

NORTHAMPTON COUNTY HEALTH DEPARTMENT
NOTIFICATION OF VACANCY

Department: Northampton County Health Department

Position Title: Public Health Nurse II

Position Grade: 72

Normal Hiring Range: \$46,929.00 - \$49,306.00

Posting Date: 11/24/2020

Contact: Cheryl Warren

Deadline for Applying: Open until filled

See attached for detailed job description.

Mail State PD-107 applications to: Northampton County Health Department
Att: Cheryl Warren
P.O. Box 635
Jackson, NC 27845

MUST SUBMIT STATE APPLICATION PD-107

Northampton County is an Equal Opportunity Employer and Hires Only U.S. Citizens and Lawfully Admitted Aliens.
Northampton County is a Drug-Free Workplace. All Candidates Will Be Subject to Background Checks/Drug
Testing as A Condition of Employment.

511-50-163 – PHN II – General Clinic

I. **A. Primary Purpose of Organizational Unit:**

The organizational unit is a public health department functioning under DPH, NC DHHS. The agency meets Medicaid conditions for participation and professional standards. The governing body is the Northampton County Board of Health which establishes and reviews policy and functions. Clients are served with the purpose of providing public health functions to maintain a state of wellness. The health department serves all residents of Northampton County for all programs and residents of surrounding counties by request for any mandated service. To provide various clinical services to the citizens of Northampton County. To provide optimum care through education, screenings and prevention. To refer to appropriate resources upon detection of problem areas.

B. **Primary Purpose of Position:**

To coordinate health care clinics available to walk-in patients requesting services offered outside of other designated clinics. The PHN II will perform duties in all areas of the health department and support all other nursing program coordinators in their functions. The primary assignment will be general clinic.

C. **Work Schedule:**

Normal work schedule for this position is Monday-Friday, 8:30-5:00. After hours and weekend may be necessary for completion of clinics that extend beyond end of workday; to render educational sessions for the community, meetings and health screenings, training and workshops.

Public Health is a first responder agency for natural disasters (e.g., hurricanes, tornadoes, floods, winter storms), naturally occurring infectious disease outbreaks (e.g., influenza, SARS), technological hazards (hazardous materials releases, critical infrastructure disruptions), and terrorist incidents. This position, like all other positions within the department may be required to participate in any emergency response activities as deemed necessary by the Health Director or her designee. Availability during emergencies and exercises is required.

II. **A. Description of Responsibilities and Duties**

Management Responsibilities 75%

General Clinic

The PHN II will perform duties in all areas of the health department and support the other program coordinators in their functions. The primary assignment will be General Clinic. Responsible for developing and updating processes, policies and procedures that are to be carried out

by all nurses when staffing general clinic. Responsible for implementing federal and state mandates and sharing these changes with other personnel. Coordinates with other program nurses, so as to provide services and manage client care according to policies and procedures. Consults, reports and reviews findings with lead nurses when/if the findings affect clients enrolled in a program. Responsible for management (inventory, ordering and rotating) of drugs and vaccines used for immunizations, sexually transmitted diseases, and emergency cart. Coordinates STD drug inventory management with Communicable Disease Nurse. Responsible for scheduling and training new personnel for general clinic duties. Keeps accurate record of time and mileage. Audits records quarterly. Files all negative STS, HIV, HSV, GC and Chlamydia lab results. Answers all general clinic phone calls.

Clinical Responsibilities 15%

A. Sexually Transmitted Disease

1. Obtains history and perform exam, lab testing, counseling and referral to individuals presenting for symptoms suggestive of STD or exposure to STD, partner treatment, referral by Disease Intervention Specialist (STD Investigator) positive test for STD and individuals requesting STD services. Initiate appropriate protocol according to standing orders.
2. Provides literature, counseling and condoms to walk-in clients at their request and to all sexually transmitted disease clients.
3. Schedules follow-up appointments as needed.

B. Immunizations

Provides immunizations for walk-in clients requesting immunizations for themselves, their children or their wards. Administers appropriate vaccines at the appropriate times per North Carolina immunization recommendations and NCHD standing orders. Recognizes drug reactions and initiates emergency management according to policies and procedures. Reviews need for immunizations; possible side effects, return appointments and contraindications with clients and/or client's parents/guardians. Record immunization in NCIR.

C. Tuberculosis

Provides TB skin testing for general public, suspect TB cases, contacts and for job requirements. Interprets skin test results, documents results and refers positive results to communicable disease nurse.

D. Hypertension / Diabetes

Provides screening services for hypertension and diabetes. Refers abnormal/elevated results to physician and appropriate program.

E. Other Clinical Responsibilities

1. Serve as back-up to current Lab Tech Manager in her absence. Perform lab duties involving: lab tests and initiates treatment per standing orders, counseling or referral to appropriate provider: V.P. for HIV, STS, Hemoglobin, Urine Pregnancy Test, Urine Dip, Wet Prep, Gram stain.
2. Performs Laboratory Proficiency Testing as directed by Lab Manager.
3. Assists in Child Health, Family Planning, Maternity, or Adult Health clinics as assigned.
4. Obtain HPI, wt, temp, BP for individuals to see Nurse Practitioner for sick visit, DOT or CDL physicals. Assess vaccine status on children.
5. Attends workshops and trainings beneficial and related to current duties.
6. Assist in providing fit test training.
7. Ensure Accreditation benchmarks regarding the clinic are being met by reviewing and updating existing policy and procedures and where necessary draft policies to ensure new services are being done properly.
8. Documentation will be done using agency's current electronic health record while following current agency medical record documentation policies.
9. Participates in coordination of PSA program, assisting in community and PSA screenings. Plans and coordinates advertisement of PSA screenings with Health Educator.
10. Other duties as assigned.

