



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 NURSE IV	43*	B	10.375
COMMUNITY HEALTH NURSE III	41*	B	10.376
COMMUNITY HEALTH NURSE II	39*	B	10.377
COMMUNITY HEALTH NURSE I	37*	B	10.378

SERIES CONCEPT

Community Health Nurses provide professional nursing services requiring licensure as an Advanced Practice Registered Nurse (APRN) and/or Registered Nurse in clinics, homes, schools and other community settings. Services include community-focused individual and group education for health promotion and risk identification and reduction, diagnosis and treatment of sexually transmitted diseases and other gynecological conditions according to established protocols and delivery of individualized preventive health care.

Provide reproductive health services; initiate a medical record; obtain health information including specimens and samples as required; educate and counsel clients regarding reproductive health choices and preventive health measures; dispense birth control supplies and contraceptives according to established procedures.

Identify and treat communicable and sexually transmitted diseases; conduct health screenings and collect laboratory specimens according to protocol; analyze and interpret test results; dispense and monitor treatment regimen; conduct epidemiological investigations and case management of clients and contacts; comply with safety and health standards; complete administrative forms, documentation and reporting requirements; educate and counsel clients on reducing risk behaviors to prevent infection.

Conduct infant and child health assessments and counseling; obtain medical history; conduct physical and developmental assessments including the Denver Developmental Screening Test to evaluate child's gross motor, language, fine motor-adaptive and personal-social skills; teach and counsel parents in parenting skills; make referrals to area specialists and programs; counsel clients on program requirements; and follow up with clients as required regarding health status and treatment results.

Administer immunizations, determining type and correct dosage required; counsel and educate patient or guardian regarding potential side-effects and appropriate comfort measures after vaccination; document client's immunization record.

Perform adult health assessments and identify both physical and emotional health problems; provide treatment within established protocols and/or refer client to appropriate medical specialist or program.

Consult and collaborate with organizations and agencies in the community to encourage health, wellness, and disease prevention; participate in health fairs and special clinics; conduct home visits as necessary; network with community groups, senior services and schools regarding health related issues; respond to medical and health questions by answering general questions and referring callers to appropriate services.

Perform administrative duties including compiling narrative reports and statistics; submit required paperwork and documents for budgets; maintain accurate medical records and inventory of supplies; provide work direction to county employees, volunteers and student nurses as assigned.

Perform related duties as assigned.

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

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CLASS CONCEPTS

Community Health Nurse IV: Under general direction of the program manager, incumbents are licensed as an APRN with an Active Prescribing designation and certification in Women’s Health or Family Practice with technical supervisory responsibility for the delivery of public health nursing care and the operation of community health clinics in a region of the State; coordinate and direct reproductive health program activities between clinic sites and communities; develop, implement and evaluate clinic protocols; ensure medical equipment and supplies are available; and provide technical supervision to subordinate staff. Incumbents work within the scope of practice of an APRN with an Active Prescribing designation and practice protocols as set forth in the Nurse Practice Act, Chapter 632 of the Nevada Revised Statutes and Administrative Code.

In addition to performing the full range of duties described in the series concept, participate in scheduled reproductive health clinics which include: conducting annual physical exams; performing laboratory tests such as pap smears; counseling clients on various birth control methods; prescribing and dispensing birth control medications and devices; and providing training and acting as a preceptor for nurse practitioners in-training and sexually transmitted disease nurse clinicians. The Community Health Nurse IV level is distinguished from the Community Health Nurse III by the level of licensure requirement and scope of work assigned. This is the technical supervisory level in this series.

Community Health Nurse III: Under direction of the program manager or a higher-level nurse, incumbents serve as a first-line supervisor and perform the full range of duties described in the series concept. Incumbents supervise professional nursing staff assigned to a community health clinic to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline. Incumbents direct and supervise the provision of community health nursing services in Nevada’s rural counties to include supervising the nursing practices of all subordinate staff; promoting effective and efficient quality patient care; ensuring the use of accepted nursing practices in compliance with regulatory and community standards; and ensuring the safe and secure storage and administration of medications and related supplies including overseeing the inventory and reporting of discrepancies as required. Incumbents assist with planning, developing and implementing nursing goals and objectives; developing training programs to assist in development of nursing skills; providing training opportunities to nursing and support staff to ensure the safety, health and well-being of all personnel and patients; developing and interpreting policies, procedures, objectives, standards and goals for nursing services, including interpreting and applying theoretical concepts of nursing into the delivery of nursing care; developing and implementing master staffing plans for assigned clinics within the constraints of budget and personnel; and integrating nursing services with other health services in the community. The Community Health Nurse III level is distinguished from the Community Health Nurse II by the full range of supervision exercised. This is the administrative supervisor and incumbents function at the advanced journey level.

Community Health Nurse II: Under general supervision, incumbents perform the full range of duties described in the series concept either in conjunction with other nurses in an urban clinic or independently in a small rural clinic. Incumbents may provide work direction to other professional nurses and support staff. This is a professional nurse and incumbents function at the journey level.

Community Health Nurse I: Under immediate supervision, incumbents acquire skills and experience in performing duties described in the series concept. This is the trainee level in the series, and progression to the journey level may occur upon successful completion of the probationary period, and with the recommendation of the appointing authority.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver's license is required at time of appointment and as a condition of continuing employment.
- * Some positions require certification as a communicable disease clinician at time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in this position must submit to a pre-employment screening for controlled drugs.
- * Certification and Licensure must be included with the employment application.
- * Licensure from the State of Nevada is required at the time of appointment.

