

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: District Nursing Coordinator

Class Code: 51045
Pay Grade: GK

A. Purpose:

Supervises a community health nursing program to ensure that nursing services are provided within a district in accordance with agency policies and regulations.

B. Distinguishing Feature:

District Nursing Coordinator typically supervises a staff of community health nurse supervisors. The incumbent is responsible for coordinating and directing community health nursing activities within a designated district.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Coordinates and directs community health nursing activities in an assigned district to ensure program goals and objectives are met.
 - a. Interprets local, state, and federal rules and regulations.
 - b. Interviews, hires, and orients assigned staff.
 - c. Arranges for coverage of services during vacancies.
2. Supervises community health nurses in the implementation of nursing care programs to ensure compliance with nursing services standards as established by community health nursing policies.
 - a. Aids in the planning of individual county services and educational needs of staff.
 - b. Handles supply and equipment needs.
 - c. Informs staff of policy and procedural changes.
3. Negotiates contracts with county commissioners and school districts to provide adequate nursing coverage to areas where nursing services are not available.
 - a. Determines number of hours to be purchased.
 - b. Determines types of services needed.
4. Communicates with physicians and health-care agencies to inform them of the services available to coordinate and promote community health nursing services.
5. Determines staffing needs to determine the most economical use of staff to meet changing needs.
 - a. Documents need for increasing/decreasing staff.
 - b. Reviews statistics.
 - c. Determines caseload.
6. Performs other work as assigned.

D. Reporting Relationships:

Typically supervises Public Health Specialists.

E. Challenges and Problems:

Challenges include becoming knowledgeable of the various program eligibility requirements and motivating other community health nurses to assume the duties in remote counties where nursing services are not available.

Typical problems include staffing problems to assure adequate coverage, day-to-day compliance with regulations, and ensuring all programs are functioning properly.

F. Decision-making Authority:

Decisions made include planning and conducting agendas and meetings; planning own schedule and coordinating schedules of subordinates; directing subordinates and solving daily staff problems; using and distributing FTE's to meet staffing and client needs, staff education and travel; evaluating and submitting office and medical supply lists; and expanding program emphasis within district based on statistics and management reports.

Decisions referred include clarification and interpretation of new, arbitrary, and difficult policies and procedures; special education or extensive leave requests from staff; final decision to severely discipline or terminate an employee; and any action or decision that would effect the statewide community health nurse program.

G. Contact with Others:

Daily contact with staff and supervisor to discuss problems, consult and coordinate assignments, and with other personnel within the organization to discuss personnel matters and get assistance regarding equipment requests.

H. Working Conditions:

Out of the office 2-3 day per week traveling to other parts of the assigned district. The incumbent is required to lift and transport a variety of medical equipment and supplies.

I. Knowledge, Skills and Abilities:

Knowledge of:

- the principles and practices of community health nursing;
- public health administration and of the process of developing philosophy and objectives for service;
- the nursing care services available through other state, local, or private groups.

Ability to:

- interpret and follow regulations and guidelines;
- supervise;
- establish and maintain constructive relationships with community agencies, professional groups, and individuals.

J. Licensure and Certification:

Must be licensed to practice as a registered nurse in South Dakota.