

ILLINOIS PUBLIC HEALTH NURSING TOOLBOX MANUAL

Prepared by

*Illinois Public Health Nurse Administrators
Public Health Nursing Roundtable
Orientation Subcommittee*

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Module I: Core Functions

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MODULE 1 CORE FUNCTIONS

Description

This self-learning module provides a brief overview of the core functions of public health, community assessment, policy development, and assurance.

Learning Objectives: At the completion of this module, the participant will be able to:

1. Describe public health core functions.
2. Discuss elements of public health core functions to their practice as public health nurses.
3. Identify opportunities for practical application/experience of public health core functions.

Required References:

Berkowitz, B., Dahl, J., Guirl, K., Kostelecky, H., McNeil, C., & Upenieks, V. (2001). *Public Health Nursing Leadership: A Guide to Managing the Core Functions*. Washington DC: American Nurses Association. ISBN: 1-55810-155-1

Minnesota Department of Health, Division of Community Health Services, Public Health Nursing Section. (2001). *Public Health Interventions: Applications of Public Health Nursing Practice*. St. Paul: Minnesota Department of Health.

Turnock, B. (2001). Public health functions and practices. In B. Turnock, *Public Health: What It Is and How It Works*. Gaithersburg, MD: Aspen.

Introduction:

In 1988, the Institute of Medicine (IOM) published its report, *The Future of Public Health*. In that report, the core functions of public health were defined as assessment of the health of the community, the development of comprehensive policy to protect the community's health, and the assurance to constituents that services will be available. Table 1 provides a brief overview of the core functions as evidenced in the practice of public health.

Public health nursing is population focused, community-oriented nursing practice. It occurs through assessment, policy development and assurance activities of nurses working in partnerships with communities, organizations, and individuals. The process is systematic and comprehensive.

Table 1
Core Functions of Public Health

Core Functions	Public Health Organizational Practice
Assessment Practices	1) Assess the health needs of the community
	2) Investigate the occurrence of adverse health effects/community hazards
	3) Analyze the determinants of identified health needs
Policy Development Practices	4) Advocate for public health
	5) Set priorities among health needs
	6) Develop plans & policies to address priority health needs
Assurance Practices	7) Manage resource and develop organizational structure
	8) Implement programs/translate plans and policies into service
	9) Evaluate programs and provide quality assurance
	10) Inform and educate the public

Assessment is the systematic collection, analysis and dissemination of information on health status, health needs and health problems. Examples of public health nursing practice are:

- Assesses communities and special populations, including families and individuals, to identify needs, priorities and resources.
- Identifies populations at risk.
- Monitors morbidity and mortality trends within populations.

Policy Development is the determination of health needs, and the process of defining the best method to address them, including resource allocation and collaborative agreements. Examples of public health nursing practice are:

- Develops, implements and monitors state and local public health policies in concert with agencies, organizations, and consumers in the community.
- Teams with community organizations, providers and consumers to reinforce strategies that optimize health status.

Assurance is providing a service or making sure someone else does it and does it well. Examples of public health nursing practice are:

- Provides case management to promote access to and utilization of appropriate community services.
- Targets quality services to special populations.
- Protects health and safety of the community.
- Assess programs for cost effective quality care.
- Monitors health status indicators to determine outcome of strategies.

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American Public Health Association Public Health Nursing Section. (1996). *The Definition and Role of Public Health Nursing*. Washington DC: APHA

Maryland Public Health Department. (2001). Core Functions of Public Health Nursing. In *Public Health Nursing Manual*.

Missouri Department of Health Center for Local Public Health Services. (1997). *Defining Public Health for Missouri*. Jefferson City, MO: MDPH.

Michigan Health Cities Project. (1994). The Role of Public Health Nursing in Health Reform. In *Promoting Healthy Michigan Communities*.

MODULE I

UNIT I: ASSESSMENT

Description

Unit I of Module I describes the assessment function of public health.

