



**WINNEBAGO COUNTY HEALTH DEPARTMENT**

**JOB DESCRIPTION**

<b>Job Title:</b>	Public Health Nurse II – Communicable Disease
<b>Center:</b>	Health Protection
<b>Reports to:</b>	Director of Health Protection
<b>FLSA Status:</b>	Non-Exempt
<b>Grade Level:</b>	15 - RN
<b>Date Created/last reviewed:</b>	September 6, 2018

**POSITION SUMMARY**

The Public Health Nurse promotes and supports population health in Winnebago County by providing communicable disease surveillance and follow-up including treatment and referral for reported communicable diseases and quality assurance activities to community providers enrolled in the Vaccines for Children (VFC) Program in support of the core functions and essential services of public health. Nursing activities include, but are not limited to, systematic analysis of health data, care/health improvement plan development, health education, advocacy, coalition building, and collaborating with community partners to promote the health the individual and the population. Public Health Nurses often collaborate and consult within multidisciplinary and multi-agency teams in order to address the social determinants of health and 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. Services are provided routinely during normal business hours and on weekends and evenings as needed.

**ESSENTIAL FUNCTIONS:**

**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* and any other Federal and State laws and regulations applicable to practice as a public health nursing professional.
- Adheres to applicable Occupational Safety and Health Administration (OSHA) 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.
- Works within systems to promote the early detection of communicable diseases, chronic conditions, or contributing factors to public health issues with the goal of early intervention to mitigate the impact.

- Collaborates in developing a work environment where continuous quality improvements in practice are pursued.
- Assumes responsibility for own professional growth and development by pursuing continuing education; participating in professional committees and work groups.

### **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/family 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. 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.
- Advises Department management regarding the public health implications of disease surveillance activities and epidemiological analyses, particularly in regard to communicable and chronic diseases.
- 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 for Care" forms, ensures patient confidentiality and maintains orderly health/medical records. Follows established internal 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 health medical records. Uses approved established medical record forms, databases and documentation practices.
- 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 including Public Health Accreditation (PHAB).
- Demonstrates clinical nursing skills focused on but not limited to family planning, immunization, STD/STI, and tuberculosis care.

### **Community Dimensions of Practice**

- Collaborates in Winnebago County Health Department's community health assessment and health improvement planning and intervention activities.
- Actively participates in and acts as a liaison with other community agencies and professionals in collaborative efforts to address community health priorities
- 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 especially those related to public health nursing.
- 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**

- Participates in the community assessment process; can distinguish between quantitative and qualitative community assessment data; understands incidence and prevalence data; and knows how to access basic community epidemiological data.
- Evaluates surveillance data against established criteria defining clusters and outbreaks.
- Adheres to ethical principles in the collection, maintenance, use and dissemination of data and information.
- 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.
- Interprets laboratory tests and other diagnostic testing results.

### **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**

- 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.
- Adheres to ethical principles and Winnebago County Health Department policy in the collection, maintenance, use, and dissemination of data and information.
- Describes the expression of diversity within Winnebago County and the impact of diversity on policies, programs, services, and health of the community.
- Ensures that the literacy of populations served is reflected in WCHD policies, programs, and services.

#### **Financial Planning**

- Contributes to the development and preparation of proposals for funding from external resources for disease prevention initiatives and programs.
- Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources. Contributes to and uses performance management systems for individual, program, and organizational improvement.

#### **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. Performs other duties as assigned consistent with job classification.

#### **BEHAVIOR EXPECTATIONS:**

- Treats others with courtesy and respect in all interactions.
- Continually looks for, suggests and works on better ways to conduct work.
- Promotes client rights and ensures confidentiality and privacy at all times.
- Be open to new ideas and changes; encourages others to do the same.
- 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.
- Responds with flexibility to changing needs.

- Manages 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**

- Bachelor's Degree in Nursing from an NLN Accredited School of Nursing.
- Illinois Registered Nurse Licensure.
- Two (2) years of experience in public health nursing preferred.
- Experience as an infection control practitioner preferred.
- APIC (Association for Professionals in Infection Control and Epidemiology) certification preferred.
- Successful completion of WCHD HIPAA and Blood Borne Pathogens Trainings.
- Successful completion of the Illinois Department of Public Health's "OHP Data Security & Confidentiality Training" within one (1) month 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 6 months of employment: ICS 100, ICS 200, ICS 700, and ICS 800
  - Within 12 months of employment: ICS 300 and ICS 400
- Must complete the Illinois Department of Public Health's VFC Compliance Training within 12 months of employment.
- Current CPR Certification.
- Valid 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 human relations, problem solving, conflict resolution, negotiation, decision making, critical, and analytical thinking skills.
- 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, 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 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.
- Demonstrates ability to adhere to and assure ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Demonstrates ability to communicate effectively including in person, through print and electronic means.
- Demonstrates effective presentation of data to address scientific, political, ethical, and social public health issues.

- Recognizes and maintains relationships that are affecting health in a community (e.g., relationships among health departments, hospitals, community health centers, primary care providers, schools, community-based organizations, and other types of organizations).

#### **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 intermediate computer skills: email, word processing, databases and spreadsheets, and internet searches.
- Proficiency in the Health Department/County's data systems including but not limited to Access, INEDSS, Epi Info, Foxfire, BioSense and ESSENCE within 6 months of hire.
- Ability to work longer shifts, nights, and weekends to meet operational needs as determined by management. Ability to travel throughout Illinois to attend program meetings, trainings and or conferences.
- 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.

Work performed in the field is 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 during travel for the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Field location may subject worker to communicable diseases, raw sewage, immobilizing mud, food service equipment, vectors (i.e. mosquitos and ticks), fleas and chiggers, pathogens, snakes and poison ivy. Clinic conditions are similar to a typical

office environment. The employee is exposed to noise from close working conditions and significant work pace/pressures.

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