



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
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POSITION DESCRIPTION

Job Title: Public Health Nurse (Clinic and Immunizations)
Department: Public Health
FLSA Status: Non-Exempt
WC Code: 8835
Effective Date: March 1, 1996
Last Revised: October 22, 2019
Pay Grade: A22
Union: AFSCME

SUMMARY

Provides a variety of public health nursing services to the community to prevent illness and communicable disease and to promote health; does related work as required. An employee in this classification is responsible for the delivery of a variety of public health nursing services. Work is performed under general supervision and is reviewed primarily based on results attained, case conferences and evaluation of progress on established annual goals. Although supervision is not normally a responsibility of positions in this classification, incumbents may be responsible for overseeing the work of and providing technical nursing instructions to Associate/Bachelor Degree in nursing students in clinical settings.

This position will primarily be responsible for leading two of the following programs: Clinical services, Immunizations, Home Visiting, and Communicable Disease Management. However, each Public Health Nurse must fill the role of backup for all other nursing programs. Additionally, all clinical staff are responsible for maintaining current Policies & Procedures (P&P) related to their role (with administrative support) and supporting the gathering and compiling of evidence in support of programmatic audits. Public Health Nursing programs include but are not limited to:

Clinical Services

Work under the direction of the county Health Officer, Public Health Nurse Practitioner, and Nursing Supervisor to maintain the Public Health Clinic, prepare patients for care, and the administration of care to patients at the top of your license. This includes but is not limited to preparing patients for the administration of contraceptives, reproductive health care and guidance, and referral of patients for care.

Immunizations

The Immunization Program provides direct clinical services to clients in the immunization clinic. The Immunization RN is responsible for the management, coordination, planning, implementation, and organization of the Immunization program. In addition to staffing the immunization clinic in the Grants Pass office, this position aids in organizing agency and community events such as offsite vaccination clinics and clinical outbreak response events. This position also acts as a resource for schools, childcare centers, tribal, and refugee health related to immunizations.

Home Visiting

Provide in-home care coordination and case management for families with children who have complex medical conditions requiring direct support in managing their children's medical needs. This position does *not* provide clinical care to the patients in the home; only care coordination and case management, working closely with primary care providers and specialists.

Juvenile Justice Nursing Care

Work in the Juvenile Justice department's residential and detention facility, under the direction of the county Medical Officer, providing nursing care, medication management, and care coordination for residents and detainees.

Communicable Disease Management

Track, manage, and respond to disease outbreaks within Josephine County. This includes receiving disease notifications from clinics and labs, notifying the state of all reportable diseases and outbreaks, coordinating responses to reports of food borne illnesses, providing education to staff and members of the public on the appropriate response to disease reports, and coordinating the response to serious Public Health concerns such as Tuberculosis.

Public Health Training

Provide training for staff and the public on a variety of topics, including but not limited to epinephrine auto-injectors, naloxone, CPR, and first aid.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Performs home visit programs to include education, monitoring and care coordination for pregnant women and children through the ages of 4 years. Coordination and advocacy may be extended for high-risk children through 21 years of age.
2. Performs professional public health nursing services at clinics, schools, or other settings to clients in such areas as parent and child health, family planning, neonatal and prenatal care, nutrition, sexually transmitted and communicable diseases and chronic illness.
3. Interviews clients, gathers medical history, performs general health screenings and assessments, performs examinations, and provides nursing diagnosis.
4. Provides counseling and/or support group facilitations for a variety of public health issues; teaches basic health care practices.
5. Conducts outreach to partners in the community in coordination with the Supervisor and/or registered Dietician Partners including OB/GYNs, pediatricians, Head Start, and food nutrition programs. Initiates follow-up care and makes referrals to physicians & other community agencies and health resources as necessary.
6. Establishes and maintains client medical charts (written & electronic) and other necessary records; prepares reports related to departmental programs and activities; Reviews WIC staff work to ensure consistency and compliance with WIC program elements and proper medical charting requirements.
7. Plans and administers treatment and medication; monitors results.
8. Investigates communicable disease cases; provides and/or refers for treatment; completes necessary forms and/or reports.
9. Provides consultation services with primary care providers regarding rabies, tuberculosis, and outbreak treatment protocols.
10. Sets up and coordinates various clinics; arranges for necessary equipment and appropriate clerical and nursing staff. Provides tuberculosis case management services.
11. Provides public health education presentations to schools, community groups and other county agencies on a variety of health care issues.
12. Reviews WIC, medical clinic and immunization caseloads and recommends changes to staffing, training, and management to ensure well-run clinical programs.
13. Serves on advisory boards and committees concerned with public health issues; answers questions from the public on various health topics.
14. Drafts and recommends departmental policies and procedures.
15. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities. As licensed professionals, Nurses in this classification may, however, act as Lead in their respective areas of expertise and may therefore, direct the work of others as delegated by the Supervisor. Lead responsibilities include providing input to Supervisor or employee performance evaluations, organizing work flow, ensuring adequate tools and/or supplies, and directing, coordinating, monitoring, training, providing feedback, and/or checking the work of the employees. For example, the Public Health Nurse assigned as the primary Communicable Disease Nurse has the authority and frequently does direct/coordinate sanitarians, clinical and administrative personnel in response to communicable disease outbreak investigations.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Requires a thorough knowledge of the methods, principles, techniques and practices of public health nursing; considerable knowledge of the laws and regulations governing public health; medication; interviewing, conflict resolution and counseling techniques. Ability to communicate effectively both verbally and in writing; work tactfully and patiently with both adults and children; maintain records and prepare reports; use initiative and judgment; work independently; establish and maintain effective working relationships with social service agencies, law enforcement personnel, schools, physicians and other health care providers; promote awareness and provide information on public health issues. Decisions made are based on nursing training, education and experience; departmental policies and procedures; State health regulations; and consultation with supervisor and/or Public Health Officer.

