



NURSE MANAGER OF POLICY, EVALUATION & EPIDEMIOLOGY

Duties:

Performs complex management and administrative work in the planning, organizing, coordinating, and evaluating of nursing programs and activities of the Tri-County Health Department. General direction is provided by the Director of Nursing. This position may provide direct and indirect supervision through first and second-level supervisors. Provides broad direction, oversees policy and procedure standards, and evaluate program operations.

This nursing manager position is distinguished from the Nursing Program Coordinator, the Nursing Supervisor and other Nurse Manager positions in the primary responsibility for all activities and personnel in the designated public health programs, the specific day to day office site management of all nursing programs. Assists in the development of goals and objectives for the public health nursing programs consistent with nursing standards of practice in public health and the strategic plans, goals, and objectives of the agency; Develops, evaluates, implements and maintains overall division policies procedures and protocols for nursing division Performs and participates in formal and informal program evaluation activities; Collaborates with and serves in an advisory capacity to various community agencies, public health officials, community groups, and service providers, to facilitate an understanding of and present information pertaining to public health services and to foster and promote development of such services geared to the needs of the public; Researches, reviews, and assists in writing grants for nursing division programs; Assists in mentoring nursing division staff by reviewing all professional presentations, posters, and other external materials viewed by the public; Acts as external materials liaison to the public information officer; Provides guidance in regards to legal and regulatory issues in relation to nursing practice, contracts and seeks advice from legal counsel as appropriate; Provides guidance and evidence basis for the development of nursing standards of practice in public health.

Acts as HIPAA privacy officer for the agency; Collects and reviews program data, and evaluates the progress and effectiveness of nursing programs. Plans and implements a quality assurance system for the programs which may include peer review, audit, etc.; Oversees development and implementation of epidemiology-based research studies for the division; Prepares written and publishable reports on research outcomes; Directs analysis of complex epidemiologic and biostatistical information associated with nursing division programs; Acts as back-up to the Nursing Informatics Specialist; Assumes the duties of the Division Director as assigned; May perform technical duties of a Registered Nurse as needed; Assumes general division level duties as assigned, including agency wide process improvement task forces; Interacts and works jointly with other divisions or programs or initiatives; Performs other duties as assigned and required; Participates in all exercises and drills on emergency preparedness as required.



Education:

Requires a Bachelor's Degree in nursing from a school accredited by the National League for Nursing Accrediting Commission or the American Association of Colleges of Nursing and a Master's Degree from an accredited college or university with major coursework in nursing, public health, public administration, or a related field. At least four years progressive experience in public health nursing, two to three years of which must include experience in program management.

Special Qualifications:

Licensed to practice as a registered nurse (RN) in the State of Colorado. Possession of a valid driver's license

Knowledge, Skills, and Abilities:

Principles, techniques, practices, and procedures related to nursing services and programs in a public health program. Program development, implementation, and evaluation techniques and methods. Strategic planning and evaluation methods. Leadership methods and management skills. Knowledge of basic to advanced computer applications. Knowledge of health data analysis. Advanced epidemiologic and biostatistical skills. Knowledge of statistical software such as SAS, STATA, Epilinfo or other related software. Act as an official representative of TCHD in a professional manner with local and national agencies and organizations. Mentor professional and support staff in a productive and positive manner. Establish and maintain effective working relationships with other Tri-County Health Department employees, representatives of other agencies and organizations, and members of the community. Maintain sensitive & confidential client information according to the HIPAA policy.

Salary: DOQ

Office Location: Belleview

Close Date: Open until filled.