



JOB DESCRIPTION: Public Health Nurse

REPORTS TO: Bremer County Health Department Administrator

ADOPTED DATE: 08/2017

REVISION DATE:

EMPLOYMENT STATUS: Part-time

FLSA: Non-exempt

JOB DEFINITION: The Bremer County Health Department Public Health Nurse provides public health nursing services to individuals, families, and population groups. Nursing actions are directed toward the goal of prevention, assessment, risk reduction, and health status improvement for individuals, families and communities based on professional nursing and public health principles, concepts, and practices, and should reflect the Bremer County Health Department philosophy and purpose.

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 the Bremer County Health Department's provision of the core functions and essential services of public health. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. PUBLIC HEALTH SCIENCE

- a. Provide individual nursing assessments, screening, and counseling of clients; referrals and follow-up as needed; training, technical assistance, and nursing delegation to personnel regarding the health of client.
- b. Performs comprehensive individual and family assessments which include health history, physical assessment, etc. In addition, provides baseline assessment and appropriate referral for issues including psycho-social functioning, substance abuse or domestic violence, and basic needs including food, housing, income, resources and supports, and access to health care. Provides care coordination, referral and follow-up to individuals who are a member of a vulnerable population and/or high-risk groups. Evaluates outcomes, effectiveness of plan, and makes changes as necessary.
- c. Provides education and counseling to individuals, families and community groups that are adapted to their unique needs, lifestyle, cultural and socio-economic situation.
- d. Obtains and completes appropriate patient "consent for care" forms, ensures patient confidentiality and maintains orderly medical records. Follows established public health medical record policies and procedures as well as the State and Federal laws that govern the release of health care information.
- e. Evaluates outcome of public health nursing interventions; works with others (clients and other professionals) to make changes as necessary.
- f. 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 the Health Department office, homes, community organizations and businesses, schools, and the community in general.

- g. Documents patient assessment and intervention data in medical records. Uses established medical record forms, databases and documentation practices.
- h. Provide for prevention and control of communicable disease through the initiation for epidemiological investigations and surveillance, interpretation of laboratory findings and physician's diagnosis to individuals and families in accordance to State of Iowa code.
- i. Investigates complaints regarding environmental health problems and environmental health hazards and initiates enforcement or corrective actions as required.
- j. 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.
- k. Collaborates in the development of and contributes to individual, team, and departmental quality improvement, performance management and evaluation activities.

2. ANALYSIS AND ASSESSMENT

- a. Adheres to ethical principles and Bremer County Health Department policy in the collection, maintenance, use, and dissemination of data and information.
- b. 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.
- c. 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.

3. POLICY DEVELOPMENT AND PROGRAM PLANNING

- a. Collaborates with administrator to establish annual priorities and goals, assure departmental resources are used appropriately to achieve the priorities and goals, and to identify key program performance indicators, measure them over time and analyze them for suggested changes; uses information to direct programs.
- b. Coordinates public health activities with environmental and public health professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Iowa Department of Public Health.
- c. Coordinates activities among and between other governmental agencies, such as the Iowa Department of Public Health, that enforce laws and regulations that protect the public's health.
- d. Collaborates in the development, implantation and evaluation of long and short range policies, plans and program for public health and public health nursing in Bremer County.
- e. Collaborates in and contributes to individual, team, and departmental performance management, quality improvement and evaluation activities.

4. COMMUNITY DIMENSIONS OF PRACTICE

- a. Collaborates in Bremer County Health Department's community health assessment and facilitates health improvement planning intervention activities.
- b. Actively participates in and acts as a liaison with other community agencies and professionals in collaborative efforts to address community health priorities.

- c. Advocates on behalf of individuals and vulnerable 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.
- d. Participates in Bremer County Health Department research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues.
- e. 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.

5. COMMUNICATION AND CULTURAL COMPETENCY

- a. 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.
- b. Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.
- c. Educates local and state policy makers and community stakeholders on public health issues.

6. FINANCIAL PLANNING AND MANAGEMENT

- a. Prepare grant proposals and monitor secured grants (research, implementation, data collection, written reports, and fiscal planning/management).
- b. Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.

