

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 and to improve the health of individuals and communities. It seeks to achieve its objectives 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.

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.

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

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 health care activities related to tuberculosis, state-reportable sexually-transmissible infections (Chlamydia, Gonorrhea, and Syphilis, hereafter, STIs), HIV, Adult Viral Hepatitis,

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

FUNCTIONAL STATEMENT

Hansen's disease and public health nursing activities, throughout Hawaii. Provides data for stakeholders, and 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.

STATE OF HAWAII
DEPARTMENT OF HEALTH
HEALTH RESOURCES ADMINISTRATION
COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION
TUBERCULOSIS CONTROL BRANCH
FUNCTIONAL STATEMENT

Plans and coordinates all efforts to prevent the spread of tuberculosis infection/disease and to eventually eliminate tuberculosis as a public health problem in Hawaii. Determines policies for the control of tuberculosis mycobacterial diseases. Initiates tuberculosis prevention and control educational programs.

Advises and coordinates with community agencies and other stakeholders. Cooperates with State and Federal agencies and other institutions in the control of tuberculosis among immigrants and foreign nationals in the State. Maintains the State's Tuberculosis registry.

1. Administrative Services

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

2. Secretarial Services

Provides secretarial support to the Branch Chief, Administrative Specialist, and the Medical Services Unit Physicians, maintains the personnel and leave records of assigned staff.

3. Pharmacy Services

Oversees all aspects of purchasing and dispensing tuberculosis medications for outpatient treatment of tuberculosis disease/infection per Branch physicians' prescribed drug therapy. Plans, develops, coordinates, purchases, stores, dispenses, educates and monitors the tuberculosis medications uses for the Branch.

4. Tuberculosis Epidemiologic Studies Consortium (TBESC)

Recruits, admits and coordinates new patients into the TBESC study group per contracted protocols. Collects and analyzes study data investigating methods to improve treatment of latent (inactive) TB infection for Federal study per study protocols only.

5. Tuberculosis Surveillance Office (TBSO)

Oversees and coordinates all tuberculosis surveillance, quality assurance and educational activities statewide, including but not limited to, epidemiologic activities, analysis, quality assurance and data collection activities for the TB Control Branch. Maintains the State's tuberculosis (TB) Registry as required by HRS Chapter 325 and oversees the reporting requirements under the terms of the federal Cooperative Agreement grant. Oversees and extracts pertinent data to ensure that all suspected and confirmed cases of tuberculosis in the State have been reported and are being followed by the TB program to control threats to public health. Ensures that private healthcare physicians and facilities are submitting timely "Notification of Disease Reports" per HRS §325-71.

Initiates, coordinates and monitors all epidemiologic investigations with both private and public health care providers and their respective infection control staff to ensure appropriate tuberculosis control measures and treatment. Monitors each case to ensure that performance measures are met and

STATE OF HAWAII
DEPARTMENT OF HEALTH
HEALTH RESOURCES ADMINISTRATION
COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION
TUBERCULOSIS CONTROL BRANCH
FUNCTIONAL STATEMENT

treatment is completed. Develops TB Branch cohort reviews, annual disease incidence reports, investigation of disease clusters and conducting any investigation as deemed necessary for TB Branch objectives, quality assurance and program planning activities. Provides direction to public health nurses statewide in contact investigation activities and coordinates education and consultation with other state, federal and private institutions, such as the private sector healthcare providers, facilities and private sector businesses.

6. Tuberculosis Medical and Nursing Services Section

a. Medical Services Unit

Provides direct clinical management of persons suspected or confirmed to have active tuberculosis disease by interview, examination, evaluation, ordering of appropriate diagnostic tests (such as radiologic studies and sputum collection). Physician will initiate prescribed TB drug treatment per the federal Centers for Disease Control and Prevention (CDC) protocols and monitors patients' progress until treatment is completed. Will recommend infection control and contact investigation activities with assigned TB nursing staff within the TB Nursing Services unit. Provide consultation regarding TB infection control to private infection control staff within a private healthcare setting, until patient able to continue TB treatment in an outpatient care setting. Provides interpretation of radiologic chest x-rays done by the TB Radiology and Screening Services Section, Radiology Unit, to determine whether individual is clear or not of active TB disease. If clear, physician will present findings to the Screening Unit, so TB clearance certificate can be generated in accordance with HAR §11-164.2. If findings are positive for active TB disease, Physician will have patient immediately admitted to the TB Clinic through the Medical Records Subunit to begin active TB drug therapy and to have Nursing Services Unit initiate contact investigation.

