



**WINNEBAGO COUNTY HEALTH DEPARTMENT
JOB DESCRIPTION**

Job Title:	Public Health Nurse II: IBCCP Coordinator
Center:	Personal Health Services
Reports to:	Nursing Clinical Supervisor
FLSA Status:	Non-exempt
Grade Level:	Grade 15
Date Created/last reviewed:	October 12, 2016

POSITION SUMMARY

The Public Health Nurse provides public health nursing services to individuals, families, and population groups in the clinical and community environment. This full time position will require half direct service hours within the Illinois Breast and Cervical Cancer Program and half direct service hours within Personal Health Services clinic. Nursing actions are directed toward the goals of prevention, assessment, risk reduction, and health status improvement for individuals, families and communities, and in particular women eligible for the breast and cervical cancer services. 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 in particular to the breast and cervical cancer preventative and intervention services. 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. The IBCCP Nurse Coordinator will provide oversight of the IBCCP grant program to ensure that a comprehensive service is available to women who are in need of preventative screening and/or intervention of potential breast and cervical cancer health conditions and do not have the financial resources or health insurance coverage to pay for screening services.

ESSENTIAL FUNCTIONS:

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

Public Health Sciences

- 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.
- Provides care coordination, referral and follow-up to individuals and families who are members of a vulnerable population and/or high-risk groups, in particular to women enrolled in the IBCCP grant program. Evaluates outcomes, effectiveness of plan, and makes changes as necessary on micro and macro levels.

- 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.
- Engages individuals and families in a plan of care that addresses their identified health deficits and issues. Provides education and counseling to individuals, families and community groups that are adapted to their unique needs, lifestyle, cultural and socio-economic situation.
- Obtains and completes appropriate patient consent 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.
- Documents patient assessment and intervention data in medical records. Uses established medical record forms, databases (Cornerstone and Patagonia) according to established EMR protocols.
- Consistent with provisions of the Illinois Nurse Practice Act (225ILCS 65 Nurse Practice Act page 3, Section 50-10 # 6 and # 7), delegates and supervises Individuals who assist the registered nurse with implementing the plan of care in a manner consistent with those individuals' job classification or scope of practice as nursing students.
- 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.
- 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.
- Evaluates outcomes of public health nursing interventions; works with others (clients and other professionals) to makes changes as necessary on micro and macro levels
- 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.
- Collaborates in the development of and contributes to individual, team, and Departmental quality improvement and evaluation activities.

Leadership and Systems Thinking

- 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.
- Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Collaborates in developing a work environment where continuous quality improvements in practice are pursued.
- Assumes responsibility for own professional growth and development by pursuing education; participating in professional committees and work groups.

- Identifies current and new medical providers within the county and obtains contractual agreements for providers to provide services, document and invoice WCHD for services provided under the guidelines of the IDPH IBCCP grant requirements.
- Negotiates contracts with Consortia Agencies and assures protocols are consistent with IBCCP policies.
- Assist in developing grant objectives and deliverables for each fiscal year for the Illinois Breast and Cervical Cancer Program.
- Utilizes current record documentation and organization of IBCCP client charts, master files, and case management logs to facilitate the monthly reports to IDPH.
- Develops and implements annual IBCCP chart audits to review and maintain quality assurance activities are consistent with funding and administrative protocols.

Community Dimensions of Practice

- Participates in the Department's design and application of the community health improvement strategies with a particular emphasis on developing and implementing evaluation of specific, measurable action plans in partnership with public and private organizations.
- Participates with community health partners in the development and implementation of Health Information Exchange(s).
- Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available programs and services and are assisted in the utilization of those services.
- Participates in Winnebago County Health Department sanctioned research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues.
- 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.
- Creates and implements annual awareness and outreach campaigns that address the prevention, intervention, and treatment options for Breast and Cervical Cancer for targeted priority populations.

Analysis and Assessment

- 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.
- 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.
- Assesses and performs monthly tracking of referral sources, program participation, scheduling of services and follow through of scheduled appointments with community providers for women enrolled in the IBCCP program.
- Evaluates and identifies barriers preventing participants from being enrolled within the IBCCP program, screening and diagnostic reports and other conditions that affect the outcomes of participants involved with the IBCCP program deliverables.

Policy Development and Program Planning

- Coordinates public health activities with environmental and public health professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Illinois Department of Public Health and the Centers for Disease Control and Prevention.
- Coordinates activities among and between other governmental agencies, such as the Illinois Department of Children and Family Services, that enforce laws and regulations that protect the public's health.
- 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.
- Collaborates in the development, implementation and evaluation of long and short range policies, plans and programs for public health and public health nursing in Winnebago County.
- Collaborates in and contributes to individual, team, and Departmental quality improvement and evaluation activities.

Communication and Cultural Competency

- Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
- Adheres to ethical principles and Winnebago County and Winnebago County Health Departments' policy in the collection, maintenance, use, and dissemination of data and information.