Learning Objectives: At the completion of this Unit, the participant will be able to:

1. Describe the assessment core function of public health.
2. Describe two processes that characterize the assessment function of public health.
3. Identify three duties of the public health nurse related to the assessment function.
4. How to implement the APEXPH Community Process.
5. Understand the development and implementation of the IPLAN process at the county level.

Required References:

Berkowitz, B., Dahl, J., Guirl, K., Kostelecky, H., McNeil, C. & Upenieks, C. (2001). Assessment in public health. *Public Health Nursing Leadership: A Guide to Managing the Core Functions*. Washington DC: American Nurses Association. Chapter 7, 175-177. ISBN: 1-55810-155-1

Cohrs, B., Gibbs, J., Kenny, C., O'Bryon-Urso, M., & Shelton, L. (2000). *We're in the Business of Making a Difference - Nursing...Individual, Family, Community: A Teaching Model*, an unpublished manuscript written as a project for the Mid-America Regional Public Health Leadership Institute, with mentor N. Franck.

Quad Council of Public Health Nursing Organizations. (1999). *Scope and Standards of Public Health Nursing Practice*. Washington DC: American Nurses Association.

Turnock, B. (2001). Public health functions and practices. In B. Turnock's *Public Health: What It Is and How It Works*. Gaithersburg, MD: Aspen. Chapter 5, 178-187.

U.S. Department of Health and Human Services, Public Health Service, Centers for Disease Control, Public Health Practice Program Office, National Association of County Health Officials. (1991). *Assessment Protocol for Excellence in Public Health (APEXPH)*. Washington DC: US DHHS. Retrieved April 20, 2002, <http://wonder.cdc.gov/wonder/PrevGuid/>.

Summary

This module will provide the public health nurse with an understanding of the community assessment process. Assessment requires a systematic method of collecting, analyzing, and disseminating information on community health status, health needs, and health problems. Generally, the assessment function is accomplished through a community process. A group of community representatives with diverse backgrounds work closely with the Local Health

Department to identify, prioritize, and address community health problems defined by illness, injury, and death. The assessment core function is accomplished through the IPLAN (Illinois Plan for Local Assessment of Needs) process. The Illinois Department of Public Health requires all Local Health Departments to submit their community's IPLAN as a requirement for certification.

Study Guide:

- A. Read the Introduction and 'Standard I. Assessment', 'Standard II. Diagnosis' and 'Standard III. Outcome Identification' on pages 1-13 of Quad Council of Public Health Nursing Organizations (1999). (30 minutes)

Be prepared to answer the following questions:

1. What are the differences in individual and population focused assessments?
2. List one measurement criterion each for assessment, diagnosis and outcomes identification.

- B. Read Chapter 7, p. 57-62 in Berkowitz, et al. (2001). (20 minutes)

Be prepared to answer the following questions:

1. Describe the assessment core function of public health.
2. What roles can the public health nurse play in the health assessment process?

- C. Read Chapter 5, p. 175-177 in Turnock (2001). (30 minutes)

Be prepared to answer the following questions:

1. Describe the two important processes that characterize the assessment function of public health.
2. Identify three duties of the public health nurse that are directly involved with the assessment function at your local health department.

Learning Activities

Choose one or more activities as meets your needs and interests.

Read pages 3-7 in *We're in the Business of Making a Difference –Nursing, Individual, Family, Community: A Teaching Model*. (15 minutes)

Be prepared to answer the following questions:

1. Identify what areas of your job description could assist with the assessment function of public health.

Review your local health department's Assessment of Need (IPLAN). (40 minutes)

Be prepared to answer the following questions:

1. List the top three health priorities for your county.
2. Identify the populations who demonstrate the greatest need.
3. What opportunity does the public health nurse have in addressing the outcome objectives?

Meet with your supervisor and discuss sources of data for each of the health priorities.

