

STATE OF HAWAII
DEPARTMENT OF HEALTH
HEALTH RESOURCES ADMINISTRATION
COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION

FUNCTIONAL STATEMENT

The mission of the Communicable Disease and Public Health Nursing Division is to reduce morbidity and mortality from communicable diseases in Hawaii, to improve the health of individuals and communities and to support the medical marijuana registry program. It seeks to achieve its objective by:

1. Controlling communicable diseases that are present in the state.
2. Eliminating and/or minimizing conditions conducive to the spread of disease.
3. Preventing the introduction of disease into Hawaii from external sources.
4. Improving and maintaining the health of individuals and communities by promoting healthy lifestyle choices and assuring access to public health nursing services.
5. Supporting the medical marijuana registry program, in accordance with Hawaii statutes.

Seeks to achieve program objectives by:

1. Promulgating regulations designed to keep communicable diseases in check and maintaining alertness to keep these regulations current and relevant.
2. Securing compliance by various persons or segments of the population to appropriate sections of the regulations applicable to them.
3. Educating the public about health measures necessary to protect against disease.
4. Working with all other programs with similar concerns for the elimination of conditions conducive to the spread of disease or at least to minimize such conditions when total elimination is not immediately practical.
5. Working collaboratively with the other DOH, community health and interdisciplinary programs in planning and coordinating provision of nursing intervention services associated with emergency preparedness, epidemics, biologic threats, control of communicable diseases, immunization strategies, care coordination services to at-risk populations, and nursing support to public schools.
6. Providing administrative support for the medical marijuana registry program.

Provides division-wide medical consultation and direct services division-wide and responds to prevailing health care needs in the community.

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Plans, directs and reviews planning, programming and budgeting activities coordinated with branches, Administrative Services Office and other agencies.

Reviews and recommends personnel actions, and investigates and resolves issues relating to employee grievances and problems.

Provides epidemiological functions by providing public health surety for prevention and prevention-related health care activities for tuberculosis, sexually transmitted infections, HIV, Hansen's disease, public health nursing activities, throughout Hawaii, providing additional data for stakeholders, and assuring quality control for the Department of Health.

Administrative Office

Provides business, fiscal, personnel administration and management of health programs and institutional facilities in the Division.

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TUBERCULOSIS CONTROL BRANCH

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Plans and coordinates all efforts to prevent the spread of tuberculosis infection and to eventually eliminate tuberculosis as a public health problem in Hawaii. Determines policies for control of tuberculosis mycobacterial diseases. Initiates control programs and educational programs.
Advises and coordinates with community agencies. Cooperates with State and Federal agencies and institutions in the control of tuberculosis among immigrants and foreign nationals in the state.
Maintains state Tuberculosis registries.

1. Administrative Services

Carries out central administrative, personnel, and fiscal activities of the Tuberculosis Control Branch. Prepares budgets, manages allocated funds, submits requests for Federal funding. Purchases equipment and services and pays for such services.

2. Secretarial Services

Provides secretarial support to the Branch Chief, Public Health Administrative Officer, and the Medical Service Unit Physicians, maintains the personnel and leave records of assigned staff.

3. Pharmacy Services

Oversees all aspects of providing medication for outpatient treatment of disease and for preventive therapy. Plans, develops, and coordinates the purchasing, storage, distribution, and monitoring of drugs for the Branch.

4. Tuberculosis Epidemiologic Studies Consortium (TBESC)

Recruits, admits and coordinates new patients into TBESC study group. Collects and analyzes data regarding the incidence and prevalence of tuberculosis disease and tuberculosis infection for the purposes of epidemiologic analysis, and program evaluation, for Federal study reporting per study protocols.

5. Tuberculosis Nursing Consultant Services

Coordinates all tuberculosis control activities in the State. Coordinates all nursing activities statewide and all epidemiologic monitoring necessary to maintain the State Registry. Assists with delivery of services and implementation of Branch policies by Public Health Nursing Branch nurses, coordinates with the Public Health Nursing Branch, with other state agencies, such as correctional institutions, with private health care providers, with public institutions, such as the military and educational institutions, with private entities, such as educational institutions and businesses. Provides consultative and educational services in the public and private sectors. Collects and tabulates data for epidemiologic analysis, for tuberculosis control activities, and for maintaining the State Tuberculosis Registry.

a. Case Registry Unit

Maintains the State Tuberculosis Case Registry in accordance with State law. Ensures that all suspected and confirmed cases of tuberculosis in the State are reported and followed. Initiates epidemiologic investigations and coordinates with nurses and physicians to ensure appropriate tuberculosis control measures are taken. Ensures that all those with current tuberculosis disease are receiving antimicrobial chemotherapy.

