

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 07/14/97

NURSE COORDINATOR
(HEALTH DEPARTMENT)

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for coordination of prenatal clinical services provided by the Oneida County Department of Public Health and three private hospitals for persons in need of such care. The incumbent coordinates activities with the Maternal & Child Health Supervisor and is under the general supervision of the Director of Patient Services, with leeway allowed for the exercise of independent judgement. Supervision is exercised over Public Health Nurses, Community Health Nurses, and other professional and clerical employees of the Prenatal Clinical Services program. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates the prenatal services of Rome Memorial Hospital, St. Elizabeth's Hospital and St. Luke's Hospital Clinics, with individual physicians and the Oneida County Health Department Nursing program;

Arranges inservice training programs for prenatal clinic staff members and outreach workers;

Orients, supervises, and works closely with Public Health Nurses, Community Health Nurses, and other community health workers employed by the County Health Department in order to identify women early in their pregnancy and assist them in obtaining prenatal care promptly;

Provides patient education on an individual basis and in group settings to reinforce clinic instruction;

Refers high risk prenatal clients/patients for follow-up home visits by Public Health Nurse;

Works closely with human service agencies in Oneida County to provide counseling or other services to prenatal clients/patients;

Participates, as invited, in obstetrical staff meetings and works closely with individual obstetricians and family practice physicians;

Works with clerical staff to maintain a current profile and statistical report of all prenatal clients/patients identified by, and/or served by, the program;

Prepares and submits appropriate reports, as required by the New York State Department of Health, Office of Public Health in a timely manner;

May participate in a Speaker's Bureau to give presentations to schools, churches, parent groups, civic associations and professional societies, stressing the importance and availability of prenatal care services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of current public health nursing practices; good knowledge of obstetrics and prenatal nursing care; working knowledge of the administrative organization of community facilities; skill in the application of current nursing procedures and techniques of patient care; ability to plan and coordinate nursing care for individuals, families and groups, and supervise nursing personnel assigned to assist with this care; ability to communicate effectively; ability to establish and maintain cooperative working relationships; ability to accept and utilize guidance; ability to perform

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page two

duties in accordance with ANA Code for Professional Nurses; mental alertness; good judgement.

MINIMUM QUALIFICATIONS: Licensure and current registration to practice as a Registered Professional Nurse in New York State **AND** Either:

- (A) Possession of a Master's Degree in nursing from a regionally accredited or New York State registered college or university **AND** one (1) year of experience as a Public Health or Community Health Nurse in a home health, health maintenance, or a local agency approved by the New York State Department of Health;
OR
- (B) Possession of a Bachelor's Degree in nursing from a regionally accredited or New York State registered college or university **AND** two (2) years of experience as a Public Health or Community Health Nurse in a home health, health maintenance, or a local health agency approved by the New York State Department of Health.
OR
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

Adopted: 1980's

Revised: 03/17/89, 07/14/97