Review the IPLAN web site for your county. Go to the home page for the Illinois Department of Public Health found at www.idph.state.il.us and click on the A-Z topics, then click on I, and scroll to find IPLAN and click on IPLAN. On the left, click on “County Data.” On the right, click on your county. Review the indicators listed and highlight infant mortality. Examine the infant mortality data for your county from 1995-2000 and review the data with your supervisor. (30 minutes)

Be prepared to answer the following questions:

1. How does your county’s infant mortality rate compare to the rate for Illinois?
2. How does your county’s infant mortality compare to the Healthy People 2010 Objectives?
3. Do you know what percent of your county’s infant mortality rate is due to unintentional injuries? Or SIDS? Or Shaken Baby Syndrome?
4. How are data collected in your agency and stored for future assessments and shared with the state and the federal agencies?

Read pages 78-99 in Section A, Part II The Community Process, *Assessment Protocol for Excellence in Public Health (APEXPH)*. Washington DC: US DHHS. Retrieved April 20, 2002 from <http://wonder.cdc.gov/wonder/PrevGuid/>. (30 minutes)

1. List the eight steps in the APEXPH Community Process?
2. In Step #5 how does the Community Health Committee establish priorities?

Review your local health department’s Assessment of Need (IPLAN). (40 minutes)

Discuss the following questions with colleagues in your department or agency:

1. Are the objectives realistic?
2. Have the objectives been met?
3. What other health problems could be considered a community priority? What rationale or statistics justify your response?

Determine who is the writer or lead person of IPLAN at your local health department and describe how your local IPLAN is created, monitored and evaluated? (30 minutes)

Discuss the following questions with colleagues in your department or agency:

1. What agency staff members are involved in the assessment process?
2. What roles do nurses play in the process?
3. How are outside agencies involved in the assessment process?
4. How are residents involved in the assessment process?
5. How are the strategies to meet the needs established?
6. What structures, procedures, and collaborations are in place to support the assessment process?
7. What barriers need to be overcome to improve the process?

MODULE I
UNIT II: POLICY DEVELOPMENT

Description

This Unit of Module I describes the process of establishing a public health policy. “A public health policy is established through processes involving many individuals and organizations. This includes the state and local board of health, elected officials, community groups, public health professionals, health care providers, and citizens. Public health officials maintain the legal authority to make policy decisions, but policy is only developed after evaluating information from health assessment activities and listening to the concerns of community members.” (Berkowitz, 2001, p.3). It is important to realize a typical public health nurse usually deals with policy at the local level.

Learning Objectives: At the completion of this Unit, the participant will be able to:

1. List the governing bodies that make local, state and national health policy.
2. Give two measurement criteria for evaluating the Public Health Nursing Standard IV – Planning.
3. Outline the basic steps in policy development.
4. Give two examples of public health nursing best practices for policy development.

Required References:

Association of State and Territorial Directors of Nursing (2000). *Public Health Nursing; A Partner for Healthy Populations*. Washington DC: American Nurses Association.

Berkowitz, B., Dahl, J., Guirl, K., Kostelecky, H., McNeil, C. & Upenieks, C. (2001). Assessment in public health. *Public Health Nursing Leadership: A Guide to Managing the Core Functions*. Washington DC: American Nurses Association. Chapter 7, p. 57-62. ISBN: 1-55810-155-1

Cohrs, B., Gibbs, J., Kenny, C., O’Byron-Urso, M., & Shelton, L. (2000). *We’re in the Business of Making a Difference - Nursing...Individual, Family, Community: A Teaching Model*, an unpublished manuscript written as a project for the Mid-America Regional Public Health Leadership Institute, with mentor N. Franck.

Minnesota Department of health Division of Community Health Services, Public Health Nursing Section (2001). *Public Health Interventions: Applications of Public Health Nursing Practice*. St. Paul: Minnesota Department of Health (pp 313-322). Referred to throughout as the Minnesota Model and MDH (2001).

Quad Council of Public Health Nursing Organizations. (1999). *Scope and Standards of Public Health Nursing Practice*. Washington DC: American Nurses Association.

Turnock, B. (2001). Public health functions and practices. In B. Turnock's *Public Health: What It Is and How It Works*. Gaithersburg, MD: Aspen. Chapter 5, 179-183.

Content Outline

- A. Definition of Policy Development
- B. Basic Steps for Policy Development
- C. Best Practices for Policy Development

Study Guide:

- A. Read Table 2 and 'Standard IV. Planning' on pages 8 and 13-14 of Quad Council of Public Health Nursing Organizations (1999). (10 minutes).

