 JOB DESCRIPTION

**JOB TITLE:** Public Health Nurse **DEPARTMENT:** Health Department

**DATE REVIEWED:** July 2020 **FLSA STATUS:** Exempt

**REPORTS TO:** Nurse Manager **POSITION FTE:** 1.0

**POSITION(S) SUPERVISED:** None

**GENERAL POSITION DESCRIPTION:**

Perform, develop and coordinate professional nursing and educational services for individuals, families, and community groups in a variety of public health nursing settings.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

***When Assigned to Immunizations:***

1. Provide education and immunization services to community residents.
2. Keep abreast of changing trends and new developments in vaccine development, administration and delivery.
3. Maintain a collegial relationship with the CDPHE Immunization program staff, local medical providers and School District staff.
4. Provide a variety of nursing services for walk-in, non-emergent individuals.
5. Investigate, assess and participate in opportunities for seeking additional funds for Department programs.

***When Assigned to Tuberculosis and Communicable Diseases:***

1. Have responsibility for managing the Tuberculosis (TB) and Communicable Disease (CD) programs including control and prevention efforts.
2. **Investigates health problems and hazards.**
3. **Inform educate and empower residents about health issues.**
4. **Maintain clinical nursing knowledge of CDC and CDPHE TB and CD guidelines.**
5. **Maintain a collegial relationship with CDPHE State and Regional CD/TB programs.**
6. **Demonstrate excellence in public health nursing overcoming challenges through problem solving.**

**GENERAL JOB DUTIES:**

***When Assigned to Immunizations:***

1. Assess and evaluate the immunization status and needs of clients through the knowledge of current vaccine preventable disease immunization guidelines, vaccination schedules, state requirements and client medical history.
2. Interprets immunization records.
3. Make specific individual nursing judgment using CDPHE & ACIP immunization guidelines, Center for Disease Control and Red Book resources.
4. Educates clients and caregivers about the importance of immunizations, following recommended immunization schedules, possible side-effects of immunizations and after-care.
5. Secures necessary consents.
6. Triage telephone calls from various professional and non-professional sources regarding immunizations, vaccine safety.
7. Draws up vaccines according to manufacturer’s instructions and administers same using safe and proper techniques and a system of double checks to ensure accuracy. Follows Universal Precautions while administering vaccine.
8. Completes appropriate client and clinic records, enters immunizations into CDPHE CIIS program to ensure correct vaccines are administered and documented.
9. Works with diverse cultures including non-English speaking clients to overcome barriers to obtaining health care. Counsels and advises client using interpreters as necessary.
10. Responds to medical emergency situations in the clinic such as vaccine reactions.
11. Ensures that client records are kept secure and confidential, and maintained consistent with Health Department policies, procedures and HIPAA standards.
12. Ensure compliance with VFC guidelines for vaccine storage and handling procedures, screening and documentation methods, ensuring that the most current immunization resource materials are available on site.
13. Make referrals to other medical practitioners or community health resources as needed.
14. Perform monthly/quarterly biological inventory, order correct anticipated amount of vaccine, supplies and materials for smooth clinic operation, and inventory and properly store all immunologicals upon arrival.
15. Demonstrate core competencies within the Incident Command System structure as appropriate to this position’s functional role in a public health emergency response event. (Complete NIMS-700, ICS-100, and ICS-200).
16. Prepare for and respond to emergencies, such as a communicable disease outbreak within a clinic, facility or in the community at large.
17. Initiate, schedule, coordinate, and supervise off-site vaccination clinics as needed.
18. Attend educational programs for professional and personal growth.

***When Assigned to Tuberculosis and Communicable Diseases:***

1. **Screen for TB (TST). Demonstrates safe administration of medications via oral (PO), subcutaneous (SC), and intramuscular (IM), intradermal administration routes. Follows Universal Precautions while administering injections or oral medications.**
2. **Understand and implement TB treatment regimens (LTBI & TB) disease.**
3. **Conduct CD and TB epidemiological investigations.**
4. **Receive reports from community, i.e., infection control nurse at hospital, physicians, Health Departments for all reportable communicable diseases.**
5. **Document/report investigations in a complete and timely manner per program requirements. Enter data into CDPHE CEDRS and TBDB.**
6. **Attend educational programs for professional and personal growth.**
7. **Communicate with all healthcare providers.**
8. **Monitor patients during treatment. Perform home visits as required by program mandate.**
9. **Order and stock clinical, educational, medical supplies.**
10. **Ensures that client records are kept secure and confidential, and maintained consistent with Health Department policies and HIPPA standards.**
11. **Works with diverse cultures including non-English speaking clients to overcome barriers to obtaining health care. Counsels and advises client using interpreters as necessary.**
12. **Work with departmental and local administrators in coordinating efforts of disaster preparedness. Serves on Health Department epidemiology team.**
13. **Demonstrate core competencies within the Incident Command System structure as appropriate to this position’s functional role in a public health emergency response event. (Completion of NIMS-700, ICS-100, ICS-200).**
14. **Performs other similar and related duties as assigned. These examples do not include all of the tasks the employee may be expected to perform.**
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**POSITION REQUIREMENTS:**

**Education:**

Associate’s Degree in Nursing. Bachelor’s Degree preferred.

**Experience:**

At least three (3) years of nursing experience in a Public Health setting, physician’s office, or community clinical setting.

Combination of education and experience could waive specific requirement.

**Licenses/Certifications:**

Current and unrestricted Colorado Registered Nurse license

Current and unrestricted American Heart Association BLS certificate

Current and valid Colorado Driver’s License

**PHYSICAL REQUIREMENTS:**

Physical Requirements: Walk, stand, sit, type, use hands to finger, handle or feel objects, reach with hands and arms, talk, listen, see, grasp, pull, lift, drive, stoop and bend to examine patients, climb in/out of vehicle, physically restrain children with approved techniques, transport equipment and supplies.

Lifting: 50# requirement

Exposure to Elements: Normal office conditions. Position requires travel to other locations in the community and state-wide.

Handling of Dangerous Equipment: Syringes, needles, medical examination equipment, emergency response equipment

Risk of Assault or Injury: May receive verbal assault from angry citizens, possible contaminated samples, bio hazardous material, body fluids, latex, alcohol, communicable diseases, germicide, decontamination chemical, air and car travel, possible physical assault from children.