

- Vacancy/New Hire
- Audit Request
- PD Update

## DANE COUNTY POSITION DESCRIPTION

Date: 08/04/2015

Position No. 2687

Dept. No. 520

1. **NAME OF EMPLOYEE:** Allison Reyes
2. **DEPARTMENT/DIVISION:** Board of Health/Administration
3. **WORK ADDRESS:** 2300 S. Park Street, Suite 2010 Madison, WI 53713
4. **CLASSIFICATION OF POSITION:** Public Health Nurse
5. **NAME AND CLASS OF FORMER INCUMBENT:**
6. **NAME/CLASS OF FIRST LINE SUPERVISOR:** Kate Louthier, Public Health Supervisor
7. **APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED BELOW:** June 1, 2015
8. **DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?**  
 Yes  No
9. **SUPERVISION RECEIVED:** General Supervision
10. **SUPERVISORY RESPONSIBILITIES:** N/A

11. *Allison Reyes* 8/05/2015  
**Employee Signature** **Date**

12. *Kate Louthier* 08/05/2015  
**Supervisor Signature** **Date**

13. \_\_\_\_\_ / /  
**ERD Signature** **Date**

**POSITION SUMMARY:** The Public Health Nurse (PHN) conducts communicable disease follow-up interviews for any client diagnosed with a reportable communicable disease per Wisconsin State Statute and is responsible for documenting responses in WEDSS. Interviews are conducted primarily via telephone but may require home visit(s)

to assure timely and accurate data collection. The PHN assures proper treatment and client isolation or quarantine.

The PHN educates individuals, groups, community organizations and health care providers about the prevention and control of communicable diseases.

In the event of a communicable disease exposure, outbreak or other public health emergency, the PHN responds to the alert as directed, assists with set-up of the immunization or dispensing clinic, assists with specimen collection and transport, assesses clients for eligibility and contraindications and administers the vaccine or dispenses the medication. This activity might occur on any day, time of day or location.

Assist in emergency preparedness activities by insuring that you are trained to internal policies and procedures to meet agency response and recovery needs safely. Be prepared and respond as directed to all hazards when PHMDCs emergency plans are activated.

Actively participate in quality improvement activities to effect positive change in your programs and the Department. Support the Department's culture of Quality Improvement by informing your supervisor of areas needing improvement, offering possible solutions, helping to gather data that will inform decisions, and working with others to test and implement new practices.

## **FUNCTIONS**

### **FUNCTION A – 20%: Provide appropriate acute and communicable disease surveillance, investigation and control services in accordance with Wisconsin Communicable Disease Statutes.**

- A1: Check sources of referrals several times daily (email, fax, phone etc).
- A2: Assign referrals to Acute and Communicable Disease (ACD) nurses and record referrals into ACD log and WEDSS.
- A3: Contact clients, physicians and client contacts to conduct assessment, provide education, link with appropriate resources for diagnosis, treatment and control of disease and prevent the spread of disease.
- A4: Collaborate with supervisor, agency staff and community resources to assure effective case finding, assessment, diagnosis and treatment related to the prevention, surveillance and control of acute and communicable diseases in Dane County.
- A5: Document work in WEDSS according to department and State guidelines.

### **FUNCTION B – 55%: Conduct case, contact and outbreak investigations.**

- B1: Interview client to ascertain source of infection.
- B2: Assess clients and contacts for signs and symptoms of disease, including screening tests.

- B3: Make referrals for diagnosis and treatment.
- B4: Conduct evaluation of planning, interventions and outcomes in collaboration with supervisor and the ACD team.

**FUNCTION C – 5%: Educates agency staff, children, parents, students, school staff, daycare providers, health and social service providers and the community overall related to the prevention and control of communicable diseases.**

- C1: Develop and maintain current information for presentations and distribution which is audience appropriate for the diverse populations served.
- C2: Conduct presentations for staff and a variety of clients for prevention and control of acute and communicable diseases as needed.
- C3: Maintain knowledge and skills by participating in conferences, seminars, workshops and webinars relevant to department role and responsibilities.
- C4: Collaborate with staff, community organizations and others to plan, implement and evaluate educational opportunities related to the prevention and control of acute and communicable diseases.

**FUNCTION D – 5%: Other Duties**

- D1: Assist in emergency preparedness activities by insuring that you are trained to internal policies and procedures to meet agency response and recovery needs safely. Be prepared and respond as directed to all hazards when PHMDCs emergency plans are activated.
- D2: Actively participate in quality improvement activities to effect positive change in your programs and the Department by informing your supervisor of areas needing improvement, offering possible solutions, helping to gather data that will inform decisions, and working with others to test and implement new practices.
- D3: Participate in professional development as determined by supervisor to meet program, departmental and professional development goals.
- D4: Actively participate in health/racial equity activities and strategies to ensure all people in Dane County have fair and equitable opportunities to be healthy. Strategies and activities include but are not limited to health / racial equity trainings, using a health/racial equity lens/assessment to evaluate potential policies or programs, consulting with the PHMDC health equity team with specific questions and working on specific projects or program with the PHMDC health equity team.
- D5: Attend required HIPAA Privacy and Security training regarding federal and state laws related to confidentiality requirements. Know and abide by your program-specific confidentiality policies and procedures that ensure client privacy and electronic health records security. Inform the Privacy Officer of areas that need improvement and do your part to prevent HIPAA violations and to create a culture of confidentiality compliance.
- D6: Other duties as assigned.

**POSITION REQUIREMENTS**

Education and experience: Minimum of graduation from a baccalaureate-nursing program accredited for public health by the National League of Nursing.

Licenses: Must have a valid Registered Nurse License in the State of Wisconsin and driver's license, or access to reliable personal transportation, or equivalent.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of public health nursing principles and practice; epidemiology and related biologic, behavioral and social sciences; knowledge of community resources and how to use them; ability to work independently and to assess own practice appropriately; demonstrated excellence of communication and other interpersonal skills; demonstrated ability to effectively work with and to teach individuals, families, groups and the community; demonstrated ability and willingness to learn; demonstrated flexibility in response to change; demonstrated ability to work well with diverse population groups (i.e. people of all ages, cultures, ethnicities, races, learning abilities, etc). Experience in administration of medications, immunizations and venipuncture experience desired. Ability to understand, remember and accurately use detailed medical information and protocols.

**PHYSICAL DEMANDS:** Work involves walking, sitting, standing, bending, twisting, turning, lifting, carrying, pushing, pulling, grasping, reaching and driving. Ability to lift, move and transport a variety of work related materials up to 25 pounds. Able to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed.

**WORK ENVIRONMENT:** Work occurs at the Atrium and at a variety of public health offices and community-based settings. Ability to travel between locations is required. During the course of the day, work could involve starting at one location and then traveling to other locations. Work requires flexibility to work with diverse populations and communities including people of different cultures, values and beliefs, in rural, urban or suburban settings, and with individuals and groups at different levels of learning and with different learning styles. Flexibility to work with individuals and groups where and when they are available is required. Work related to public health emergencies may require availability 24 hours a day, seven days a week. Working conditions may vary in relation to heat, cold, fatigue, etc. Conferences or seminars may require travel outside of Dane County.