6. Tuberculosis Medical and Nursing Services Section

a. Medical Services Unit

Provides direct clinical management of those suspected of having or proven to have tuberculosis disease by interviewing, examining, evaluating, ordering diagnostic tests, diagnosing, treating, and monitoring patients. Evaluates the need for preventive therapy, and provides and monitors such therapy as appropriate. Provides consultation regarding tuberculosis to physicians, nurses, other health care providers, clients and other agencies. Informs patients with medical problems other than tuberculosis of the need to seek health

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care from other providers and assists the patients in locating appropriate providers. Refers patients for hospitalization for inpatient care of tuberculosis as appropriate.

b. Nursing Services Unit

Responsible for all nursing services provided by Tuberculosis Control Branch nurses. Operates outpatient clinic for all patients receiving direct care from Tuberculosis Control Branch including patient evaluation, education, and monitoring for those receiving preventive therapy and therapy for tuberculosis disease. Nurses function as case managers and provide services for case finding, treatment, and follow-up. Unit operates outpatient clinics in selected rural communities, providing regional tuberculosis nursing services on a regular basis. Independently carries out contact investigation and examination. Independently carries out source investigation and examination when indicated. Provides other tuberculosis screening examination when indicated. Provides other tuberculosis screening activities including skin testing, interviewing, and specimen collection. Implements Branch policies and chest clinic physicians' recommendations for patient management. Provides on-going in-service training and education to nurses in public and private sectors.

1. Medical Records Subunit

Admits new patients to Chest Clinic. Maintains patient records and correspondence files on all Chest Clinic patients. Provides clerical support to the physicians and nurses.

7. Tuberculosis Case Detection and Radiology Section

Provides services for detection of those with tuberculosis disease and those with tuberculosis infection who do not have current disease. Provides screening services for those who require certification of freedom from communicable tuberculosis in accordance with State law.

a. Radiology Unit

Provides chest X-rays for the detection of tuberculosis disease for those clients found to have tuberculosis infection and for other clients in accordance with Branch policies. Provides chest X-rays for Chest Clinic patients.

b. Survey Unit

Maintains records of tuberculosis skin tests administered by the Branch or reported to the Branch for all clients screened for tuberculosis infection or disease. Maintains records of all X-rays taken by the Branch as part of its screening program.

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HANSEN'S DISEASE BRANCH

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Provides appropriate care to an aging group of Hansen's disease patients, many of whom were disabled and institutionalized when drugs were not available to stop the disease. The Branch provides increasing levels of medical care required due to the infirmities of age and disabilities related to age and the disease process; seeks to maintain the special bond and close relationships Hansen's disease inpatients have developed over the many years of institutionalization; and facilitates the establishment of Kalaupapa as a National Historical Park and eventual transfer of non-medical functions to the federal government. Provides medical, nursing, laboratory, educational, social and rehabilitative services to Hansen's disease outpatients and high-risk contacts.

1. General Administration

Responsible for central administrative personnel, and fiscal activities of the Hansen's Disease Branch. Provides administrative support to maintain and operate the facilities under licensure requirements.

2. Office Services and Medical Records

Provides stenographic and clerical support for records for each patient cared for by the hospital in individual case files.

3. Medical Social Services

Provides a range of individual and group services provided to meet current and projected needs for those hospitalized, those Kalaupapa or Hale Mohalu registry patients living independently, and patients of the Hansen's Disease Community program. Emphasis is on case management and crisis intervention as well as supportive coordinative services to maximize medical and emotional rehabilitation.