Financial Planning and Management

- Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.
- Collaborates with WCHD Financial Department to assist with the monthly billing cycle of clinical services provided under the grant deliverables for IBCCP and generates reimbursement reports to providers.
- Assists WCHD Financial Department and administration with development of annual grant deliverables, budget requirements, and monthly monitoring of clinical expenditures within the grant.

Other

- Performs public health emergency response duties as assigned and consistent with training provided, in response to threats to the public's health consistent with job classification.
- Participates in Department and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job classification.
- 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.
- Performs other duties as assigned consistent with job classification.

BEHAVIOR EXPECTATIONS:

- Treats others with courtesy, respect and a caring manner in all interactions.
- Continually looks for, suggests and works on better ways to conduct work.
- Promotes patient rights and ensures confidentiality and privacy at all times.
- Be open to new ideas and changes; encourages others to do the same.
- Willingly flexes to meet changing workload demands and priorities.
- Treats each employee as an equal and valued member of the team and works cooperatively with other employees to complete work.
- Regular attendance is required as need to accomplish job functions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Education, Licensure, Certifications, Experience

- Bachelors of Science in Nursing.
- Two (2) years of public health nursing experience preferred.
- Bilingual English/Spanish preferred.
- Illinois Registered Nurse Licensure.
- Experience in billing codes, allowable fees, and reimbursement costs from funding sources.
- CPR/AED certification within four (4) months of employment.
- Must participate in assigned trainings, including on-line training in the National Incident Management System (NIMS) offered through the Federal Emergency Management Agency to obtain the following certifications:
 - Within 3 months of employment: ICS 100, ICS 200, ICS 700, and ICS 800
- Successful completion of WCHD HIPAA Training.
- Valid driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

Leadership and Systems Thinking Skills

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

Public Health Sciences Skills

- Knowledge of the core functions and essential services of public health.
- 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 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 ability to apply relevant OSHA standards.
- Knowledge of Illinois State law relating to professional nursing practice and the American Nurses Association *Scope of Practice for Public Health Nursing*.
- 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.
- Knowledge of family planning methods including method of action, indications, and contraindications.
- Demonstrates ability to provide options counseling and referral for terminations.
- Knowledge of emergency preparedness - at home, work and in the community.
- Knowledge of incident command structure and its use.

Community Dimensions of Practice Skills

- 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 health care systems structure and function; ability to make appropriate client referral based upon patient need, program guidelines and community resources.
- Demonstrates ability to work collaboratively with multidisciplinary teams to improve patient outcomes.

Analysis and Assessment Skills

- Proficiency in adhering to and assuring ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Demonstrated knowledge of principles regarding Protected Health Information (PHI) and the Health Insurance Portability and Accountability Act (HIPAA).
- Knowledge of research techniques and principles as well as quality assurance/improvement systems.
- Demonstrates knowledge of a systematic approach to client care that includes assessment, diagnosis, planning, intervention, evaluation, consultation, referral, and follow up.

Policy Development and Program Planning Skills

- Knowledge of policies that impact public health and client outcomes.
- Demonstrates ability to complete required reports.

Communication and Cultural Competency Skills

- Proficiency in written and oral communication including in person, through print and electronic means.
- Proficiency in assuring that cultural, social, and behavioral factors play a significant role in the accessibility, availability, and delivery of public health.

- 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.
- Demonstrates ability to maintain working relationships with diverse populations and cultures; ability to engage clients and families in a care plan.
- Demonstrates ability to work collaboratively to solve problems.

Financial Planning and Management Skills

- Understands the general financing of public health and clinical services for clients.

Other

- Must successfully complete a pre-employment/post offer drug screen.
- Must successfully complete a pre-employment/post offer background check, which may include; criminal and civil claims, credit report, finger printing, etc.
- Proficiency in use of computer skills: keyboard, email, word processing, and internet searches.
- Proficiency in the Health Department/County's data systems including but not limited to Patagonia, Cornerstone, I-CARE within 3 months of hire.
- Ability to work longer shifts, nights, and weekends to meet operational needs as determined by management.
- Ability to meet the physical demands of the Essential Functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Engages in the following movements: Sitting, standing, walking, reaching and writing/typing frequently; climbing, balancing, stooping, kneeling, crouching, lifting, fingering, grasping, and feeling occasionally.
 - Must be able to lift and/or move up to 10 pounds frequently and 30 pounds occasionally.
 - Hearing ability sufficient enough to communicate with others effectively in person and over the phone
 - Visual ability must be sufficient enough to read documents, computer screen and drive a car.
 - Must be able to be fitted and wear NIOSH 95 mask, in conjunction with emergency preparedness.

TOOLS AND EQUIPMENT USED

Must be able to use multi-line telephone, mobile phone, fax machine, copy machine, calculator, computer, scanner and printer.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee works in a typical health clinic and office environment. The employee is exposed to noise from close working conditions and significant work pace/pressures.

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.