Public Health Nurse II

GENERAL DESCRIPTION OF DUTIES

The primary purpose of this position is to provide clinical nursing services in the clinic setting. A high level of nursing skill is required to complete histories, exams, and determine the appropriate action. This employee must stay current and have a working knowledge of standing orders, child health, adult health, family planning, maternal health, STD, TB, communicable disease, immunizations and abnormal pap smear guidelines.

SPECIFIC DUTIES AND RESPONSIBILITIES

Examples of Essential Functions

This list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such function is a logical assignment to the position.

70% Wellness Clinic

$ Assesses client=s needs in Wellness Clinic.
$ Determines the best plan of action and uses independent judgement. Monitors patient flow to determine number of clients that can be services. Reviews all incoming lab work.
$ Refers client to FNP, MD, or other Health Department services as indicated.
$ Uses nursing assessment skills to manage client=s request/problem using standing orders.
$ Maintains knowledge and use of in-house standing orders, lab services.
$ Maintains knowledge of immunizations, physical assessment, TB skin testing and treatment, management of minor complaints and illnesses by standing order.
$ Provides child health screenings per state guidelines, contract addenda, policies and procedures and standing orders.
$ Screening includes history, physical exam, anticipatory guidance, Category II nursing skills, nutritional counseling, calculating and graphing Body Mass Index, review of lab results, dental fluoride varnish, and referred on assessment. Must meed the criteria and requirements for child health enhanced role nurse screener.
$ Performs employee drug screening according to county policy.
$ Coordinates and performs employee health screenings.
$ Provides disease management and wellness coaching.
$ Prepares employees for participation in Health and Wellness Programs by documenting and supporting established long and short-term goals, monitoring the goals, and providing feedback on goal completion.
$ Provides family planning limited history and dispensing of birth control methods.
$ Obtains history and work-up of AH, MH, FP and CH patients for FNP.
$ Stays informed of current trend in public health and employee health by attending workshops and conferences.
$ Establishes and maintains confidential records

28%
X Identifies attitudes, knowledge, and behaviors of individuals in order to develop adequate

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Develops and implements appropriate classes, marketing strategies, handouts, surveys, evaluations, newsletters, and bulletin boards.

Attends continuous education opportunities that promote professional and personal growth.

Coordinates employee assessments and educational sessions with departments and providers.

Completes statistical information based on employee assessments.

Designs, promotes and executes wellness program activities including Health Risk Assessment programs, health fair and biometric screening events and health educational material support.

Supports data collection and reporting of program metrics.

Maintains accurate and up-to-date documentation recording complete, concise and meaningful information as a means of keeping other health team professionals informed of progress, goal completion, expected outcomes, current status, benefit adjustments and all other communications.

Develops, plans, organizes, coordinates, promotes, implements, evaluates and revises employee health and wellness programs.

Researches, drafts, implements, and evaluates health standards and protocols.

Communicates effectively both orally and in writing including writing articles for the newsletter and preparing reports.

Performs other related duties as needed or assigned.

Marginal Functions

While the following tests are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

2% Other duties

Serves as a team member during outreach projects such as flu vaccine season, health fairs, etc.

Serves as team member during disease outbreaks.

Serves as team member during disasters for staffing of emergency shelters.

Other duties as directed by supervisor.

MINIMUM TRAINING NAD EXPERIENCE

Education/Experience

Graduation from a four-year college or university with a BS degree in nursing which includes a Public Health Nursing rotation, four years of Public Health Nursing experience including two years experience in a supervisory capacity; or

Graduation from an accredited school of professional nursing, five years of professional nursing experience, four of which must have been in public health including two years experience in a supervisory capacity; or

an equivalent combination of education and experience.

Additional Training/Experience Desired:

Experience in pediatrics, maternity, family planning and adult health nursing.

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Completion of Child Health Training Course, Family Planning Enhanced Role Training and Adult Health Assessment Course

SPECIAL REQUIREMENTS

- Current, valid NC Board of Nursing Certified Registered Nurse
- Valid NC Driver’s License
- Reliable means of transportation for work assignments
- Certified in basic CPR life support

PERFORMANCE APTITUDES

Data Utilization: Requires ability to review, classify, categorize, prioritize, and/or analyze data and or information. Includes the ability to perform subsequent actions in relation to this information and use discretion in determining data indications and interactions. Ability to interpret and maintain accurate records, maintain patient confidentiality, complete all information necessary to evaluate and plan care. Requires a thorough knowledge of care management practices.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations. Includes the ability to maintain credibility in the community, to deal tactfully and courteously with the general public and fellow employees and be culturally sensitive. Work involves considerable interaction with families, children and provider agencies. Requires the ability to plan, supervise, coordinate and evaluate staff and services. Requires the ability to present effective presentations to employees and county administration.

Equipment, Machinery, Tools, and Materials Utilization: Requires a thorough knowledge of health appraisal tools. Requires the ability to use, operate and/or handle specialized instruments required in the nursing profession as well as standard office equipment and a motor vehicle. Examples include: blood pressure cuff, stethoscope, syringes, biohazard containers, ophthalmoscope, otoscope, scales, hearing tests, measuring tapes, other physical assessment tools, computer, telephone, copier, fax, and TV.

