

Code: 3751
Health and Welfare Service
Medical and Social Service Group
Public Health Nursing Series

CLASS TITLE: **Public Health Nurse I**

CHARACTERISTICS OF THE CLASS: Under supervision, the class provides professional nursing care to individuals, groups and families in a health clinic or in a community environment; and performs related duties as required.

ESSENTIAL DUTIES: Collects comprehensive medical, psychosocial, and environmental histories, laboratory results and related data on clients and their families; conducts physical examinations to assess clients' health status; makes preliminary assessment of clients' health problems and needs and prioritizes for medical attention; develops and implements nursing care plans for patients; administers prescribed medications according to departmental protocols; makes home visits to collect data, complete assessments and ensure clients follow prescribed treatment plans; coordinates client services with departmental and community health and social service agencies; evaluates the effectiveness of individual nursing care plans and modifies them as needed; educates and instructs individuals, families and others in health education, disease prevention, nutrition, child care and related health topics; ensures clients' case files are complete and current.

RELATED DUTIES: Participates in the collection of data for epidemiological studies; orients new staff and students on clinical nursing practices; assists in the staff development of paraprofessional employees.

MINIMUM QUALIFICATIONS:

Training and Experience. Must be licensed to practice as a Registered Nurse, supplemented by two years of work experience in ambulatory care nursing, **OR** a Bachelor's of Science degree in Nursing (BSN) from an accredited National League for Nursing (NLN) program with a license to practice as a Registered Nurse. Applicants must possess a valid State of Illinois Registered Nurse license at the time of employment.

NOTE: Candidates with a Bachelor's degree, eligible for licensure, may be hired but must obtain license within the first six months of employment. Persons hired but failing to gain licensure within six months of appointment shall be discharged.

3751

Code:
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Public Health Nursing Series

CLASS TITLE: **Public Health Nurse I** (Cont'd)

Knowledge, Abilities and Skill. Knowledge of nursing theories and practices for the treatment of patients. Knowledge of the practices and principles of public health nursing. Knowledge of resources and services provided by community health and social service agencies. Knowledge of public health issues and trends. Knowledge of departmental nursing protocols and policies.

Ability to conduct health assessments. Ability to organize a caseload and complete work assignments in a timely manner. Ability to administer medications and provide nursing care. Ability to explain treatment plans to patients. Ability to prepare patients' medical records and to follow prescribed medical orders. Ability to work effectively with medical staff, patients and families of patients. Ability to access multi-level facilities.

Skill in the application of public health nursing practices. Skill in administering nursing care plans. Good interpersonal skills. Good oral and written communication skills.

Physical Requirements. Ability to frequently lift and carry portable medical equipment needed to conduct physical exams in the field.

Working Conditions. Inside: Clinic environment. Outside: Exposure to unfavorable atmospheric conditions or extreme temperatures.

Equipment. Standard medical/health equipment including but not limited to stethoscopes, portable scales, thermometers, and related medical instruments. Standard office equipment.

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.

February, 2002
City of Chicago
Department of Personnel
(Minimum Qualifications revised February, 2006; April, 2008)