4. Hansen's Disease Medical Section

Provides statewide hospital care and treatment for any Hansen's Disease patient with serious complications of Hansen's disease. It provides care for registry patients, Kalaupapa patients on Oahu, plus medical support for Kalaupapa including specialized medical care and treatment for patients transferred when resources are not sufficient. Provides for coordinated pre and post discharge as well as specialty services, diagnostic care and continuity of care.

a. Hale Mohalu Hospital Unit

Provides quality professional care to diagnose and treat the patient's medical ailments and maximize rehabilitation by coordinated medical consultation, conferencing and care. All medical services are provided by the facility, and by the medical and consultant staff of the hospital.

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Specialized diagnostic and treatment services not available directly at the hospital are procured at other locations with arrangements for such services made by the Medical Administrator. This unit also provides for taking staining, and reading AFB smears for evaluation of patients progress. EKG on patients admission physical.

Provides all non-medical services required to support the operation of Hale Mohalu Hospital. Provides transportation and messenger services and general miscellaneous services. Provides general housekeeping and janitorial services. Provides warehousing and central services for linen and other supplies. Provides laundry services through commercial sources.

i. Nursing Services Sub-Unit

Provides nursing services, occupational therapy, dietary, dental orthotic/prosthetic services.

b. Kalaupapa Medical Services Unit

Provides care and treatment for those patients with active Hansen's disease who prefer to receive their treatment at Kalaupapa rather than at Hale Mohalu. The program also provides home for those medically released patients who elect to remain in the facility as residents rather than return to their former homes or establish new homes on the "outside."

All medical services are provided by the resident physician of the settlement. When the resources available at the settlement are not adequate for the particular medical needs of a patient, the patient is transferred either to Hale Mohalu Hospital or to a general hospital in Honolulu for the care that is required. This unit also provides medical social services and medical technology, laboratory and x-ray services by staff based in Honolulu who go over to the facility periodically to provide services, as required.

(1) Medical Records and Office Services

Provides stenographic and clerical support to the Treatment Care and Rehabilitation Services Unit, including maintaining complete medical records for each patient.

(2) Nursing Services Unit

Provides nursing services occupational therapy, dietary, dental, orthotic/prosthetic services.

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5. Kalaupapa Institution Facilities Section

Provides all the non-medical services required to support the operation of the facility. Because Kalaupapa is physically cut off from supplies and services available on the leeward side of Molokai, it is necessary to operate the settlement as a self-sufficient community.

a. General Administration & Office Services.

Provides general office services required in the operation of the facility, including clerical and typing support as well as other office services required by the facility and by patients who seek assistance from the office staff for a variety of services. Maintains warehousing supplies for the facility and operates a retail store to serve the patient residents of the facility.

(1) Clerical Services

Provides clerical supports services for the Institution Facilities Section, General Administration and Office Services and for patients needing assistance for a variety of services. Types correspondence, reports, contracts, maintains records, ensures proper formatting of all official correspondence.

b. Office of the Sheriff.

Provides security and police services for the community. It is staffed by patient employees outside of the authorized position count for regular employees.

c. Food Services Unit

Provides meals for those patient and staff members who do not prepare their own meals.

d. Housekeeping Unit

Provides general housekeeping services for those housing units where patients and staff are housed in dormitory type facilities rather than in individual quarters. Both housekeeping and culinary services are provided at Bishop Home where the Catholic Sister employees of the facility are housed. Housekeeping service is also provided for Visitors' Quarters maintained for visitors to patients or for other transients on official business. Service is also provided to a number of buildings maintained for visiting departmental staff members on official business.