Be prepared to answer the following questions:

- 1. Describe the differences between individual and population focused health policy development.
- 2. Recommendations for health policy should consider the needs of what groups of people?
- 3. What priority should be considered when developing policies?

- B. Read Chapter 8 (pp (62-69) of Berkowitz, et al. (2001). (15 minutes)

Be prepared to answer the following questions:

- 1. Who are the public health governing bodies that make policy?
- 2. How does the role of agency staff and the public health governing bodies differ in the development of public policy?
- 3. What legal authority does your agency and the agency staff members have to carry out public health policies?

- C. Read the Public Health Interventions Applications for Public Health Nursing Practice section (pp313-322) in Minnesota Department of Public Health (2001). (30 minutes)

Be prepared to answer the following questions:

- 1. Name one thing essential to policy development.
- 2. The public health policy is established through many individuals and organizations. Name one.
- 3. What is the intent of policy development?
- 4. Policy development has five basic steps. As the Public Health Nurse, you present the issue and establish objectives. Which step are you involved in?

Learning Activities

Choose one or more activities as meets your needs and interests.

Interview two experienced nurses in your agency regarding policy development.

Attend a County Board Meeting.

Be prepared to answer the following questions:

1. What is the most important public health policy that affected the health of the citizens served by your agency?
2. What areas might new health policies address?
3. What is the nurse's role in policy development?

Interview a County Board of Health member regarding policy development.

Interview a policy analyst within your agency. What is this staff member's role in policy development?

“Assist in developing a policy and plan to support individual and community health efforts.” (Association of State and Territorial Directors of Nursing, 2000 p.10).

Be prepared to answer the following questions:

1. What is the most important public health policy that affected the health of the citizens served by your agency? How was your agency involved in the development of the policy?
2. Why is policy development a circular process?
3. Give an example of Primary, Secondary, and Tertiary Prevention.

MODULE I
UNIT III: ASSURANCE

Description

This Unit of Module I describes the aspects of providing the public health core function of ‘assurance’ or the guarantee of health services to meet the health needs of constituents that the agencies serves.

Learning Objectives: At the completion of this Unit, the participant will be able to:

1. Describe the components of the assurance core function of public health.
2. Give one example each for resource management, direct services, quality assurance, and informing and educating the public.
3. Identify three duties of the public health nurse related to the assessment function.

Required References:

Association of State and Territorial Directors of Nursing (2000). *Public Health Nursing; A Partner for Healthy Populations*. Washington DC: American Nurses Association.

Berkowitz, B., Dahl, J., Guirl, K., Kostelecky, H., McNeil, C. & Upenieks, C. (2001). Assessment in public health. *Public Health Nursing Leadership: A Guide to Managing the Core Functions*. Washington DC: American Nurses Association. Chapter 7, p. 175-177. ISBN: 1-55810-155-1

Cohrs, B., Gibbs, J., Kenny, C., O’Byron-Urso, M., & Shelton, L. (2000). *We’re in the Business of Making a Difference - Nursing...Individual, Family, Community: A Teaching Model*, an unpublished manuscript written as a project for the Mid-America Regional Public Health Leadership Institute, with mentor N. Franck.

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Turnock, B. (2001). Public health functions and practices. In B. Turnock’s *Public Health: What It Is and How It Works*. Gaithersburg, MD: Aspen. Chapter 5, 178-187.

Summary

One of the key functions of Assurance involves developing and managing resources. One of the roles of the public health agency is to participate in the development of a health plan to address the leading health problems in the area. Other health agencies participate in the health planning process. The plan addresses the needs identified in the community assessment process. The plan identifies which agencies would best address specific aspects of the unmet health needs. At this

point ‘assurance’ begins. The public agency might provide the direct service required to meet the need or would encourage the appropriate agency to provide the service; these actions assure access to care. The service might address primary prevention (health promotion and protection), secondary prevention (early detection and treatment through screening and referral), or tertiary prevention for individuals, families or the community as a whole. If the agency provides the service, the agency structure must be appropriate to provide effective service and it must manage its resources for efficient service delivery. One important service of official public health agencies is enforcement of established health regulations. Any service provided by the agency should be evaluated. This includes an assessment of the quality of the service, including the evaluation of the service delivery (process evaluation) and the extent to which the service meets its goals and objectives (outcome evaluation). The final component of assurance is informing and educating the public about public health issues and available services.

