



**WINNEBAGO COUNTY HEALTH DEPARTMENT
JOB DESCRIPTION**

Job Title:	Nurse Practitioner
Center:	Personal Health Services
Reports to:	Director for Public Health Nursing
FLSA Status:	Exempt
Grade Level:	
Date Created/last reviewed:	

POSITION SUMMARY

The Public Health Nurse Practitioner provides confidential primary health care to all clients of the Personal Health Services Clinic, in collaboration with the Center's Medical Director. Clinical programs provided in the Personal Health Services include Family Planning, STD (Sexually Transmitted Disease), TB (Tuberculosis), Travel, Refugee, VFC (Vaccines for Children), and Adult Vaccinations, and are provided routinely, during normal business hours, and occur on week - ends and evenings as needed. Nursing actions are directed toward the goals of prevention, assessment, risk reduction and health status improvements for individuals, families and communities. Nursing activities includes, but are not limited to assessment, systematic analysis of health data, care plan development, treatment, education and advocacy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Public Health Nurse Practitioner performs the following essential functions within the framework of the 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 and physical examination. Develops diagnosis, and treatment plan for health issues related to family planning, women's health issues, reproductive services, sexually transmitted infections, Tuberculosis, Travel Immunizations, Refugee medical issues and vaccinations for children.
- Provides education and counseling to individuals, families and community groups that are adapted to their age, developmental status, disability, unique needs, lifestyle, cultural and socio-economic situation.
- Establishes a partnership with the client that facilitates decision making and self-care consistent with the client's health belief system.
- 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.
- Orders, performs, and interprets screening and diagnostic procedures and tests.
- Participates in the development and maintenance of protocols of services provided

and procedures to follow when performing medical procedures.

- Responds to individual client emergency situations in the clinical 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.
- Evaluates outcomes of interventions; works with others (clients and other professionals) to makes changes as necessary.
- Collaborates in the development of and contributes to individual, team, and Departmental quality improvement, performance management and evaluation activities.

Community Dimensions of Practice

- 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.
- 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

- Is able to 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.

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 advanced practice public health nursing professional.
- 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.
- Collaborates in developing a work environment where performance management, and continuous quality improvements in professional practice is pursued.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups.

Policy Development and Program Planning

- Coordinates public health activities with 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 Health 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 in Winnebago County.
- Collaborates in and contributes to individual, team, and Departmental performance management, quality improvement and evaluation activities.

Communication and Cultural Competency

- Delivers targeted, culturally-appropriate information to help individuals and groups understand local environmental public health policies, regulations and code.
- 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, and website and Facebook.
- Educates local and state policy makers and community stakeholders on public health issues. Acts as an advocate for clients.
- Adheres to ethical principles and Winnebago County Health Department 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.

Other

- 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.
- Participates in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness.
- 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.
- Performs other duties as assigned consistent with job classification.

BEHAVIOR EXPECTATIONS:

Treats others with courtesy and respect in all interactions.
 Responds with flexibility to changing needs.
 Manage multiple tasks and deadlines.
 Supports and promotes the department's vision, mission, and core values.
 Promotes team and organizational learning.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Education, Licensure, Certifications, Experience

Master's Degree in Nursing with current Certification as an Advanced Nurse Practitioner, in Family Practice. Candidates with Women's Health Certification, with 2 years Family Practice experience, will be considered.

Two (2) years of reproductive health experience preferred.

Illinois Registered Nurse Licensure.

National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200 and 700.a certification within four (4) months of employment.

Current CPR certification.

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 Illinois 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, sexually transmitted infection education and prevention, option counseling and emergency contraception services, adult and children immunization education, travel immunization education, and refugee education.
- 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, and 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:

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. Clinic conditions are similar to a typical office environment. The employee is exposed to noise from close working conditions and significant work pace/pressures.

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 of Personal Health Services.

Directs Work of: None

Blood borne Pathogen Risk Code: None Low Medium **High X**

The above is intended to describe the general content of and requirements of the performance of this position. It is not construed as an exhaustive statement of duties, responsibilities, or requirements.

I acknowledge that I have read the entire job description, and understand and agree with its content.

Employee Name

Date