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- e. Building, General, Shop and Automotive Maintenance Unit
- Performs all carpentry and painting work associated with the repair of buildings and related structures and new construction. Performs automotive repair and maintenance, repair and maintenance of mechanical equipment, welding and brazing work, rock crushing, and grounds maintenance including maintenance of cemeteries, opening and closing of graves, etc.
- Maintenance and repair work that the unit is not able to undertake with its own staff is requisitioned for by the unit from vendors of services to meet the operating need of the facility.
6. Hansen's Disease Community Program (HDCP) Section
- Provides managerial, coordinating, monitoring, educational, and evaluation services to the network of individuals and agencies that provide medical, nursing, laboratory, educational, social, and rehabilitative services to Hansen's disease outpatients and high-risk contacts. Coordinates medical consultation and monitoring of antimicrobial chemotherapy. Coordinates provision of care of Hansen's disease and payment for such care in accordance with State laws and Federal laws and contracts. Provides direct nursing and case management services. Coordinates nursing and case-management services provided by private providers. Public Health Medical Technology/Laboratory Services Unit provides direct laboratory assistance with regard to Mycobacteriology laboratory testing which may include obtaining specimens, preparing and interpreting smears, special culture techniques, and other procedures as they become available and/or necessary. (May work with Mycobacteriology laboratory personnel as directed by the Program Manager.
- Public Health Nursing Branch personnel, and other agencies administers the program. Provides medical consultation to private providers. Maintains and updates the State Hansen's Disease Register. Prepares budgets and contract care, case management, rehabilitation follow-up, early detection, deficit prevention and referral services provided by Public Health Nurses. Plans and provides consultant services.
- a. Nursing Services and Clinical Monitoring Unit
- Monitors and evaluates the quality of nursing in-service training, and continuing education on Hansen's disease to nurses in the public and private sectors. Arranges outpatient clinics for periodic evaluation of patients, contacts, and those suspected to possibly have Hansen's disease. Monitors patient compliance with physician visits, medication usage, and procedures to prevent acute and chronic complications.

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- b. Contact and Education Services Unit
Provides information and education to Hansen's disease contacts and patients. Assists the Public Health Nurses in providing outpatient services in maintaining the State Hansen's Disease Case Register.

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HARM REDUCTION SERVICES BRANCH

FUNCTIONAL STATEMENT

Administers a statewide program in Hawaii for the surveillance, prevention, and control of Sexually Transmitted Diseases (STDs) and the Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome (HIV/AIDS) and for the registration of qualified patients and primary caregivers into the Medial Marijuana Registry program. Ensures a pro-active management system that administers and plans STD/HIV/AIDS and Medical Marijuana Registry operations and policies, in accordance with relevant laws, mission, and goals. Provides administrative services, program planning and legislative support for various program activities. The principle activities include:

1. Implements a statewide STD/HIV/AIDS surveillance system in Hawaii.
2. Plans, develops, implements and evaluates prevention and control activities for STD's and HIV/AIDS in Hawaii.
3. Plans, develops, implements, and evaluates statewide medical marijuana registry services.

Clerical Services. Provides secretarial and clerical support services for the Branch Chief, Public Health Administrative Officer, Planner, Education Services Section, Surveillance Section, Medial Marijuana Registry Section and the rest of the Branch as needed. Types correspondence, reports, contracts, grants and maintains records, and ensures proper formatting of all official correspondence emanating from the branch.

Education Services Section. Assists the Branch in developing and implementing policies and procedures for a statewide STD/HIV education program aimed at providing information, and effecting risk reduction; in developing statewide education program guidelines, work standards, program plans, development of federal grant requests, quarterly program narratives; and maintains direct lines of communication with all organizations, served by the education program. Plans and implements the various program activities such as: 1) assisting the Department of Education in developing, implementing and evaluating a statewide STD/HIV education program in the public school system; 2) coordinating a statewide education based STD/HIV risk reduction program among injecting drug users (IDU's) through various activities reaching IDU's that are in treatment programs and also IDU's that are not in treatment programs through outreach activities; 3) conducting a statewide STD/HIV work site education campaign; 4) conducting a statewide STD/HIV education based information and risk reduction program directed towards minority groups; and 5) conducting a statewide public STD/HIV information campaign through the mass media.

Clinic and Field Services Section. Assists the Branch Chief in developing and implementing policies and procedures for a statewide STD/HIV intervention program; in developing statewide program guidelines, work standards, program plans, staffing standards, evaluation of performance, development of federal grant requests, quarterly narrative, and maintaining direct lines of communication with all organizations, military services, branches, divisions and departments involved with STD/HIV intervention activities.

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Office Services. Provides secretarial and clerical support services for the Clinic and Field Services Section and the HIV Field Services, HIV Clinic Services and STD Clinic and Field Services Units. Drafts correspondence; types reports, contracts and grants; prepares procurement documents; and maintains records.

Clinic and Field Standards and Training Service. Assists the Clinic and Field Services Section supervisor in developing and implementing policies, procedures and quality control for STD/HIV clinic and field activities. Performs a variety activities including: 1) training of professional staff; 2) development of work standards; 3) evaluation of performance, and staffing standards and needs.