EDUCATION AND EXPERIENCE

Bachelor's degree in Nursing; and two years of public health nursing experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

JOB IMPACT

Consequences of error could include exposure to litigation, public embarrassment, and/or physical harm to individual clients due to improper treatment or assessment; possible community exposure to a health hazard that might have been prevented; and possible loss of federal, state, or local funding for public health services.

Typical problems encountered generally revolve around the making of decisions/assessments involved in the provision of public health nursing services. This includes dealing with public health threats, such as hepatitis outbreaks, measles outbreaks and food borne illnesses; clients who are anxious and resistant to services, are non-compliant or who are verbally abusive. Decisions made are based on nursing training, education and experience, departmental policies and procedures, State health regulations, and consultation with manager and/or administrator and Public Health Officer.

JOB CONTACTS

This position works with individual clients and their families, other social service agencies, law enforcement personnel, schools, physicians and other health care providers.

LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing, work tactfully and patiently with both adults and children; maintain records and prepare reports; work independently; establish and maintain effective relationships with outside labs, pharmacists, physicians and other health care providers, medical supply companies, State Public Health Division providers, and peers; and promote awareness and provide information on public health issues. Skill in interviewing and counseling techniques, the application of nursing techniques, processes and procedures, the use of medical instruments/equipment, assessment tools and laboratory equipment; and performing laboratory tests and procedures.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Calculating dosage of medications, converting kilograms to pounds.

REASONING ABILITIES

Ability to recognize when to refer clients for further assistance. Ability to use initiative and judgment

OTHER SKILLS AND ABILITIES

The use of medical instruments/equipment and assessment tools.

CERTIFICATES, LICENSES, REGISTRATIONS

Licensed by the State of Oregon as a Registered Nurse; possession of or ability to obtain valid Oregon Driver's license; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Employees in this classification are at risk for exposure to communicable diseases, including blood-borne diseases. Performing home visits expose incumbents to an unknown environment, which could include unsanitary living conditions; illegal drug use or manufacturing; aggressive dogs; and hostile individuals. These home visits can be in remote areas without telephone and can require walking distances up to approximately 1/2 mile in all types of weather conditions. The work performed requires frequent lifting of medical equipment and/or supplies up to approximately 35 pounds. The position is impacted by the necessity of meeting timelines established by the law; uncontrollable workflow; the need to make immediate decisions regarding medical assessments; the need for extreme accuracy in giving injections and dispensing medications; and uncontrollable interruptions. The position is on-call to respond to occasional emergencies such as the providing of immunization clinics to respond to a communicable disease outbreak. The problems encountered include dealing with public health threats, such as hepatitis outbreaks, measles outbreaks and food-borne illnesses; clients who resist services, are non-compliant or who are verbally abusive; and meeting the health care needs of individuals without appropriate referral sources.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 35lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe: Giving shots, wound care, removing foreign objects, immunizations			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Speech & inmates, talking to patients and clients			
<input checked="" type="checkbox"/>	Other Spec. Hearing Req.	Describe: Frequent phone use, traffic sounds			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>