

**Lincoln County
Position Description**

Position: Public Health Nurse

Department: Health Department

Pay Grade: 9

FLSA: Exempt

Revision Date: May 2015

Reports to: Director/Health Officer

Purpose of Position

The Public Health Nurse provides public health nursing services to individuals, families, and population groups. Nursing actions are directed toward the goals 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.. 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. 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 depend upon the responsibilities of the position and the issues involved.

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 Lincoln 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.

Public Health Science

1. Provides 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.
2. Performs comprehensive individual and family assessments which include health history, physical assessment, growth monitoring, and developmental assessment. In addition, provides baseline assessment and appropriate referral for issues including psycho-social family 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 and families who are members of a vulnerable population and/or high-risk groups. Evaluates outcomes, effectiveness of plan, and makes changes as necessary.
3. Provides education and counseling to individuals, families and community groups that are adapted to their unique needs, lifestyle, cultural and socio-economic situation.
4. Obtains and completes appropriate patient "Consent for Care" 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.
5. Evaluates outcomes of public health nursing interventions; works with others (clients and other professionals) to makes changes as necessary.

6. 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.
7. Documents patient assessment and intervention data in medical records. Uses established medical record forms, databases and documentation practices.
8. Provide for prevention and control of communicable disease through the initiation of epidemiological investigations and surveillance, interpretation of laboratory findings and physician's diagnosis to individuals and families in accordance to Wisconsin State Statutes.
9. Investigates complaints regarding environmental health problems and environmental health hazards and initiates enforcement or corrective actions as required.
10. Inspect and provide consultation to facilities such as food, lodging and recreation under the contracts with the State Division of Public Health and the State Department of Agriculture, Trade and Consumer Protection to determine compliance with public health statutes, regulations, and codes.
11. 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.
12. 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
13. Collaborates in the development of and contributes to individual, team, and Departmental quality improvement, performance management and evaluation activities.

Analysis and Assessment

14. Adheres to ethical principles and Lincoln County Health Department policy in the collection, maintenance, use, and dissemination of data and information.
15. 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.
16. 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.

Policy Development and Program Planning

17. Collaborates with director 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.
18. Coordinates public health activities with environmental and public health professionals and investigators from other agencies and jurisdictions, including, but not limited to, the Wisconsin Division of Public Health and the Centers for Disease Control and Prevention.
19. Coordinates activities among and between other governmental agencies, such as the Wisconsin Department of Health Services, that enforce laws and regulations that protect the public's health.
20. 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.
21. Collaborates in the development, implementation and evaluation of long and short range policies, plans and programs for public health and public health nursing in Lincoln County.

22. Collaborates in and contributes to individual, team, and Departmental performance management, quality improvement and evaluation activities.

Community Dimensions of Practice

23. Collaborates in Lincoln County Health Department's community health assessment and facilitates health improvement planning and intervention activities.
24. Actively participates in and acts as a liaison with other community agencies and professionals in collaborative efforts to address community health priorities.
25. 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.
26. Participates in Lincoln County Health Department research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues.
27. 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.

Communication and Cultural Competency

28. 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.
29. Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.
30. Educates local and state policy makers and community stakeholders on public health issues.

Financial Planning and Management

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

Leadership and Systems Thinking

33. 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.
34. 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.
35. Maintain confidential client records and prepares and maintain reports such as daily activity reports and grant deliverable reports.
36. Adheres to 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.

37. Participate in public health emergency response training and exercises in support of disaster preparedness. This may require working a non-traditional work schedule or working outside normally assigned duties during a public health incident or emergency.
38. 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.
39. 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.
40. Assume lead person 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.

Other

41. Performs other duties as assigned consistent with job classification.
42. Maintains and secures equipment and supplies.
43. Provide back up for other professional staff as necessary.
44. Assist with answering the phone and other duties of support personnel as necessary.
45. Work evening hours when required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Nursing from an accredited nursing school and is currently licensed as a registered nurse in the state of Wisconsin. One to two years experience in public health nursing preferred.

Certification Requirements

- Maintains current CPR certification.
- Obtain and maintain training in respiratory fit testing, as applicable.
- Obtain and maintain certification in drug and alcohol screening, as applicable.

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.

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 to finger, 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.
- Ability to use a variety of nursing equipment including syringes, stethoscope, otoscope, audiometer and other assessment and screening equipment, etc.

- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.

Computer and Office Equipment

- Ability to utilize a personal computer for data management including word processing, e-mail 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, digital 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 make 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, telephone log, 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, program guidelines and
- 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, 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.
- 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.
- 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.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date