

Oneida County

JOB DESCRIPTION

JOB TITLE: Public Health Nurse
DEPARTMENT: Health
Reports To: Public Health Director and Assistant Director
FLSA Status: Nonexempt
Prepared By: Linda Conlon
Prepared Date: July 2013
Approved By: Lisa Charbarneau
Approved Date: July 2013
Reviewed Date:

GENERAL SUMMARY:

The Public Health Nurse provides public health nursing services to individuals, families, and population groups. Nursing actions are directed toward the goals of prevention, assessment, risk reduction, and health status improvement for individuals, families and communities. Nursing activities include, but are not limited to, systematic analysis of health data, care plan development, health education and advocacy, coalition building, and collaborating with community partners to promote the health of a population. Public Health Nurses often collaborate and consult within multidisciplinary and multi-agency teams in order to achieve desirable outcomes for families and communities. Public Health Nursing interventions occur at individual, family, community and system levels depending upon the responsibilities of the position and the issues involved.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under general supervision and/or as part of various workgroups and teams, the Public Health Nurse performs the following essential functions within the framework of Oneida County Health Department's provision of the core functions and essential services of public health:

Public Health Sciences

1. Performs comprehensive individual and family assessments which include health history, physical assessment, growth monitoring, developmental assessment, psycho-social assessment, assessment of family functioning, assessment for substance abuse or domestic violence issues, and assessment of basic needs including food, housing, income, resources and supports, and access to health care.
2. Provides care coordination, referral and follow-up to individuals and families who are members of a vulnerable population and/or high-risk groups. Evaluates outcomes, effectiveness of plan, and makes changes as necessary.
3. Uses public health surveillance/disease investigation methods in community outreach, screening, and case finding of communicable and infectious diseases that threaten the health of the community.
4. Investigates complaints regarding environmental health problems and environmental health hazards and initiates enforcement or corrective actions as required.

5. Provides education and counseling to individuals, families and community groups that are adapted to their unique needs, lifestyle, cultural and socio-economic situation.
6. Obtains and completes appropriate patient "Consent for Care" forms, ensures patient confidentiality and maintains orderly medical records. Follows established Public Health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information.
7. Documents patient assessment and intervention data in medical records. Uses established medical record forms, databases and documentation practices.
8. Responds to individual client emergency situations in the clinical or home setting with basic life support and first aid skills. Summons other health care providers and emergency response personnel in a timely and appropriate manner.
9. Collaborates in development and delivery of programs and activities for individuals, families and population groups that promote health and prevent disease, in settings including, but not limited to all Health Department buildings/sites, homes, community organizations and businesses, schools, and the community in general.
10. Evaluates outcomes of public health nursing interventions; works with others (clients and other professionals) to makes changes as necessary.
11. Participates in response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food-, water-, and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.
12. Collaborates in the development of and contributes to individual, team, and Departmental quality improvement, performance management and evaluation activities.

Community Dimensions of Practice

13. Collaborates in Oneida County Health Department's community health assessment and health improvement planning and intervention activities.
14. Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.
15. Actively participates in and acts as a liaison with other community agencies and professionals in collaborative efforts to address community health priorities
16. Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available health department and community programs and services and are assisted in the utilization of those services.
17. Participates in Oneida County Health Department research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues.
18. Contributes to a work environment that fosters ongoing educational experiences regarding public health nursing for colleagues, nursing and other health-related students, healthcare professionals and members of the community.

Analysis and Assessment

19. Participates in community assessment; can distinguish between quantitative and qualitative community assessment data; understands incidence and prevalence data; knows how to access basic community epidemiological data.
20. Participates in the analysis of data to identify trends, health problems, environmental health hazards, and social and economic conditions that adversely affect the public's health.

Leadership and Systems Thinking

21. Demonstrates knowledge of applicable state professional practice guidelines for registered professional nurses, the American Nurses' Association *Scope and Standards of Practice for Public Health Nursing* any other Federal and State laws and regulations applicable to practice as an public health nursing professional.
22. Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
23. Collaborates in developing a work environment where performance management, continuous quality improvements in professional practice is pursued.
24. Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups

Policy Development and Program Planning

25. Coordinates public health activities with environmental and public health professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Wisconsin Division of Public Health and the Centers for Disease Control and Prevention.
26. Coordinates activities among and between other governmental agencies, such as the Wisconsin Department of Health Services, that enforce laws and regulations that protect the public's health.
27. Collaborates in the development of evidence-based public health nursing practices and programs in collaboration with universities, other nursing agencies, businesses, trade associations, other staff and the public.
28. Collaborates in the development, implementation and evaluation of long and short range policies, plans and programs for public health and public health nursing in Oneida County.
29. Collaborates in and contributes to individual, team, and Departmental performance management, quality improvement and evaluation activities.

