galion city
HEALTH DEPARTMENT

Position Title:	Public Health Nurse	**Agency Division:**	Nursing and/or Reproductive Health & Wellness
Reports to:	Director of Nursing and/or Reproductive Health & Wellness Manager	**Positions Supervised:**	N/A
		FLSA Status:	Non-Exempt

Position Summary: Under general direction, the public health nurse will provide professional nursing services to the community in a variety of settings. Assigned programs may include but are not limited to: Immunization Clinic, Reproductive Health and Wellness, CMH (Children with Medical Handicaps), school health, child passenger safety, communicable disease reporting, and health education.

Essential Duties:
- Provides health guidance and instruction to patients, families, and caregivers
- Aids in the prevention and control of communicable diseases through education and epidemiological investigations and performs case follow up
- Participates in immunization programs; participates in quality improvement assessment and feedback activities to raise immunization coverage levels
- Participates in clinics, provides nursing services in community programs, and visits homes to provide nursing care and treatment under medical direction and/or nursing supervision
- Takes patient history, collects specimens, performs physical examinations, and provides counseling and education
- Maintains records, prepares accurate reports, and participates in audits, process improvement, and quality assurance programs
- May precept new staff, nursing students, and other students from allied professional health areas
- Assist in writing/developing nursing public health policies and procedures
- Assist in programmatic planning and evaluation
- Aids in interagency coordination (i.e. local health departments, hospital, schools, etc.)
- Interviews and assesses clients to evaluate problems and develop a plan to provide care
- Educates clients regarding benefits and services
- Makes necessary referrals, as required
- Logs and maintains all data and information related to evaluation of clients and care provided
- Assists in the assessment of the health of the community; promotes the wellness of the individual, family, and community; participates in community activities and public relations, as needed
- Presents health education programs for other agencies, schools, and community
- Observes the confidentiality of the client and the agency
- Attends Board of Health, nursing, and staff meetings when necessary
- Sets schedule for programs/clients as needed

- Maintains personal and professional competence and awareness; maintains required licenses and/or certifications; attends professional education and training sessions, seminars, and workshops; performs other duties as assigned

Add-on or Stand-Alone Role if Grant Covered

- RN Disease Intervention Specialist (DIS) for the weekly time-period that aligns with current grant
- Locate partners/personal contacts of infected individuals through the investigative process to include field visits to arrange for physical examination, diagnosis, and medical treatment as necessary.
- Perform field-based, specimen-collection to test and detect communicable diseases on the partners and suspects identified in epidemiological investigations.
- Administer medications for the treatment of diseases such as gonorrhea and chlamydia in accordance with current program protocols, standing medical orders, and Centers for Disease Control (CDC) treatment guidelines.
- Ensure that patients with reportable communicable STD/HIV diseases who have either never entered or who have left medical care, their partner(s), and individuals of high-risk populations receive appropriate diagnostic services and treatment. Provide education and risk-reduction counseling, and referral for supportive services consistent with program priorities and guidelines and sound professional judgment.
- Accurately document all field activities and treatment on designated records. Maintain and update electronic records in current case management, surveillance, and morbidity system.
- Time under this role to be supervised by Reproductive Health & Wellness Manager
- *Must be PHN II or III

Other Duties & Responsibilities

- May be required to play an active role in providing basic health care needs in the event of a public health emergency or natural disaster
- Assists other health department personnel in their duties if needed (e.g., clerical tasks, answering the phone, etc.)
- Other duties as assigned by supervisor
- Proficiency in Microsoft Office Suite (and like programs)

Minimum Qualifications:

- A current and valid nursing license issued by the Ohio Board of Nursing
  - PHN I – LPN
  - PHN II – RN
  - PHN III – RN, BSN
- A valid State of Ohio motor vehicle operator's license
- A valid CPR Card
- Basic computer literacy (email, internet, MS Office Suite)

Key Competencies: The Core Competencies for Public Health Professionals from the Council on Linkages Between Academia and Public Health Practice are utilized by the Galion City Health Department to determine position specific competencies. Full text of competencies can be found at phf.org/corecompetencies.