F. Community Screenings 10%

1. Coordinates and schedules community screenings including immunizations.
2. Provide blood pressure, blood glucose, and PSA screenings.
3. Provide referrals and follow-up to those with abnormal results.
4. Refer clients to other clinics as needed for service.

III. Other Position Responsibilities

1. Accuracy Required in Work:

The General Assembly of North Carolina requires a mandatory licensure of all who engage in the practice of nursing to ensure minimum standards of competency and to provide safe nursing. The North Carolina Board of Nursing monitors nursing standards, professional conduct and nursing competence. The Board has the authority to take action if any charges of neglect of duty has occurred by a nurse.

2. Consequence of Error:

The consequence of the error made by the nurse may result in an action of a minor reprimand or as severe as a law suit against the

county and/or employee. Errors in this position can cause adverse effects on a patient's health, damage to agency and personal credibility and rapport with community members.

3. Instructions Provided to Employee:

The employee is provided with a period of time for orientation and training necessary for the duties and responsibilities of the job. Written job descriptions and on going verbal instructions are provided. Consultation with the Health Director is available in addition to the Clinical Nurse Supervisor.

4. Guides, Regulations, Policies and References Used by Employee:

Written policies and procedures are in place in each clinic setting and are reviewed with the employee at time of employment. Policies and procedures are reviewed and updated annually and on a as needed basis. All nursing staff are notified by verbal and written means of any changes. Specific written guides include: Maternal Health Manual, Family Planning Manual, Cancer Detection Manual, CDC Guidelines for STD Treatment, Physicians Desk Reference, Community Health Nursing, Statistical Data, OSHA Guidelines, Safety Manual, POHR Manual, Red Book, American Academy of Pediatrics.

5. Supervision Received by Employee:

The employee is under direct supervision of the Clinical Supervisor. Consultation with the Health Director is also available. Work is reviewed by various means, ongoing observation, review of completed tasks, annual performance evaluations.

6. Variety and Purpose of Personal Contact:

Direct contact with clients made on a daily basis. There is also regular contact with health department personnel and personnel of other agencies providing client care and frequent contact with DHHS personnel.

7. Physical Effort:

This position calls for a physically fit person who would put in a 37.50 hr/wk. The PHN must be able to handle possible stressful situations involving clients and their families and community services. She must be able to drive a car in very rural areas with unpaved roads with inclement weather being a possibility. A moderate amount of physical effort may be required on occasion in the use of equipment (i.e., scales), delivery supplies. Verbal articulation and writing ability are required.

8. Work Environment and Conditions:

The health department provides non-acute care to patients. The main responsibilities and duties will occur within the health

department. The greatest hazard within the health department is exposure to body fluids. Universal precautions are mandated by OSHA and are to be used by each employee when handling body fluids. Hepatitis B vaccine is also provided for each employee at risk. This position requires job related travel for training, meetings and occasional home visits.

9. Machines, Tools, Instruments, Equipment and Materials Used:

Telephone, copier, fax, stethoscope, blood pressure cuff, scales (adult/pediatric), watch w/second hand, pulse oximeter, needles/syringes, vaginal speculums, culture supplies, lab and proficiency controls, urine test strips, otoscope/ophthalmoscope, thermometer, blood collection devices, incubator, hemoglobinometer and cuvettes, automobile, stadiometer, pediatric measuring board, AED.

10. Visual Attention, Mental Concentration and Manipulative Skills:

Visual acuity, intense mental concentration and alertness and writing skills are required daily for this employee. Observation and assessment of clients, use of forms, reports, logs and record keeping are examples of tasks involved.

11. Safety for Others:

Possible exposure to bloodborne pathogens is possible hazard when working within the health department. OSHA guidelines have been put into place according to job classifications and exposure categories to promote staff compliance. These guidelines promote safety for the patient as well as staff.

12. Dynamics of Work:

Updating and upgrading of patient services in the clinical area as recommended or mandated by local, regional, state and federal guidelines, constitute continuous change in protocols and procedures. It is the responsibility of this employee to be familiar with and actively make an effort to incorporate these changes into the clinic routine. This position also requires the employee to be knowledgeable of community resources. This employee may also need to serve as liaison between families and agencies.

IV. A. Knowledge, Skills and Abilities:

Considerable knowledge of and skill in the application of nursing theory, practices, principles and techniques employed in the field of public health and related programs; considerable knowledge of and ability to apply the principles of public health; considerable knowledge of available resources and organizations and the ability to coordinate these as needed; general knowledge of current social and economic problems relating to public health.

Ability to deal tactfully with others and to exercise good judgment in appraising situations and making decisions; ability to secure the cooperation of clients, to elicit needed information and to maintain effective working relationships; ability to record accurately services rendered and to interpret and explain records, reports and medical instructions.

B. 1. Required Minimum Training:

Graduation from a four-year college or university with a BS Degree in Nursing which includes a Public Health Nursing rotation and one year of public health nursing experience; or graduation from an accredited school of professional nursing and two years of professional nursing experience including one year in public health; or an equivalent combination of education and experience.

2. Additional Training/Experience:

Required training includes Adult Health Assessment, Completion of Introduction to Principles and Practices of Public Health and Public Health Nursing, HIV Counseling and Testing, CPR, STD Training and Incident Command/NIMS courses.

3. Equivalent Training and Experience:

An equivalent combination of training and experience.

C. License or Certification Required by Statute or Regulation:

Licensed to practice as a registered nurse in the State of NC by the NC Board of Nursing, Valid NC Drivers' License. Maintain certification in CPR.