

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3124

**TITLE:** PUBLIC HEALTH NURSE IV

**GRADE:** S-28

**DEFINITION:**

Under limited supervision, the Public Health Nurse IV manages a county-wide program consisting of a number of specialty areas (e.g. Maternity Child Health, Communicable Diseases, and Long-Term Care) **AND/OR** directly supervises a group of professional staff and manages the overall functioning, efficiency and effectiveness of a district office, with budget responsibilities including capital equipment, personnel, and physical space; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is distinguished from the Public Health Nurse III in that the Public Health Nurse III either oversees a specialty area within a county-wide program or supervises professional and paraprofessional staff, whereas the Public Health Nurse IV has overall supervision of a group of professional staff and manages a district office and/or manages a county-wide program, with budget responsibilities. The class also differs from the Assistant Director of Patient Care Services in that the latter assists the Director with the administration, planning, development, and implementation of public health nurse services and programs, whereas the Public Health Nurse IV's responsibility for administration and planning is primarily limited to the specific county-wide program area or district office.

**ILLUSTRATIVE DUTIES:**

Plans, develops, and manages a comprehensive public health program and serves as subject-matter expert for specialty areas;  
Sets program priorities, assesses workload demands, coordinates assignment of staff within a district office;  
Participates in establishment of priorities for projects and develops protocols for Patient Care Services;  
Plans public health education programs to update public knowledge and promote service utilization;  
Serves on work groups, task forces, committees, and community partnership activities;  
Writes, monitors, and evaluates grants;  
Consults with staff on patient health care plan and the existence and applicability of County and community resources in meeting health care needs;  
Develops, plans, participates in community development activities;  
Prepares public health communications, briefings, reports, and testimonies for court appearances;  
Presents programmatic reports of accomplishments, findings, and recommendations to County stakeholders;  
Coordinates county health services with other county, state, and federal public health agencies and social services;  
Evaluates the quality and efficiency of health care plans for community/site or client groups, particularly those considered high-risk;

Evaluates effectiveness and cost efficiency of the County's health care in a specific program/specialty area or district office;  
Studies and analyzes data findings to identify emerging health care trends or risk factors and their associated implications;  
Implements recommendations for improving or closing gaps in service delivery, including development of targeted or specialty interventions;  
Participates in research to identify emerging technologies that would benefit program;  
Formulates, monitors, and executes budget for programmatic areas and assigned grants;  
Directly supervises select group of professional staff;  
Ensures that orientation and training is available and appropriate for new and existing staff in collaboration with the Nurse Education-Research Coordinator.  
Develops an education or learning strategy that prioritizes staff learning needs;  
Identifies professional development needs and assesses professional development plans;  
Coordinates assessment efforts to identify long-term training needs.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of nursing theories, principles, practices, methods, processes, and procedures required to provide public health nursing care;  
Knowledge of human growth and development, anatomy, physiology, pharmacology, preventive medicine, epidemiology, and nutrition;  
Knowledge of current practices, literature, and trends in public health nursing to include environmental, economic, psychological, social (e.g., family and group dynamics), cultural and linguistic issues or barriers impacting assessment, planning, delivery, and evaluation of health services to the community;  
Knowledge of consultation, teaching, and supervision methods and techniques;  
Knowledge of documentation, nursing diagnosis, and quality assurance;  
Knowledge of medical and legal policies, guidelines, principles, practices, and standards governing public health nursing as well as nursing specialization;  
Extensive knowledge of available community resources for referral and follow-up;  
Knowledge of planning, implementing, and evaluating public health nursing programs;  
Knowledge of budget and financial management principles and practices to include assessing costs relative to benefits of interventions and their outcomes;  
Knowledge of resources planning, management, and utilization;  
Knowledge of County personnel policies and practices governing the management and supervision of employees;  
Knowledge of management principles, practices, and techniques to include setting program priorities, assigning projects according to ability level and workload demands;  
Ability to perform complex technical nursing procedures and use medical equipment in delivering specialized services to the clients;  
Ability to manage human and/or facility emergencies and perform emergency treatments related to life-threatening conditions;  
Ability to interpret and apply the professional standards of nursing practice, County Health Department policies and procedures and applicable federal, state and County laws and regulations;  
Ability to build and develop relationships and partnerships with individuals and entities within and outside of the County;

Ability to relate well to clients from varied backgrounds and different situations;  
Ability to manage or diffuse situations involving clients or County staff who may appear difficult, hostile or distressed;  
Ability to identify problems and make sound, well-informed, and objective decisions or judgments relating to client health care;  
Ability to assess the quality, appropriateness, implications, and impact of decisions or judgments made by others and identify courses of corrective action, where appropriate;  
Ability to communicate verbally and in writing with individuals and groups of all sizes to include delivery of informal or formal presentations;  
Ability to participate in hearings or court cases, as necessary;  
Ability to prepare public health communications, technical and non-technical reports, briefings, testimonies, and other written material, for dissemination to media groups and the community;  
Ability to prepare written justifications for budget, personnel, or other resource requests and expenditures;  
Ability to conduct systematic and objective inquiry or evaluation of public health programs and services through data collection, analysis, and interpretation, and report results;  
Ability to apply or introduce technology to facilitate decision-making, enable electronic record-keeping, and to support collaboration and foster communication across the nursing workforce and with the community;  
Ability to deal calmly and effectively with high stress situations, including a fast-paced work environment, hostile, manipulative or potentially dangerous situations, complex caseloads or multiple work sites;  
Ability to manage multiple programs, balancing stakeholder, staff, and client needs.

**EMPLOYMENT STANDARDS:**

Graduation from a college or university accredited by the National League for Nursing with a bachelor's degree in Nursing; PLUS

Five years of post-licensure experience as a nurse in an equivalent health care setting whose focus was primarily prevention services and community education, including three years in a public health/community health setting. Qualifying experience may include experience in ambulatory care settings such as outpatient clinics that incorporate community outreach/education as part of services or specialty settings that incorporate teaching, community outreach, resource referrals, etc. as part of a health care continuum; PLUS

At least one year of supervisory experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of current license to practice as a Registered Nurse in the Commonwealth of Virginia;  
Selected positions or area(s) may require additional certifications (e.g., CPR, STD) to practice specialized nursing skills;

Selected positions or area(s) of assignment may require the incumbent to possess a valid Motor Vehicle Driver's License.

**NECESSARY SPECIAL REQUIREMENTS:**

Selected positions or area(s) of assignment will require the incumbent to successfully complete a state criminal history record check prior to appointment.

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