b. Nursing Services Unit

Responsible for all nursing services provided by Tuberculosis (TB) Control Branch nurses. Operates outpatient clinic for all patients referred for evaluation and/or treatment of TB disease and infection. Obtains medical and social histories and collects laboratory specimens per physician orders. Conducts contact investigation, provides disease and medication education to patients and their contacts, and conducts testing as ordered by TB physicians and per standing orders. Conducts "Directly Observed Therapy", screens and identifies possible medication side effects, and maintains medical record, including electronic data base. Tracks patients' progress and ensures compliance with CDC program performance measures. May coordinate care with other jurisdictions and healthcare providers and provides TB training and education to nurses in the public and private sectors.

1) Medical Records Subunit

Admits new patients to TB Clinic. Maintains appointment loggers, patient records and correspondence on all TB Clinic patients. Provides clerical support to the physicians and nurses.

7. Tuberculosis Screening and Radiology Section

Provides TB screening services for the detection of tuberculosis infection and disease, and for TB clearance as required by Hawaii Revised Statute 325, and Hawaii Administrative Rules §11-164.2.

STATE OF HAWAII
DEPARTMENT OF HEALTH
HEALTH RESOURCES ADMINISTRATION
COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION
TUBERCULOSIS CONTROL BRANCH
FUNCTIONAL STATEMENT

a. Screening Unit

Maintains records of tuberculosis screening administered by the Branch or respective Public Health Nursing clinics statewide. Maintains records of all x-rays ordered by the Branch and conducts CDC Electronic Disease Notification system (EDN) reporting for B class immigrants. Provides information to the public on TB clearance requirements.

b. Radiology Unit

Provides chest x-rays for the detection of tuberculosis disease for those individuals found to have tuberculosis infection and for other clients in accordance with Branch policies and CDC recommendations. This unit also provides chest x-rays for TB Clinic patients as needed.

STATE OF HAWAII
DEPARTMENT OF HEALTH
HEALTH RESOURCES ADMINISTRATION
COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION
HANSEN'S DISEASE BRANCH

FUNCTIONAL STATEMENT

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 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. Specialized diagnostic and treatment services not available directly at the hospital are procured at other locations with arrangements for such

STATE OF HAWAII
DEPARTMENT OF HEALTH
HEALTH RESOURCES ADMINISTRATION
COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION
HANSEN'S DISEASE BRANCH

FUNCTIONAL STATEMENT

services made by the medical Administrator.

Provides all non-medical services required to support the operation of Hale Mohalu Care Home. 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 on the Kalaupapa registry 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.

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 or to a general hospital in Honolulu for the care that is required. This unit also provides medical social services, medical technology, and laboratory 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 clerical support to the Kalaupapa Medical Services Unit, including maintaining complete medical records for each patient.

(2) Nursing Services Unit

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

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.

STATE OF HAWAII
DEPARTMENT OF HEALTH
HEALTH RESOURCES ADMINISTRATION
COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION
HANSEN'S DISEASE BRANCH

FUNCTIONAL STATEMENT

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 and community members.

(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.

c. Food Services Unit

Provides meals for the patients who do not prepare their own meals.

d. Housekeeping Unit

Provides general housekeeping services for those housing units where patients are housed and the Kalaupapa Care Home, as required by licensure. 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.

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 (HDCCP) Section

STATE OF HAWAII
DEPARTMENT OF HEALTH
HEALTH RESOURCES ADMINISTRATION
COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION
HANSEN'S DISEASE BRANCH

FUNCTIONAL STATEMENT

Provides managerial, coordination, 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. Provides 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.

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.

STATE OF HAWAII
DEPARTMENT OF HEALTH
HEALTH RESOURCES ADMINISTRATION
COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION
HARM REDUCTION SERVICES BRANCH

FUNCTIONAL STATEMENT

Administers statewide programs in Hawaii for the surveillance, prevention, and control of state-reportable sexually transmitted infections, (chlamydia, gonorrhea, and syphilis, hereafter, STIs), human immunodeficiency virus (HIV) and adult viral hepatitis. Ensures a pro-active management system that administers and plans operations and policies, in accordance with laws, mission, and goals. Provides administrative services, program planning, and legislative support for various program activities. The principle activities include:

1. Implements a statewide STI and HIV surveillance system.
2. Plans, develops, implements and evaluates the STI and HIV system of care, prevention, and control activities in order to reduce HIV transmission.
3. Plans, develops, and coordinates the system of care, prevention, and control activities of gonorrhea infections, with special emphasis on antibiotic resistant gonorrhea infections.
4. Plans, develops, coordinates, and evaluates the statewide response to adult viral hepatitis and its related harms, such as liver cancer.