HIV Field Services Unit. Provides HIV antibody counseling and testing activities in the various alternate sites on Oahu and the neighbor islands. It is a roving unit, putting people where needed to provide the needed services.

HIV Clinic Services Unit. Provides HIV antibody counseling and testing activities at the primary site which is located in the Diamond Head Health Center STD Clinic.

STD Clinic and Field Services Unit. Performs for STD intervention activities, which include STD case interviewing and contact tracing activities as well as STD clinical services.

Surveillance Section. Performs STD/HIV surveillance activities as well as the statewide gonorrhea screening (GC) program. Reviews and follows up on reportable STDs and HIV as well as laboratory reports of suspected HIV and STDs to insure complete and accurate reporting. The GC Screening implements the statewide gonorrhea screening program.

HIV Medical Management Services Section. Develops and implements policies and procedures for statewide programs which prevent progression of disease caused by HIV.

Provides services for medical management, medical monitoring, drug treatment, and insurance continuation to individuals living with HIV who meet program eligibility requirements.

Plans and develops the integration of services and activities among the Section programs; develops contracts and grants, and required reports.

Works with other public and private partners to develop, implement, and promote services that assist individuals with HIV to access and remain in appropriate medical care and treatment that is consistent with U.S. Public Health Services guidelines for the treatment of HIV infection.

Plans and develops policies and procedures for the collection of client, clinical, and service data by the Section and by contracted providers for medical monitoring, reporting, and for planning purposes, for use by other organizations, and to ensure compliance with federal requirements; also develops security measures to maintain confidentiality of data as required by HIPAA.

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Plans and develops quality measures that include review and the use of data collected by the Section and by contracted providers to address the monitoring, evaluation, and improvement of HIV services provided, and to comply with federal requirements, e.g. develops reports, documents eligibility, etc.

Participates in planning HIV care services in the community.

Provides access to HIV medical management services (laboratory and physician services) to facilitate entry and retention in medical care of individuals living with HIV, and collects clinical and client-reported data for medical monitoring and to assess the quality of HIV services for use in planning HIV care and prevention services.

Provides access to initial and on-going HIV physician examinations and laboratory tests.

Collects clinical data from laboratory test and physician examination reports, and collects client-reported data.

Maintains databases of services provided to individuals with HIV. Analyzes data to assess and monitor health of individuals with HIV for reporting and planning purposes, and to facilitate client retention in medical care, including HIV care provided through HIV research studies. (e.g. as performed by the John A. Burns School of Medicine's Hawai'i AIDS Clinical Research Program.)

Provides FDA-approved medications for the treatment of HIV, treatment and prophylaxis of opportunistic infections, and the management of side effects and co-occurring conditions.

Coordinates with federal funding agencies, hospital and private pharmacies for statewide distribution of medications.

Ensures client access to laboratory services, as necessary, for the management of prescribed medications.

Establishes and maintains program medication formulary in accordance with Public Health Services (PHS) guidelines, federal AIDS Drug Assistance Program (ADAP) requirements, and recommendations of prescribing physicians.

Administers and coordinates with insurance carriers for individuals living with HIV to have access to uninterrupted medical care.

Provides payment of individual and group health insurance premiums on behalf of individuals living with HIV who meet program eligibility and income requirements in order to maintain their access to medical care.

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Medical Marijuana Registry Section. Plans, develops, implements, and evaluates policies and procedures related to components of the Medical Marijuana Registry program; develops and maintains a secure data system used for registration and verification reporting; plans, develops, implements, and evaluates statewide medical marijuana educational and/or outreach activities for key stakeholders and the public; develops and manages the public petition processes to add new debilitating medical conditions to the list of qualifying medical conditions; develops, administers, and evaluates processes to monitor funds received from registration fees deposited in the medical marijuana registry sub-account of the medical marijuana registry and regulation special fund for budgetary and reporting purposes.

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Addresses social determinants of health by administering nursing services to communities, families and individuals in various work settings, such as homes, clinics, neighborhood/health centers, day/family care centers and adult resident care homes, preschools, schools, and work sites.

Seeks capacity building of families and communities fostering ownership and better health outcomes for people.

Responsible for program planning, program development, budgeting, implementation of program plans, monitoring, evaluation, documentation and standard setting.

