveness of services provided; directs the work of nursing supervisors at public health centers to ensure nursing programs and standards comply with departmental policies and procedures; participates in the development and implementation of quality assurance management processes for nursing programs; recommends changes in departmental policies and procedures to improve the quality and effectiveness of nursing services; participates in developing and implementing educational programs in specific areas of specialization for nursing personnel; establishes linkages and partnership agreements with regional health and social services providers to ensure continuity, accessibility and quality of care to clients; acts as a consultant to outside agencies such as child care providers to provide expert nursing direction and education in the areas of health, safety and state and local licensing procedures; confers with program directors and management personnel regarding the efficient allocation of nursing personnel in an assigned region and recommends staffing levels to meet service goals; prepares management reports on nursing programs.

RELATED DUTIES: Develops and presents in-service training programs in public health nursing care; administers major nursing programs such as the Nurse Midwifery Program.

MINIMUM QUALIFICATIONS:

Training and Experience. A Bachelor’s degree in Nursing accredited by the National League for Nursing or an approved foreign credential evaluation and a Master’s degree in Nursing or Public Health supplemented by three years of progressively responsible public health nursing experience including one year of supervisory experience, or an equivalent combination of training and experience. Must have certification in a nursing specialty. Must be licensed to practice as a Registered Nurse. Applicants must possess a valid State of Illinois Registered Nurse license at the time of employment.

CLASS TITLE: Public Health Nurse IV (Cont’d)

Knowledge, Abilities and Skill. Considerable knowledge of nursing
theory and practices for the treatment of patients. Considerable knowledge of the practices and principles of public health nursing. Considerable knowledge of services and resources provided by community health and social service agencies. Considerable knowledge of quality standards in public health nursing. Good knowledge of supervisory and management theory and practices.

Ability to manage professional nursing personnel. Ability to develop and implement departmental nursing protocols and policies. Ability to develop quality standards for public health nursing. Ability to work effectively with other health care professionals and community representatives. Ability to develop training programs. Ability to access multi-level facilities.

Considerable skill in the application of public health nursing practices. Considerable skill in assessing community health needs and developing corresponding nursing programs. Excellent oral and written communication skills. Good management skills.

**Working Conditions.** Health clinic environment and general office environment.

**Equipment.** Standard medical/health equipment. Standard office equipment including personal computers.

**Note:** While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

May, 2002
City of Chicago
Department of Personnel

(Minimum Qualifications revised February, 2006)