

**300-30****POLICY**

All BIH Sites will follow MCAH-BIH policy and procedure (P&P) guidelines to ensure program fidelity and standardization across all sites relating to Public Health Nurse (PHN) requirements in the MCAH-BIH Program.

**PROGRAM STANDARD:**

The Public Health Nurse (PHN) remains a critical component of BIH and CDPH/MCAH supports the need for this position on the BIH budget. CDPH/MCAH encourages all LHJs to consider this position at a minimum of at least .50 FTE with any additional funds available to them, including local funds.

**PROCEDURE**

1. PHN will assist Mental Health Professional (MHP) with the intake and enrollment process for participants in the BIH program.
2. PHN will assist in providing medical case management and care coordination activities in order to provide linkages to Medi-Cal and other community agencies.
3. PHN will participate in community outreach efforts in collaboration with the Community Outreach Liaison, specifically targeting medical providers and health clinics for the purposes of developing linkages for BIH program participants and their families to health services, increasing interagency collaboration and establishing a referral network.
4. PHN will complete all required trainings, adhere to guidance specified in the P & P, provide required feedback to CDPH/MCAH, and attend required meetings and participate in required capacity-building calls.
5. PHN will co-facilitate group sessions when Sudden Infant Death Syndrome (SIDS) and Breastfeeding topics are discussed.
6. PHN will be available for group sessions to address health disparities affecting African-American women and other health-related questions/concerns of participants and provide support to group facilitators.
7. PHN will conduct home visits for the purpose of completing the Edinburgh Postpartum Depression Screen (EPDS), home safety check list, and birth plan at required intervals;
8. PHN will conduct home visits for the purpose of providing prenatal, postpartum and infant health education topics.
9. PHN will conduct staff trainings for health-related issues and health disparity updates to BIH Program staff.
10. PHN will participate in all formal Case Conferences.
11. PHN will provide informal case consultation with BIH program team for participants who require more immediate medical attention.

12. PHN will participate in quality improvement efforts.
13. PHN will maintain confidentiality and adherence to HIPAA guidelines.
14. PHN will review literature to stay current on practices and issues related to African American women and their infants.

**Forms to complete:**

- Staff Profile
- Staff Leave of Absence

See P&P 300-20 *Staff Requirements and Duties* for a more detailed description of qualifications for program staff.