Verbal Aptitude: Requires the ability to utilize a wide variety of descriptive data and information such as programmatic guidelines, Standing Orders, record documentation, client/family statements. Must possess knowledge of Nurse Practice Acts. Requires thorough knowledge of techniques of interviewing, medical and relevant history taking as they relate to area of work.

Mathematical Aptitude: Requires ability to perform addition, subtraction, multiplication, and division to include calculating dosages, administering medications/injections, computation of growth and development, and completing required time and expense reports.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Must be highly organized, possess problem-solving skills, and able to work independently.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable. Specifically, must be cognizant of signs of child abuse and neglect and appropriate intervention. Ability to teach and counsel individuals, families and groups in the areas of health maintenance, preventative medicine and care of the sick. Requires a thorough knowledge and ability to plan a regime of care based on assessment and findings. Knowledge of available resources and appropriate referral methods.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds) for such tasks as moving supplies, equipment, and children. Tasks may involve extended periods of time standing, stooping and stretching.

Manipulative Skills: Work may require extended periods of repetitive motions that include lifting, fingering, grasping, flipping, handling records, papers, and supplies for such tasks as using blood pressure cuff, stethoscope, syringes, biohazard containers, ophthalmoscope, otoscope, scales, measuring tapes, hearing kit and operating standard office equipment. Also includes ability to apply pressure with fingers.
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and palm in performing such tasks as giving injections.  

Sensory Requirements: Requires visual perception and discrimination for reading scales, blood pressure cuff, clinic machines, computer screen and medical records. Must be able to give immunizations and intradermal, intramuscular, subcutaneous injection, and interpret TB skin tests. Must be able to observe client and environment for problems. Administration of developmental tests requires visual accuracy. All tasks require oral and written communications ability to include talking and hearing. 

Mental Skills: Shall be able to work with minimal supervision. Must be able to follow oral and written instructions and explain instructions to client. Must be able to use skilled nursing judgement in determining signs and symptoms to report to physicians and follow through physicians orders. Must be able to problem-solve. Must be able to develop long-range and short-term goals for development of health department program.  

Environmental Factors: Subject to inside environment, protected from weather, but not necessarily from temperature changes. Not substantially exposed to adverse environmental conditions (such as in typical office or administrative work). Also, may be exposed to cleaning chemicals at times such as inhalants and deodorizers). Potential for biohazard exists, especially from communicable disease. Must be able to assess situation and determine correct protective equipment. Shall follow established infection control and blood pathogen policy. Shall use extreme caution and follow written procedures when performing duties that could lead to patient injury or exposure. Will report and/or follow-up reports of unsafe work practices. Must be aware of safety hazards in client’s home and follow guidelines for conducting home visits. Must report unsafe conditions to health director  

PERFORMANCE INDICATORS  

The work performance of supervisory personnel of Duplin County is routinely evaluated according to the performance criteria outlined herein:  

Knowledge of Work: Considerable knowledge of the methods, procedures and policies of Duplin County Health Department as pertains to the performance of the essential duties of this position. Considerable knowledge of principles and practices of organization and administration of public health nursing programs and public health nursing supervision, including community health diagnosis, preventive measures, community resources, general clinic and other standards of public health. Knowledge of state and federal guidelines for recommended and acceptable clinical practices. Working knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of this position. Working knowledge of the organization of the department and of related departments and agencies. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Working knowledge of terminology and related professional languages used within the department as pertains to work responsibilities. Ability to maintain cooperative and effective relationships with intra- and interdepartmental personnel as well as any external entities with whom position interacts. 

Quality of Work: Maintains high standards of accuracy in performing duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains quality communication and interaction with intra- and interdepartmental personnel, and any external entities with whom position interacts. 

Quality of Work: Performs described Essential Functions and related assignments efficiently and effectively in a manner to produce a quantity of work which consistently meets established standards and expectations. 

Dependability: Assumes responsibility for completion of assigned functions. Completes assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas. 

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides sufficient notice to upper management with respect to vacation time and leave requests. 

Initiative and Enthusiasm: Exhibits an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates appropriate and acceptable action for the completion of work with a minimum of supervision and instruction. 

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identification of alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and
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procedures and with a minimum of effort. Seeks expert or experienced advice where appropriate, and researches issues, situations, and alternatives prior to exercising judgment.

Cooperation: Accepts supervisory and managerial instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communication, variance with established policies and procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation both intra- and interdepartmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships both intra- and interdepartmentally and with external entities with whom position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion for work elements, and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards to include regulatory entities. Ensures such standards are not violated.

Planning: Plans, coordinates and utilizes information effectively in a manner to improve activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means, and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges, and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Employee Signature __________________________ Date __________

Supervisor Signature __________________________ Date __________

Duplin County is an Equal Opportunity Employers. In compliance with Americans with Disabilities Act, Duplin County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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