Communication and Cultural Competency

30. Delivers targeted, culturally-appropriate information to help individuals and groups understand local environmental public health policies, regulations and code.
31. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities. Examples of methods may be: one on one, group sessions, media interviews, story boards, website and face book
32. Educates local and state policy makers and community stakeholders on public health issues.
33. Adheres to ethical principles and Oneida county Health Department policy in the collection, maintenance, use, and dissemination of data and information.

Financial Planning and Management

29. Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.

Other

34. Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.
35. Participates in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness.
36. This position will be responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program. This includes, but is not limited to: creating. Implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
37. Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
38. Performs other duties as assigned consistent with job classification.

BEHAVIOR EXPECTATIONS:

- Treats others with courtesy and respect in all interactions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Education, Licensure, Certifications, Experience

- Bachelors of Science or Art in Nursing required for all new hires.
- Two (2) years of public health nursing experience preferred.
- Wisconsin Registered Nurse Licensure
- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200 and 700.a certification within four (4) months of employment.
- CPR certification within four (4) months of employment.
- Valid Wisconsin driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

Knowledge and Skills:

- Knowledge of the core functions and essential services of public health
- Knowledge of current public health nursing principles and processes.
- Knowledge of anatomy, physiology, pathophysiology, epidemiology, physical assessment and basic pharmacology.
- Knowledge of human systems (wellness, illness, growth and development, basic nutrition, human behavior, psychosocial development, family and community systems).
- Knowledge of prescribed treatments and medical interventions; ability to effectively monitor and document the patient's treatment progress and response; ability to refer to appropriate providers as indicated.
- Knowledge of health care technology, equipment, supplies and materials needed for medical treatment.
- Knowledge of chart documentation requirements, medical record forms, State and Federal laws that govern release of health care information, patient consent.
- Knowledge of population-based health status indicators, determinants of health and illness, factors contributing to health promotion and disease prevention, and factors influencing the use of health services.
- Knowledge of relevant OSHA standards.
- Knowledge of health care systems structure and function; ability to make appropriate client referrals based upon patient need, program guidelines and community resources.
- Knowledge of current epidemiological data analysis and surveillance methods used in the management of communicable and infectious disease.
- Knowledge of Wisconsin State law relating to professional nursing practice and the American Nurses Association *Scope of Practice for Public Health Nursing*
- Knowledge of adult learning and health education techniques and principles including: reproductive health education, related services information, option counseling and emergency contraception services.
- Knowledge of group processes including facilitation, collaboration, negotiation and conflict resolution.
- Knowledge of research techniques and principles as well as quality assurance/improvement systems.
- Knowledge of data collection, analysis and interpretation techniques.
- Knowledge of emergency preparedness - at home, work and in the community.
- Knowledge of incident command structure and its use.
- Knowledge of current recommendations of the Advisory Committee on Immunization Practices (ACIP) for vaccination of infants, children and adults
- Demonstrates knowledge of ACIP guidelines to determine which immunizations are needed for an individual based on individual demographics and medical history
- Demonstrates knowledge of administration of immunizations to infants, children and adults
- Demonstrates knowledge of a systematic approach to client care that includes assessment, diagnosis, planning, intervention, evaluation, consultation, referral and follow up.
- Demonstrates ability to maintain working relationships with diverse populations and cultures; ability to engage clients and families in a care plan.
- Demonstrates ability to provide option counseling and referral for terminations.
- Demonstrates ability to work collaboratively with multidisciplinary teams to improve patient outcomes.
- Demonstrates communication skills (oral and written).

- Demonstrates knowledge of the leadership skills required to delegate tasks, coordinate patient and family care, and mobilize community resources.

Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:

- Must be able to be fitted and wear NIOSH 95 mask.
- Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
- Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient enough to communicate with others effectively in person and over the phone
- Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Wisconsin law.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

General office setting in health department facilities, as well as community sites including clients' homes and workplaces.

Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.

In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Computer, Fax, copier, personal or county vehicle, public health and medical equipment and supplies related to duties.

Reports to: Director or Assistant Director

Directs Work of: None

Blood borne Pathogen Risk Code: None Low Medium High