Public Health Tier: 1-Front Line Staff

Analytical/ Assessment Skills

1B1. Describes factors affecting the health of a community (e.g., equity, income, education, environment)

1A2. Identifies quantitative and qualitative data and information (e.g., vital statistics, electronic health records, transportation patterns, unemployment rates, community input, health equity impact assessments) needed for assessing the health of a community

1B3. Applies ethical principles are applied in accessing, collecting, analyzing, using, maintaining, and disseminating data and information

1B4. Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information

1A5. Selects valid and reliable data

1B8. Collects valid and reliable quantitative and qualitative data

1B10. Interprets quantitative and qualitative data

1B11. Identifies assets and resources that can be used for improving the health of a community (e.g., public libraries, hospitals, faith-based organizations, academic institutions, federal grants, fellowship programs)

1A12. Contributes to assessments of community health status and factors influencing health in a community (e.g., quality, availability, accessibility, and use of health services; access to affordable housing)

1A13. Explains how community health assessments use information about health status, factors influencing health, and assets and resources

Policy Development/ Program Planning Skills

2A1. Contributes to state/Tribal/community health improvement planning (e.g., current data and trends; proposed federal, state, and local legislation; commitments from organization to take action)

2A2. Contributes to development of program goals and objectives

2A3. Describes organizational strategic plan (e.g., includes measurable objectives and targets; incorporates community health improvement plan, workforce development plan, quality improvement plan, and other plans)

2A4. Contributes to implementation of organizational strategic plan

2A5. Identifies current trends (e.g., health, fiscal, social, political, environmental) affecting the health of a community

2A6. Gathers information that can inform options for policies, programs, and services (e.g., secondhand smoking policies, data use policies, HR policies, immunization programs, food safety programs)

2A7. Describes implications of policies, programs, and services

2A8. Implements policies, programs, and services

2B10. Explains the importance of evaluations for improving policies, programs, and services

2B12. Implements strategies for continuous quality improvement

2A12. Describes how public health informatics is used in developing, implementing, evaluating, and improving policies, programs, and services (e.g., integrated data systems, electronic reporting, knowledge management systems, geographic information systems)

Communication Skills

3A1. Identifies the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information; social media literacy)

3B2. Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images)

3B3. Solicits input from individuals and organizations (e.g., chambers of commerce, religious organizations, hospitals, government, community-based organizations, various populations served) for improving the health of a community

3A4. Suggests approaches for disseminating public health data and information (e.g., social media, newspapers, newsletters, journals, town hall meetings, libraries, neighborhood gatherings)

3A5. Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters, testimony, press interviews)

3B7. Facilitates communication among individuals, groups, and organizations

3B8. Communicates the roles of governmental public health, health care, and other partners in improving the health of a community

Cultural Competency Skills

4B1. Describes the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences)

4B2. Describes the diversity of individuals and populations in a community

4B3. Recognizes the ways diversity influences policies, programs, services, and the health of a community

4B4. Supports diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community

4A5. Addresses the diversity of individuals and populations being addressed in policies, programs, and services that affect the health of a community

4A6. Describes the effects of policies, programs, and services on different populations in a community

4B7. Describes the value of a diverse public health workforce

Community Dimensions of Practice Skills

5A1. Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community

5A2. Recognizes 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)

5B3. Suggests relationships that may be needed to improve health in a community

5B4. Establishes relationships to improve health in a community (e.g., partnerships with organizations serving the same population, academic institutions, policy makers, customers/ clients, and others)

5B5. Maintains relationships that improve health in a community

5A5. Collaborates with community partners to improve health in a community (e.g., participates in committees, shares data and information, connects people to resources)

5A7. Provides input for developing, implementing, evaluating, and improving policies, programs, and services

5B9. Explains the ways assets and resources (e.g., Boys & Girls Clubs, public libraries, hospitals, faith-based organizations, academic institutions, federal grants, fellowship programs) to improve health in a community

5B10. Advocates for policies, programs, and resources that improve health in a community (e.g., using evidence to demonstrate the need for a program, communicating the impact of a program)

