



PUBLIC HEALTH NURSE CONSULTANT

SCOPE OF WORK:

Work involves providing consultation and technical guidance to communities and health care professionals throughout North Dakota regarding public health programs. Positions are located in the Health Department.

DUTIES PERFORMED AT ALL LEVELS:

- Provide consultation and guidance to health professionals by analyzing community health needs; assist in developing and implementing public health program(s); evaluate and modify program(s) to meet needs.
- Plan for and participate in in-service educational programs for health professionals.
- Develop guidelines, manuals, and other resource materials pertaining to the respective public health program(s).
- Assess public health educational needs; prepare and present educational programs.
- Coordinate public health program(s) with other services of the Department and services provided by local, state, and federal agencies.
- Participate in formulating and evaluating public health program policies and standards for local communities and health care systems.
- Monitor quality assurance of public health programs.
- Monitor public health program(s) to ensure compliance with federal and state laws, rules, policies, and regulations.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

PUBLIC HEALTH NURSE CONSULTANT I

3075

GRADE J

LEVEL DEFINITION:

Positions at this level are responsible for the maintenance and promotion of a public health program(s).

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Assist in writing and monitoring grants.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in nursing and two years of professional nursing experience. Work experience in public health, health care systems, program administration, or providing health education/training programs may substitute for up to two years of the degree requirement on a year-for-year basis. OR advanced practice nursing or a master's degree with a major in public health, health education, nursing administration, or other closely-related health field and one year of professional nursing experience. Must also have current licensure or eligibility for licensure as a registered nurse in North Dakota.

PUBLIC HEALTH NURSE CONSULTANT II
GRADE K

3076

LEVEL DEFINITION:

Positions at this level are responsible for the planning, development, implementation, coordination, and promotion of multiple or complex public health programs. Programs at this level require a higher level of technical knowledge, contain greater scope and complexity, and require a greater degree of accountability than those at the Public Health Nurse Consultant I level.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Develop, monitor, and update protocols, policies, procedures, and forms for the programs.
- Write and manage and/or monitor grants.
- Manage contracts, budget, and administrative components of the programs.
- May provide direction and oversight to contracted and/or other assigned staff.
- Perform quality assurance activities: conduct site reviews of local agencies, audit files, review medical aspects, assure compliance with medical protocols, and provide recommendations and mandates.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in nursing and four years of professional nursing experience, one of those in public health. Work experience in public health, health care systems, program administration, or providing health education/training programs may substitute for up to two years of the degree requirement on a year-for-year basis. OR advanced practice nursing or a master's degree with a major in public

health, health education, nursing administration, or other closely-related health field and three years of professional nursing experience. Must also have current licensure or eligibility for licensure as a registered nurse in North Dakota.

Eff. Date: 10/74

Rev: 11/74 – Added a level

Rev: 07/75 – Redefined levels

Rev: 07/92 – Update class and format

Rev: 11/05 – Revised scope, duties, level definitions, minimum qualifications; revised factoring at 2nd level

Rev: 07/12 – Conversion to Hay System