

DIRECTOR OF PATIENT SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This professional administrative nursing position involves responsibility for planning, initiating and directing a public health nursing program designed to meet local needs. This position has overall responsibility for all personnel under its administrative jurisdiction in order to assure safe, effective and efficient comprehensive nursing care. The work is performed under the general direction of the Commissioner of Health and supervision is provided to professional nursing staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, initiates and directs the nursing program;
Oversees and supervises professional-level nursing staff;
Develops and evaluates the nursing services, in relation to the total health program;
Coordinates the activities of various community organizations interested in furthering community health programs;
Participates in community health programs in nursing, public health and social services;
Reviews and compiles reports and budgets;
Provides professional guidance in the determination of policies concerning agency programs affecting nursing needs;
Develops and implements plans for the recruitment and professional guidance of nursing staff;
Collaborates with universities in developing student education programs;
Prepares a variety of reports;
Plans and participates in research programs and studies in nursing, public health and related fields.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current nursing practice and administration, public health programs and administration and health economics and legislation; thorough knowledge of community organization; working knowledge of research methods; ability to plan, organize and direct a moderate-sized program of public health nursing service; ability to supervise the work of others; ability to interpret existing and proposed health programs as they affect nursing; ability to establish and maintain cooperative working relationships with others, including other professionals; ability to communicate effectively, both orally and in writing; ability to prepare a variety of reports; ability to perform duties in accordance with ANA Code for Professional Nurses.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree in Nursing and two (2) years as a Public Health Nurse and two (2) years experience as a Supervising Public Health Nurse; or
2. A Bachelor's degree in Nursing and four (4) years experience in community health, public health or preventive health in a federal, state or local health agency or in a diagnostic treatment center, subchapter C non-occupant program, HMO, home health agency, hospice or respite care program; two (2) years of which must have involved supervisory or administrative experience regardless of title; or
3. A Master's degree in Nursing, Health Education, Community Health, Public Health, Public Administration and three (3) years of experience as defined in 2. above, two (2) years of which must have involved supervisory or administrative experience regardless of title.