Study Guide:

- A. Read Table 3, ‘Standard V. Assurance’, Standard VI. Evaluation, and ‘Standards of Professional Performance’ on pages 9, 13-14 and 16-21 of Quad Council of Public Health Nursing Organizations (1999). (20 minutes).

Be prepared to answer the following questions:

1. Describe the difference between individual and population focused assurance activities.
2. Give an example of two measurement criteria related to assurance.
3. List four standards for professional performance of the public health nurse.

- B. Read Chapter One (pp 1-4), Chapter 9 (pp 71-74) , Appendix A, B and C of Berkowitz, et al. (2001). (30 minutes)

Be prepared to answer the following questions:

1. Describe the two components of the administration aspects of assurance.
2. Give one example each for primary, secondary & tertiary prevention.
3. Describe the three components of the access/quality aspects of assurance.

- C. Complete Learning Activities described on pages 74-75 in Berkowitz (2001). Discuss your answers with your preceptor or supervisor.

- D. List ways in which you have observed the following elements of the assurance function in your public health organization, and discuss your list with your preceptor or supervisor.

1. Manage health care resources and maximize operational function of the local health department through coordination of community efforts.
2. Programs that provide service to local community’s priority needs – give examples.
3. Program evaluations and quality assurance activities that redirect and ensure services are fulfilling the right outcomes.
4. Health education initiatives that educate the public and contribute to both individual and collective changes in health knowledge.

Learning Activities

Choose one or more activities as meets your needs and interests.

Review your local health department's Assessment of Need (IPLAN), with your Supervisor.

Be prepared to answer the following questions:

1. What is your agency's role in the planning process?
2. How are other agencies involved in the planning process?
3. What strategies have been implemented to meet the top three health priorities for your county?
4. What agencies are responsible for these strategies?
5. How is the target population identified?

Review the Mission statement and responsibilities of each department in your agency.

Discuss the following question with your supervisor: How do these responsibilities relate to the Health Plan for the County or the residents that your agency serves?

Review your job description and procedures for performance evaluation with your supervisor. Discuss ways that you can perform your best and prepare for professional growth.

Review your local health department's Assessment of Need (IPLAN).

Discuss with colleagues in your department or agency how your local IPLAN is monitored and evaluated and answer the following questions:

1. What is the status of each strategy identified to meet each need?
2. Describe what's working and/or what's not working?
3. Regarding interventions, what are the various roles of nurses in different departments?
4. What agency staff members are involved in the monitoring and evaluation process?
5. What roles do nurses play in the process?
6. How are residents involved in the evaluation process?
7. How are outside agencies involved in the process of planning and determining strategies for meeting the identified needs?
8. What structures and procedures are in place to support the monitoring and evaluation process?
9. What barriers need to be overcome to improve the process?

Discuss with colleagues in your department or agency the performance evaluation process and answer these questions:

1. How are the performance standards established?
2. What support systems are in place to assist staff in improving their performance?
3. What other mechanisms are necessary?

Assurance Unit Post-test Questions:

Match the following Assurance Functions with the correct Component/Themes. Place the appropriate letter next to each phrase.

Assurance Functions

Components/Themes

A. Administration

___ Monitoring the Quality of Health Care

___ To protect individuals, families, and communities from infectious and chronic disease, injury and unhealthy behavior

B. Prevention

___ Structure that supports successful Community partnerships and carries out its mission.

___ Tracking of data

C. Access/Quality

___ Primary, Secondary, and Tertiary.

___ Assuring the residents of communities have access to health care.

___ Leadership, planning, and financial and organizational management.

Answer Key to Post test: C, B, A, C, B, C, A