	Adams County Health Department Policies and Procedures Document	Program:	Job Descriptions
		Procedure:	Public Health Nurse
		Implementation Date:	2015
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Job Description Public Health Nurse

Governing Policies

- Personnel Policy
- Administrative Policy

Associated Documents

- N/A

Reference Materials

- N/A

Description

1. Division


- a. Public Health Services and/or Clinical Services
- b. Reports to one of the following:
 - i. Clinical Nursing Supervisor
 - ii. Public Health Nursing Supervisor
 - iii. Communicable Disease Supervisor

2. Licenses/Certifications

- a. Illinois license as a Registered Nurse or Licensed Practical Nurse by examination
- b. Possession of a valid proper class motor vehicle operator's license by state of residence.
- c. Current auto insurance.
- d. CPR certification.

3. Education/Experience


- a. Education Required
 - i. Certification of graduation from a school of nursing approved by the Illinois Department of Professional Regulation.
 - ii. Bachelor's Degree in Nursing preferred.
 - iii. Knowledge of the core functions and essential services of public health.
 - iv. Knowledge of Incident Command System (ICS) which may be obtained with employment.
- b. Experience Required
 - i. Familiar with medical-legal aspects of public health nursing.
 - ii. Courses related to public health nursing.

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- iii. Two years of full-time professional experience working with the public imperative; preferably in field of maternal child, pediatrics or experience giving immunizations.
- iv. Ability to build a rapport, prioritize and assess on case by case basis.
- v. Experience educating in a productive manner and being an advocate.
- vi. Need to be computer efficient in certain programs such as Microsoft, Adobe, Outlook and Excel.

4. Job Duties

- a. All nursing staff in the Department is required to develop a fully cross trained skill set so that any nursing function may be staffed with any licensed nurse despite Division and Section assignment. This allows the Department to function during nursing shortages, high demand time periods and emergency situations.
- b. Maintains a high level of confidentiality and professionalism.
- c. Complies with all federal, state and local laws related to the Public Health Nurse position including HIPAA and mandated reporting.
- d. Maintains working knowledge of and compliance with all department policies and procedures.
- e. Attend all Adams County Health Department (ACHD) mandatory in-services and trainings.
- f. WIC Clinic Duties:
 - i. Breastfeeding education and breast pump distribution when appropriate.
 - ii. Educate pregnant and breastfeeding women on diet and best practices related to infant and child care and nutrition.
 - iii. Assess and prioritize for risk factors.
 - iv. Ability to gain a productive rapport with the public served.
 - v. Obtain objective information for assessments:
 - 1. Lead levels, blood pressures, obtain hemoglobin level, height and weight and head circumference measurements.
 - vi. Refer families to community resources and local physicians.
 - vii. Chart effectively on client visits using SOAP format thoroughly.
 - viii. Assign appropriate food packages depending on need and obtaining MD scripts when necessary.
 - ix. Print vouchers, make appointments and distribute Farmers Market Coupons when they are available.
- g. Public Health Nursing Duties:
 - i. Provide home visits to clients enrolled while pregnant and after delivery.
 - 1. Home visits: First, Second and Third Trimester of pregnancy; also, newborn, 2 months, 4 months, 6 months and 1 year old.
 - a. Frequency may be subject to change year by year.
 - ii. Provide medical guidance for foster parents of wards of the state 6 years of age and younger.

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1. Possess/request all medical documents regarding well child visits, acute medical visits, immunizations, hearing/vision screening and dental exams and turn them in to assigned case manager.
 2. Keep a care plan maintained on each child.
 3. Complete ACR's for each ward every six months.
 4. Make phone calls reminding foster parents of what is needed for each child.
- iii. Be assigned APORS (adverse pregnancy outcome reporting system) infants and guardians and implement home visits such as typical FCM until age two years.
 - iv. Educate the public in one-on-one setting on best practice guidelines and be available to answer questions.
 - v. Build and maintain care plans on each client assigned.
 - vi. Perform assessments in the home as appropriate and chart to them as thoroughly and accurately as possible.
 - vii. Implement developmental and depression screenings and make referrals when necessary.
- h. Immunization Duties:
- i. Educate the public regarding immunizations, benefits, side effects, when to contact a doctor, etc.
 - ii. Draw up and administer inoculations according to standing orders.
 - iii. Perform TB tests and readings.
 - iv. Assisting Immunization Coordinator in ordering vaccine, supplies and any other materials needed.
 - v. Registering customers for needed vaccinations at front desk and billing to appropriate insurance companies.
 - vi. Answer inquiries regarding vaccine, vaccination schedule and travel vaccinations according to country.
 - vii. Maintaining clinic by cleaning and restocking.
 - viii. Monitor refrigerator temperatures twice a day.
 - ix. Occasionally assist with the investigations and management of probable tuberculosis cases/contacts or communicable disease outbreaks within agency or community.
 - x. Aid in planning and working community flu clinics.
 - xi. Coordinating educational programs and trainings when needed.
 - xii. Advocate immunizations through media when asked.
 - xiii. Perform other Public Health Nurse duties as assigned.
- i. Disease Prevention and Control Duties:
- i. Maintain clean technique while performing nursing duties.
 - ii. Implement Incident Command System (ICS) and perform tasks assigned within scope of practice.
 - iii. Provide community-wide health care in time of emergency.
 - iv. Assist in investigations and management, as needed, during an outbreak.

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- v. Apply laws and regulations pertinent to public health nursing.
- vi. Attend all mandatory in-services and trainings by the Adams County Health Department.
- j. Licensed Practical Nurses
 - i. Works under guidance of Registered Nurse Supervisor
 - ii. Provides crossover support in clinical areas of Supportive Service Staff functionality
 - iii. Does not conduct duties outlined in the scope of this job description that professional license does not authorize.
- k. All other duties as assigned.