Works collaboratively with the DOH and community health and interdisciplinary programs in planning and coordinating provision of nursing intervention services, statewide, in addressing public health issues such as emergency preparedness, epidemics, biologic threats, control of communicable diseases, immunization strategies, and care coordination services to at risk populations.

Provides appropriate nursing services based on individual/family needs through health assessment, development and implementation of a treatment plan, case management/coordination, screening tests, health teaching/education/training on self- management, health counseling, guidance, referral and follow-up.

Identifies system of care gaps, recommend needed changes and are available to pilot some of those changes.

Administers and/or implements projects, which addresses health and nursing need of aggregate groups in the community, such as case finding, nursing assessment and consultation for disparate groups including but not limited to all age groups with health disparities i.e. 0-3, frail elderly.

Office Services

- Provides secretarial and clerical support to the Branch.

Nurse Practitioner Services

- Provides assessment and consultation to Public Health Nurses and the places and communities that are served.
- Utilizes various skill building strategies to enhance the practice of the nurses in direct clinical and community involvement.
- Develops and/or applies hypothesis or theories to conduct studies about nursing interventions and techniques addressing health disparities.

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- Investigates and researches problems relevant to public health nursing theory and practice.
- Works in partnership with community and Department of Health programs.

Quality Assurance/Technical Support

- Responsible for PHNB staff development and training programs in collaboration with the Nurse Practitioner Section.
- Provides Branch consultation to systems issues in health for the Department of Education.
- Uses nursing informatics to collect review and analyze data.
- Develops measures for competency-based and outcome-based practice including developing and implementation of policies and procedures and the processes to assure consistent quality public health nursing practice.
- Provides the oversight for the Quality Assurance/Continuous Monitoring System to assure compliance with IDEA, Part C regulations, which includes review of the qualitative and quantitative data in the provision of early intervention services.

East Honolulu, West Honolulu, Central Oahu, Leeward Oahu, Windward Oahu
PHN Sections

- Responds to natural and man-made disasters and public health outbreaks of communicable diseases, biologic threats, etc.
- Establishes capacity-building, population-based approaches that prepare, improve, mitigate against, respond to and recover from disease outbreak, disasters (natural and man-made) and acts of terrorism.
- Organizes and promotes public health clinics/activities in support of the DOH mission, public health concerns and mandated programs.
- Works with the schools to identify students who are at risk for compromised health outcomes through assessment and consultative services.
- Serves as a patient/family/community advocate in matters relating to health and nursing.
- Collaborates with other health professionals/community resources, as appropriate, in developing and implementing care plans. Evaluates the effectiveness of the care plan, monitors care, and modifies plan accordingly.

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- Works in partnership with communities to improve overall health status through creative strategies.
- Participates in research activities to improve the standards of care for specific populations.

Valley and City Teams, Kalihi and Palama Teams, Pearl City and Wahiawa Teams, Waipahu Ewa and Waianae Teams, North Shore and South Shore Teams

- Provides nursing services to at risk, targeted individuals, families and communities in collaboration with medical health professionals and community resources.
- Provides nursing services in disaster, outbreaks of communicable diseases to include public health clinics and other activities in support of public health issues mandates and DOH mission.

Office Services for East Honolulu, West Honolulu, Central Oahu, Leeward Oahu and Windward Oahu PHN Sections

- Provides clerical support to each PHN Section.

Special Support Services for East Honolulu, Central Oahu, Leeward Oahu PHN Sections

- Provides nursing assessment and consultation and other services to students with special health needs (IDEA, regular education/504).
- Utilizing their clinical expertise, works in partnership with communities, with a wide range of populations to provide health impact assessments.

Case Management Coordination Program for Central Oahu and Windward Oahu PHN Sections

- Provides case management services to the frail, vulnerable elderly and supportive services to caregivers to prevent burnout and to maintain the frail elder in the community.
- Collaborates with other community agencies involved with the elder and family for coordinated services and minimizing duplication of services.
- Facilitates inter-disciplinary team meetings in addressing specific issues and barriers that impact on frail vulnerable elderly and advocates for this population.
- Manages access to public health nursing services. Optimizes self-care capabilities of individuals and families and the capacity of systems and communities to coordinate and provide services.