Public Health Sciences Skills

6A2. Identifies prominent events in the history of public health (e.g., smallpox eradication, development of vaccinations, infectious disease control, safe drinking water, emphasis on hygiene and hand washing, access to health care for people with disabilities)

6B3. Applies public health sciences (e.g., biostatistics, epidemiology, environmental health sciences, health services administration, social and behavioral sciences, and public health informatics) are applied in the delivery of the 10 Essential Public Health Services

6B4. Applies public health sciences in the administration and management of the organization

6A6. Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services

6B8. Describes the laws, regulations, policies, and procedures for the ethical conduct of research (e.g., patient confidentiality, protection of human subjects, Americans with Disabilities Act)

6A9. Suggests partnerships that may increase use of evidence in public health practice (e.g., between practice and academic organizations, with health sciences libraries)

Financial Planning and Management Skills

7A2. Describes governmental agencies with authority to address specific community health needs (e.g., lead in housing, water fluoridation, bike lanes, emergency preparedness)

7A3. Adheres to organizational policies and procedures

7A4. Describes public health funding mechanisms (e.g., categorical grants, fees, third-party reimbursement, tobacco taxes)

7A7. Provides information for development of contracts and other agreements for programs and services

7A9. Operates programs within budget

7A10. Describes how teams help achieve program and organizational goals (e.g., considering the value of different disciplines, sectors, skills, experiences, and perspectives; determining scope of work and timeline)

7A11. Motivates colleagues for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing ideas, respecting different points of view)

7A12. Uses evaluation results to improve program and organizational performance

7A13. Describes program performance standards and measures

7B16. Uses performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting *Healthy People* objectives, sustaining accreditation)

Leadership and Systems Thinking Skills

8B1. Incorporates ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities

8C2. Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels

8B3. Explains the ways public health, health care, and other organizations can work together or individually to improve the health of a community

8B4. Collaborates with individuals and organizations in developing a vision for a healthy community (e.g. emphasis on prevention, health equality for all, excellence and innovation)

8A5. Identifies internal and external barriers that may affect the delivery of the 10 Essential Public Health Services (e.g., using root cause analysis and other quality improvement methods and tools, problem solving)

8A6. Describe needs for professional development (e.g., training, mentoring, peer advising, coaching)

8A7. Participates in professional development opportunities

8A9. Describes ways to improve individual and program performance

Work Environment: Works in multiple environments of high stress and multi-tasking capacity with the ability to serve for extended periods during incidents and exercises. Must possess physical health including the ability to lift and move heavy and bulky items. Must be able to travel and participate in various conferences, regional exercises and real events, staff designated positions in the Emergency Operations Center/Medical Operations Center as needed during events and exercises, and appropriate meetings related to state and regional emergency management activities. Ability to react calmly and promptly during an emergency or disaster situation. Potential of working outside normal business hours, which includes overnight and on weekends during planned events/exercises and emergencies.

- Worker must be capable of handling fast paced software driven work environment.
- The noise level in the office work environment is generally quiet other than outbursts from children or adults. Most of the work performed is in a typical office or clinic setting. However, where other public health functions are required increased decibel levels may be encountered.
- Worker may be subject to field conditions that may 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 due to travel on the job.
- Travel to and from field locations worker may be subject to increased risk of driving hazards.
- The work environment will be in a wide variety of areas that may be well–lit, ventilated and furnished ergonomically but some locations may be less than optimal. Personal office space may or may not be shared.
- Occasional work may be required out of doors, in any weather condition, if called upon to perform necessary health department or emergency functions.
- Field locations may subject worker to communicable diseases, raw sewage, vectors (mosquitoes, insects, ticks), pathogens, snakes, poison ivy, chemicals and animals.
- Frequent travel involved, normally not exceeding five workdays in duration.
- Worker is occasionally exposed to hostile clients, whose actions against the worker may include threats, harassment, and attempted bribery.
- Exposure to toxic /caustic chemicals/detergents, odors /gases, high pitched noises, communicable diseases, and blood and/or body fluids.
- May require evening or weekend hours for meetings or presentations.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description.

Approvals

Employer	**Name**	**Title**	**Date**

Employee	**Name**	**Title**	**Date**