



DEPARTMENT: Public Health

POSITION TITLE: Nursing Supervisor - Clinic Services

JOB SERIES: Administrative **SALARY RANGE:** 30

UNION COVERED: No **BOLI EXEMPT:** Yes

GENERAL DESCRIPTION OF POSITION:

This position is responsible for using principles of supervision, reflective practice, and staff development to provide primary support and appropriate oversight to clinic programs ensuring a trauma informed, strengths-based, client-centered culture. The Public Health Nursing Supervisor’s responsibilities include direct support and oversight of work performed by Public Health Nursing team. This position performs administrative duties to support the management of services provided within the UCo Health clinics. Develops and maintains positive and cooperative working relationships with public health team, community partners, clients, families, providers and state and local agencies. Plans, organizes, and manages the development, implementation, and on-going operation of highly professional and specialized programs, such as immunizations and family planning. Initiates and implements strategic and management activities, with the consent and support of the Public Health Director, to maintain a varied and complex array of services to meet community need. Manages and administers revenue and expenses associated with services; plans, coordinates, and supervises health services for assigned health programs. Provides skilled professional nursing care; provides community and regional leadership and support. Understands and interprets federal, state and local rules, regulations, code and ordinances. Provides backup for intake, service coordination and quality assurance duties.

SUPERVISORY RELATIONSHIPS:

Works under the supervision and direction of the Director of Public Health. Exercises supervision over assigned programs and personnel.

PRINCIPLE DUTIES OF POSITION:

- I. Reproductive Health Clinic Services:**
 - A. At least annually review/revise and obtain Health Officer’s signature for standing orders and procedures. (EE)
 - B. Assess, plan and implement client services; evaluate effectiveness of Reproductive Health services (EE).
 - C. Monitor professional practice and program activities, including performing periodic chart reviews to ensure compliance with agency policy and procedures, State and Federal laws, Title X and Oregon CCare program standards and guidelines. (EE)

- D. Assist in developing, implementing, and monitoring program goals, objectives, policies, procedures, and budget. (EE)
- E. Attend statewide Reproductive Health Coordinator meetings. (EE)

II. Laboratory:

- A. Assure quality services for all aspects of service. (EE)
- B. Assure safe environmental conditions. (EE)
- C. Assure Director and Health Officer approved procedures are available to staff. (EE)
- D. Assure that a quality assurance program is established and maintained (sign, plan, and review Quality Assurance). (EE)
- E. Assure Laboratory Licensing is current and renewed yearly. (EE)
- F. Write duties of testing personnel (position descriptions). (EE)
- G. Assure all delegated Director's duties are properly performed. (EE)
- H. Assure test performance only within the limitations of the clinical laboratory license. (EE)

III. Communicable Diseases:

- A. Monitor professional practice and program activities to ensure compliance with agency policy and procedures, State Assurances and laws, Federal laws, and program, standards and guidelines for the following: TB, HIV/AIDS, Sexually Transmitted Diseases, vaccine preventable diseases and other reportable diseases. (EE)
- B. Assist in developing, implementing, and monitoring program goals, objectives, policies, procedures, and budget. (EE)
- D. Assure all employees utilizing Orpheus meet all requirements: yearly agreement signatures, HIPPA certification, attendance at monthly Orpheus webinar meetings, use of secure log on procedures. (EE)
- E. Assure state standards for reporting, investigating and completing disease reports are met by periodic auditing of Orpheus Reports for the appropriate categories. (EE)
- F. Attend OR Epi annual meeting at least once every 3 years. (EE)