7. LEADERSHIP AND SYSTEMS THINKING

- a. 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.
- b. Responsible for professional growth and development in pursuing education, participate in committees, conferences, workshops, in-services and contribute to a work environment where continual improvements in public health core competencies are practiced and pursued.
- c. Maintain confidential client records and prepares and maintains reports such as daily activity reports and grant deliverable reports.
- d. Adheres to 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.
- e. Participates in public health emergency response training and exercises in support of public health disaster preparedness. This may require working a non-traditional work schedule or working outside normally assigned duties during a public health incident or emergency.

- f. Respond to public health emergencies and or take weekend calls for public health emergencies. This may require working a non-traditional work schedule or working outside normally assigned duties during a public health incident or emergency.
- g. 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.
- h. Assume lead personal role for core programs as applicable which includes providing staff technical assistance and training on program policy and procedures; research of best practices for program implementation; and leadership in program performance indicators selection and analysis. Staff scheduling when applicable.

8. OTHER

- a. Performs other duties as assigned consistent with job classification.
- b. Maintains and secures equipment and supplies.
- c. Provide back up for other professional staff as necessary.
- d. Assist with answering the phone and other duties of support personnel as necessary.
- e. Work outside office hours when required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS: A graduate of an accredited school of nursing and currently licensed to practice as a Registered Nurse in Iowa. One to two years' experience in public health nursing preferred.

CERTIFICATION REQUIREMENTS:

- Must obtain NDPP Lifestyle Coach Certification upon hire.
- Must possess valid BLS certification.
- Must have valid completion of Mandatory Reporter training for Child and Dependent Adult Abuse.
- Must possess a valid Iowa driver's license, proof of insurance that satisfies Bremer County requirements and a good driving record.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individual may be excluded from some job duty requirements if their health could be affected by the client's condition or disease process or their health could adversely affect a client's condition.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and fingers to, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Driving will be required.
- Ability to use a variety of nursing equipment including syringes, stethoscope, otoscope, and other assessment and screening equipment, etc.

Computer and Office Equipment

- Ability to utilize a laptop and desktop computer for data management including word processing, email and information gathering.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions.
- Ability to operate a variety of office equipment including personal computer, telephone, fax machine, calculator, copy machine, etc.

Supervisory Skills

- Ability to assign, supervise, and review the work of others.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and makes use of the principles of algebra and descriptive statistics.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to comprehend and interpret a variety of documents including patient charts, health records, diagnostic reports, lab reports, immunization forms, referral forms, medical references, policy and procedure manuals, educational materials, etc.
- Ability to prepare a variety of documents including patient records, daily activity reports, referral forms, disease forms, assessment results, letters and other correspondence, educational materials, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Demonstrates knowledge of anatomy, physiology, pathophysiology, epidemiology, physical assessment and basic pharmacology.
- Demonstrates knowledge of human systems (wellness, illness, growth and development, basic nutrition, human behavior, psychosocial development, family and community systems).
- Demonstrate 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.
- Demonstrates knowledge of ACIP guidelines to determine which immunizations are needed for an individual based on individual demographics and medical history.
- Ability to administer immunizations to infants, children and adults.
- Ability to provide a systematic approach to client care that includes assessment, diagnosis, planning, intervention, evaluation, consultation, referral and follow up.
- Demonstrates knowledge of health care technology, equipment, supplies and materials needed for medical treatment.
- Demonstrates 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.
- Demonstrates knowledge of health care systems structure and function; ability to make appropriate client referrals based upon patient need, and program guidelines.
- Demonstrates knowledge of current epidemiological data analysis and surveillance methods used in the management of communicable and infectious disease.
- Demonstrates knowledge of applicable state professional practice guidelines for registered professional nurses, and any other Federal and State laws and regulations applicable to practice as an public health nursing professional.

- Ability to work with groups including facilitation, collaboration, negotiation and conflict resolution.
- Demonstrates knowledge of research techniques and principles as well as quality assurance/improvement systems.
- Demonstrates knowledge of data collection, analysis and interpretation techniques.
- Ability to establish and maintain effective working relationships with employees, general public, other departments, agencies and state officials and work with person with varying levels of education, understanding and values in a culturally sensitive manner.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Environmental Adaptability:

- Ability to work effectively in a public health environment.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors, such as disease, may cause discomfort and poses a limited risk of injury.
- Ability to work effectively in an office environment.
- May experience numerous interruptions from telephone calls or people needing information and attention.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

EMPLOYEE:

I have read the job description and fully understand the requirements set forth therein.

I understand that this document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship with the Bremer County Health Department.

I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Employee’s Signature

Date

Supervisor’s Signature

Date