INFORMATIONAL NOTE:

- * A Bachelor's degree in nursing is equivalent to a diploma or Associate's degree in nursing and one year of experience.

COMMUNITY HEALTH NURSE IV

EDUCATION AND EXPERIENCE: Current license to practice as an Advanced Practice Registered Nurse (APRN), including Active Prescribing designation, with certification in Women's Health or Family Practice, **OR** an APRN, including Active Prescribing designation and one year of experience in a women's health or family practice setting. *(See Special Requirements and Information Note)*

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

Working knowledge of: State laws and agency policies and procedures applicable to personnel management and principles and practices of supervision; treatment protocols; and community health nursing service delivery. **General knowledge of:** minimum staffing requirements for a clinic; budgeting process including the cost impact to provide service, billing and revenue. **Ability to:** apply and implement the Nurse Practice Act in varied health care delivery situations; direct community health nurses including organizing work flow to accomplish established objectives; provide training, demonstrate nursing leadership skills and act as a role model to staff; motivate staff and others to provide quality and timely services; develop, implement and refine policies, procedures and protocols related to patient care in accord with state and federal regulations; develop and implement plans of action and evaluate outcomes; modify services to accommodate community needs; identify staff needs; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: minimum staffing requirements for assigned community health clinics; scheduling of clients to maximize resources; coding for services; and billing.

COMMUNITY HEALTH NURSE III

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse, Bachelor's degree in nursing and two years of professional nursing experience in a public health setting, one year of which includes supervisory/management nursing experience; **OR** one year of experience as a Community Health Nurse II in Nevada State service; **OR** an equivalent combination of education, licensure and experience as described above. *(See Special Requirements and Informational Note)*

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MINIMUM QUALIFICATIONS (cont'd)

COMMUNITY HEALTH NURSE III (cont'd)

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. **General Knowledge of:** 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, infectious diseases, 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 purpose of 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; diagnose and treat uncomplicated sexually transmitted and other communicable diseases within established protocols; provide nursing services at multiple sites and facilities; justify budgetary requests for supplies, equipment and staffing; demonstrate positive public relations skills; *and all knowledge, skills and abilities required at lower levels.*

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Community Health Nurse IV.)

COMMUNITY HEALTH NURSE II

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse and two years of professional nursing experience, one year of which was in a public health setting; **OR** one year of experience as a Community Health Nurse I in Nevada State service; **OR** an equivalent combination of education, licensure and experience as described above. *(See Special Requirements and Informational Note)*

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

Working knowledge of: nursing principles and therapeutic interventions utilized in community health nursing; uses and effects of medications used in community health nursing; documentation process; operation and use of standard medical equipment; nutrition and personal hygiene as applied to patient care; human growth and development; health education and training techniques; clinic staffing requirements; community health service programs and resources. **General knowledge of:** applicable regulatory standards; routine laboratory tests and diagnostic procedures. **Ability to:** interview patients to elicit information concerning health and medical history, symptoms and/or complaints; clinically assess and-treat in accordance with policy and protocol illness and health conditions within authorized scope of practice; respond and resolve patient care issues within established and accepted nursing practice; work independently and follow through on assignments with minimum direction; *and all knowledge, skills and abilities required at lower level.*

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Community Health Nurse III.)

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MINIMUM QUALIFICATIONS (cont'd)

COMMUNITY HEALTH NURSE I

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse and one year of professional nursing experience; **OR** one year as a Registered Nurse I in Nevada State service; **OR** an equivalent combination of education, licensure and experience as described above. (*See Special Requirements and Informational Note*)

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

Working knowledge of: current nursing practices, principles, methods and procedures; universal precautions and infection control techniques and procedures. **General knowledge of:** 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; nutrition and personal hygiene as applied to patient care; human growth and development; routine laboratory tests and diagnostic procedures. **Ability to:** interview patients to elicit a health history, symptoms and/or complaints; clinically assess the basic health status of a patient; develop, implement and evaluate a nursing care plan; counsel clients and explain treatment plans; prepare and maintain medical records, charts and reports; follow detailed oral and written instructions; provide health education to individuals, groups and families; establish and maintain cooperative working relationships with supervisors, staff, patients and families.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Community Health Nurse II.)

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.

	<u>10.375</u>	<u>10.376</u>	<u>10.377</u>	<u>10.378</u>
ESTABLISHED:	3/1/85	7/16/66	4/1/66	4/1/66
REVISED:		10/19/78R	10/19/78R	10/19/78R
		3/9/79PC	3/9/79PC	3/9/79PC
REVISED:		3/1/85	3/1/85	3/1/85
REVISED:		11/13/87-3		
REVISED:	7/1/89LG	7/1/89LG	7/1/89LG	7/1/89LG
REVISED:		3/13/90-3		
REVISED:	7/1/97LG	7/1/97LG	7/1/97LG	7/1/97LG
REVISED:	7/1/99P	7/1/99P	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC	10/2/98PC	10/2/98PC
REVISED:	7/1/03LG	7/1/03LG	7/1/03LG	7/1/03LG
REVISED:	7/1/05LG	7/1/05LG	7/1/05LG	7/1/05LG
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG
REVISED:	4/4/17UC	4/4/17UC	4/4/17UC	4/4/17UC