Clerical Services. Provides secretarial and clerical support services for the Branch Chief, Public Health Administrative Officer, Planner, Program Specialist IV, Education Services Section, Surveillance 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 STI and 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 STI and HIV education program in the public school system; 2) coordinating a statewide education based STI and HIV risk reduction program among persons who inject drugs (PWIDs), through various activities, including outreach strategies to reach PWIDs, who are in treatment programs, as well as PWIDs, who are not in treatment programs; 3) conducting a statewide STI and HIV work-site educational campaign; 4) conducting a statewide STI and HIV education based information and risk reduction program directed towards minority groups; and 5) conducting a statewide public STI and HIV informational campaign through the mass media.

STATE OF HAWAII
DEPARTMENT OF HEALTH
HEALTH RESOURCES ADMINISTRATION
COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION
HARM REDUCTION SERVICES BRANCH

FUNCTIONAL STATEMENT

Clinic and Field Services Section. Works with the Branch Chief to develop and implement policies and procedures for a statewide STI intervention program, including gonorrhea and antibiotic resistant gonorrhea infections. Develops statewide program guidelines, work standards, program plans, staffing standards, evaluation of performance, development of federal grant requests, quarterly narrative, and maintains direct lines of communication with all relevant organizations, military services, departments, divisions and branches involved with STI intervention activities, including antibiotic resistant gonorrhea infections.

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

Clinic and Field Standards and Training Services. Manages the operations of the Sexually Transmitted Infection (STI) Clinic and the HIV Antibody Screening Clinic; administers the clinical services at both Clinics; works with the Clinic and Field Services Section Supervisor to develop, implement, and evaluate standards, policies, procedures and quality control measures for Clinic and Field activities related to STIs and HIV; provides consultation and training to professional health and allied personnel regarding screening, treatment, and control of STIs and HIV.

HIV Field Services Unit. Provides HIV antibody counseling and testing activities in various, alternate sites statewide. It is a roving unit, putting people where needed to provide 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 STI/HIV Clinic.

STI Clinic and Field Services Unit. Performs STI intervention activities, which include clinical services in the Diamond Head Health Center STI/HIV Clinic and epidemiologic investigations, statewide.

Antibiotic Resistant Gonorrhea Services Unit: Plans, develops, and coordinates activities for the prevention, detection, investigation, and surveillance of antibiotic resistant gonorrhea infections. Increases capacity for characterizing gonorrhea infections through collaborative relationships with community health care providers, infection control practitioners, clinical laboratories, and the Centers for Disease Control and Prevention.

Surveillance Section. Performs STI and HIV surveillance activities and reviews and follows up STI and HIV case and laboratory reports to insure complete and accurate reporting.

HIV Data To Care Unit. Utilizes the existing STI/HIV surveillance data within HRSB to prioritize and identify the highest risk individuals for testing and to link, retain, and reengage individuals living with HIV in medical care and antiretroviral treatment (ART) and to ensure access for high risk individuals with HIV negative test to pre-exposure

STATE OF HAWAII
DEPARTMENT OF HEALTH
HEALTH RESOURCES ADMINISTRATION
COMMUNICABLE DISEASE AND PUBLIC HEALTH NURSING DIVISION
HARM REDUCATION SERVICES BRANCH

FUNCTIONAL STATEMENT

prophylaxis; develops, implements, and evaluates a tracking and information system on the out of care reengagement process to identify reasons individuals fall out of care, and develops effective intervention strategies for reengagement; works to strengthen the effectiveness of the system to identify, contact, and test the partners of persons living with HIV for linkage to HIV care and services, and develops a collaborative partnership with DOH programs, community-based organizations, community health care providers, and the public to improve engagement and retention in HIV care in Hawaii.

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, 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. Plans and develops quality measures that include review and the use of data collected by the Section and by contracted providers to address the planning, 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. Administrates 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.

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

FUNCTIONAL STATEMENT

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.

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

FUNCTIONAL STATEMENT

- 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.

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

- 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.

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

FUNCTIONAL STATEMENT

- 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.
- Provides nursing services to at risk, targeted individuals, families, and communities in collaboration with medical health professionals and community resources.

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.