



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
COMMUNITY HEALTH NURSING MANAGER	45*	A	10.373

Under administrative direction, the Community Health Nursing Manager is assigned to direct and supervise the provision of community health nursing services in Nevada’s rural counties including planning, developing, and implementing nursing goals and objectives; developing training programs to assist in development of nursing skills; evaluating effectiveness of nursing care; writing grant applications and managing, monitoring, and coordinating grant funds. The incumbent is responsible for the nurse practice of all subordinate staff.

Provide a practice environment which promotes effective and efficient quality patient care; develop and interpret policies, procedures, objectives, standards and goals for nursing services including the interpretation and application of theoretical concepts of nursing into the delivery of nursing care; evaluate service delivery and resolve service delivery problems; and ensure the use of accepted nursing practices in compliance with regulatory and community standards.

Provide technical assistance on a statewide basis to include consultation to counties in an effort to standardize community public health care; collaborate with community medical service providers to ensure effective public/private partnerships in the provision of community based health clinics; respond to specific questions from the public and other governmental entities; serve on various committees to represent rural community health.

Participate as a member of the management team including assisting in the development of organizational policies, procedures, and goals; integrate nursing services with other health services in cooperation with administration and other division administrators; serve on committees and task forces to develop recommendations which further the organizational mission and assist in the coordination of services.

Prepare narrative and statistical reports for management; participate in budget preparation for areas of responsibility; monitor and control the expenditure of funds for staffing, equipment, supplies and other areas as required.

Develop and implement master staffing plans at multiple locations within the constraints of budget and personnel; supervise nursing staff including selection, assignment of duties, performance evaluation, counseling, discipline, and termination; provide development and training opportunities to nursing and allied staff to ensure the safety, health and well being of all personnel and patients in the therapeutic environment; monitor the licensure of registered nurses and advanced practitioners of nursing; and supervise support staff as assigned.

Ensure the safe and secure storage and administration of medications and related supplies including overseeing the inventory and reporting discrepancies as required.

Perform related duties as assigned.

* Reflects special salary adjustments of 4 grades granted by the Legislature to improve recruitment and retention.

MINIMUM QUALIFICATIONS**SPECIAL REQUIREMENTS:**

- * Licensure as a Registered Nurse in the State of Nevada is required at the time of appointment and as a condition of continuing employment.
- * A valid driver's license is required at time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.

EDUCATION AND EXPERIENCE: Bachelor's degree in nursing and five years of experience in community health nursing, two years of which included supervisory/management nursing experience; **OR** an equivalent combination of education and experience. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: the Nevada State Nurse Practice Act; supervisory principles, practices and procedures; current community health nursing practices, principles, methods and procedures; application of the nursing process including assessment, diagnosis, planning, intervention, and evaluation; medical terminology sufficient to communicate with other health care providers; documentation process; uses and effects of medications used in nursing and laws regulating the dispensing of medication; operation and use of standard medical equipment; health education as applied to disease prevention and birth control; prevention and treatment of sexually transmitted diseases; community dynamics and cultural diversity as related to community health services. **Ability to:** schedule staff and monitor the use of overtime to maximize efficiency and administer effective nursing care within established budget allocations; review performance evaluations, disciplinary actions and terminations to ensure fair and consistent application of established policies and regulations; evaluate delivery of care, and propose sound solutions to service delivery problems; develop and implement nursing policies and procedures and provide leadership and direction to subordinate staff; develop and maintain budgets, records, charts, plans, reports, and statistics related to nursing services; apply nursing theory and techniques to complex patient care problems; provide training opportunities for assigned personnel; work effectively with other professionals, organizational divisions, and subordinate staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State laws and agency policies and procedures applicable to personnel management and community health nursing service delivery. **Ability to:** apply and implement the Nurse Practice Act in varied health care delivery situations; develop, implement and refine policies, procedures and protocols related to nursing care; evaluate program goals and objectives, quality improvement plans, operating policies, procedures, and protocols within the framework of agency guidelines; justify budget requests; modify services to accommodate community needs; motivate staff to provide quality and timely services.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

10.373

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