IV. Immunization:

- A. Responsible for meeting the Immunization Program Assurances. (EE)
- B. Monitor and review delegate agencies annually for biannual contract review. (EE)
- C. Liaison with Oregon Health Authority and Oregon Immunization Program (OIP) staff. (EE)
- D. Implement current ACIP and OIP recommendations: (EE)
 - 1. Attend statewide immunization meetings
 - 2. Attend necessary training/in-services
- E. Become a Super User for Oregon ALERT IIS (state immunization data base) and:
 - 1. Assure all employees needing access to ALERT IIS receive the appropriate training and maintain records of the training. (EE)
 - 2. Create usernames and temporary passwords for all employees needing access to ALERT IIS. (EE)
 - 3. Assure monthly vaccine inventory counts, vaccine reports are completed and all vaccine inventory is accounted for. (EE)
 - 4. Maintain adequate vaccine inventory to assure required vaccines are available to all Umatilla County residents. (EE)
- E. School/Facility Immunization Law:

1. Review all medical exemptions for Umatilla County students. (EE)
 2. Assure that all public and private schools, preschools, certified Head Starts and daycares are complying with Oregon School law. (EE)
 3. Provide OIP with all required statistics and assure mathematical accuracy. (EE)
 4. Conduct required secondary review of all submitted records and forms from facilities and schools. (EE)
- F. Immunization Action Plan (IAP):
1. Write and submit annual plan outlining agency's commitments to IAP. (EE)
 2. Submit progress report as required. (EE)
 3. Coordinate UCo Health immunization activities with private providers to assure all infants and children are adequately immunized. (EE)
- G. Vaccines for Children (VFC):
1. Assist VFC representative assigned to county in every way possible to encourage Primary Care Providers to provide immunizations to their patients. (EE)
 2. Maintain all VFC standards and requirements for vaccine in all UCo Health clinic sites. (EE)
- H. Adult Immunization:
1. Promote adult booster immunizations in private provider offices, pharmacies and work sites. (EE)
 2. May offer consultation to local community college or university in the development of immunization policies and procedures for their staff and students. (EE)

PROFESSIONAL RELATIONSHIPS:

Establish and maintain collaborative and effective working relationships with UCHD staff members, other county employees, representatives of other agencies and organizations, and members of the community.

PROFESSIONAL DEVELOPMENT:

Attend educations and training modules that encourage professional development and enhance continual learning; ensure that own reflective practice and ongoing professional and personal development needs are addressed; assist in training and mentoring staff; and maintain regular and consistent attendance.

OTHER DUTIES OF POSITION:

An employee in this classification must be able to perform the following essential functions:

- Assess the public health needs within the community and with appropriate groups, plan and develop programs with a primary prevention and health promotion focus. (EE)
- Analyze services and health data and incorporate results into program planning and implementation. (EE)
- Establish standards and direct nursing practice to ensure a high quality of professional service and compliance with the Nursing Practice Act. (EE)
- Plan, organize and direct the work of professional, technical and support personnel. (EE)
- Interview and recommend for hire; orient staff to agency policies and programs. (EE)

- Provide for staff development through in-service educational programs; individual guidance, performance evaluation and other staff development techniques. (EE)
- Participate in determining priorities for service and allocate staff accordingly. (EE)
- Participate in budget and grant preparation; monitor fiscal expenditures. (EE)
- Represent the department to community groups, other agencies and the media. (EE)
- May be required to travel with occasional evening meetings and/or overnight stays in pre-arranged accommodations. (EE)
- Participate in occasional after hours or weekend events that may include health fairs, community clinics, and public health emergencies. (EE)
- Communicate clearly and concisely, both verbally and in writing. (EE)
- Be intuitive and perform duties independently without close supervision. (EE)
- Other duties as assigned. (EE)

REQUIREMENTS FOR POSITION:

- Bachelor’s Degree in Nursing from an approved school of nursing with license in good standing, required.
- Master’s Degree in Nursing or closely related field, preferred, which includes two (2) years of supervisory experience
- Experience in communicable disease, home visitation, community health and/or maternal/child health services preferred
- Maintain confidentiality
- Ability to accept and utilize supervision and lead by example
- Ability to work with people of all socioeconomic culture groups
- Current valid Oregon driver’s license

Signature

Date