

GRADE: 15
DIVISION: PREVENTIVE HEALTH – TUBERCULOSIS

POSITION SUMMARY: Responsible for the overall operation and administration of the Tulsa Health Department’s Tuberculosis program including providing management, supervision, and consultation to TB Nurse Case Mangers. Evaluating and directing their tasks and daily responsibilities. Assisting in the development of staff professional skills and developing collaborative relationships with other health and human service providers including the Oklahoma State Department of Health Tuberculosis Program.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The following functions represent the majorities of the duties performed by the position but are not meant to be all-inclusive or prevent other duties from being assigned when necessary.

ESSENTIAL JOB FUNCTIONS (100% of Time):

1. Responsible for oversight and management of the state administered grants and grant deliverables.
2. Trains and supervises nursing personnel in their practice to ensure a high quality of professional service and maintenance of agency and program standards; provides consultation to staff or skilled nursing care as needed; orients staff to agency and program policies. Provides and/or coordinates in-service education programs and selected responsible work assignments to encourage and enhance staff development; assists in developing on-going in-service educational programs for staff.
3. Coordinates services with physicians, other health care providers and social agencies to provide efficient and comprehensive health care to clients; answers calls from clients and providers.
4. Conducts Performance Management Process (PMP) evaluations of staff and appropriate Performance Improvement Plans and/or Disciplinary Action(s) as needed; establishes individual performance goals for employees; supervises performance; counsels them on performance effectiveness and efficiency; recommends salary adjustments; and organizes daily activities of the programs to meet objectives. Oversees the ordering, inventory, and supplies of medications
5. Prepares reports and maintains necessary records; recommends and approves the purchase of supplies and equipment for clinics.
6. Monitors program expenditures and revenues to ensure maintenance of annual program budget.
7. Keeps current with nursing theories, standards, techniques, policies, and procedures; prepares and presents in written form, or orally, training programs on public health topics.
8. Supports the Division Chief with the planning and execution of public health nursing programs goals and objectives.
9. Interviews clients and obtains client health history in order to perform appropriate screenings and treatment according to Physician Approved Protocols, makes appropriate referrals to other departments within THD; community agencies and clinics; follows up on referrals, prepares reports, maintains and updates procedures and protocols, and maintains necessary records of cases assigned and actions taken.
10. Participates and Collaborates with other THD programs and outside agencies working in community health programs, and in the planning and promotion of specific public health nursing

- programs; participates in development of plans for health services in meeting the needs of a geographical area or provision of clinic services.
11. Maintains contact with the OSDH program consultants; requests assistance when necessary and ensures that all state and federal mandates are observed; maintains program-specific procedures manuals, and updates as new directives are issued; and ensures staff awareness and compliance with same through appropriate consultation and training.
 12. Conducts chart audits to meet Oklahoma State Department of Health (OSDH) program requirements; scans charts for accuracy and completeness.
 13. Interviews applicants for open positions; makes employment and termination recommendations to Division Chief.
 14. Complete required training in support of the duties and responsibilities of this position.
 15. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

QUALIFICATIONS/SPECIFICATIONS:

- Education:** Baccalaureate degree required in nursing plus a master’s degree in nursing or public health preferred.
- Experience:** Five years’ experience as a professional nurse required, with at least one – two years’ experience in a supervisory or consultant role in public health, community health or equivalent.
- Skills:** Excellent interpersonal and communication skills required to supervise staff effectively and to represent the Tulsa Health Department in the community and to other agencies.
- Licenses:** Possess a valid professional nursing license by the Oklahoma State Board of Nursing required.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Frequent internal contact with other personnel to exchange information concerning patients and policies.
- Frequent external contact with other medical organizations to provide and collect information regarding medical tests; with other community agencies to exchange information in order to coordinate projects and to provide patient referrals; and with patients to provide medical information.

PHYSICAL EFFORT:

Physical effort may be required to move chairs and equipment for particular clinics and for loading/unloading supplies weighing up to approximately 30 pounds. Occasional physical effort required in assisting heavy patients during physical examinations.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – Public Health nurses and auxiliary support staff

Indirect Supervision – None

Budget/Money/Material – Responsible for submitting information for annual budget; responsible for assigned computer and software.

Reports to – Division Chief, Preventive Health Services

WORKING CONDITIONS:

No unusual working conditions for clinic population. Potential exposure to communicable diseases.

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel.

FLSA Status: Exempt