

## DANE COUNTY POSITION DESCRIPTION

Date: 10/14/16

Position No.

Dept. No. 520

1. **NAME OF EMPLOYEE:**
2. **DEPARTMENT/DIVISION:** Board of Health/Administration
3. **WORK ADDRESS:** 2705 E. Washington Ave. or 2300 S. Park
4. **CLASSIFICATION OF POSITION:** Public Health Nurse
5. **NAME AND CLASS OF FORMER INCUMBENT:**
6. **NAME/CLASS OF FIRST LINE SUPERVISOR:**
7. **APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED BELOW:**
8. **DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?**  
☐ Yes ☒ No
9. **SUPERVISION RECEIVED:** indirect, general
10. **SUPERVISORY RESPONSIBILITIES:** none
11. \_\_\_\_\_ /     /  
 Employee Signature Date
12. \_\_\_\_\_ /     /  
 Supervisor Signature Date
13. \_\_\_\_\_ /     /  
 ERD Signature Date

**POSITION SUMMARY:** A Public Health Nurse (PHN) works in a variety of community health settings (home visits, public health clinic, office, etc) and works in a variety of public health programs (Tuberculosis, Perinatal Care Coordination, Nurse-Family Partnership, Acute and Communicable Disease, Immunization, and Sexual and Reproductive Health). The PHN demonstrates a wide variety of nursing skills, which can include: injections, dispensing medications, providing patient education, taking a medical history, charting, conducting a health assessment, following standing orders, etc. The PHN works closely with other team members,

including lead workers and program managers. The PHN maintains expertise in various program areas. The PHN educates individuals and groups about the value and safety of public health and works with other community organizations and systems to improve health. PHN activities include 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. Interventions occur at individual, family, community, and system levels depending on the position. All PHMDC positions prepare for and respond to public health emergencies as they arise.

## **FUNCTIONS**

### **FUNCTION A – 45%: Client Services**

- A1: Provide direct nursing in a variety of community health settings (home visits, public health clinics, or over the phone)
- A2: Follows professional practice guidelines for registered nurses, Federal and State laws, and regulations applicable to practice as a PHN
- A3: Maintain high level of education and skills expertise in the program(s) you are assigned (TB, NFP, PCC, STI, Imms, ACD, etc)
- A4: Maintain scope of practice in all settings and programs
- A5: Maintain timely and accurate medical documentation for all client interactions
- A6: Serve as active member of an interdisciplinary team to provide high quality, consistent client services
- A7: Use an equity lens when working with clients and maintain a strong understanding of the social and system factors that impact health of an individual
- A8: Participate in team meetings, performance management, and quality assurance activities
- A9: Adhere to OSHA standards, including blood borne pathogens, toxic substances, personal protective equipment, airborne pathogens, or exposure to other hazards while performing routine work responsibilities

### **FUNCTION B – 25%: Analysis and Assessment**

- B1: Record medical documentation in appropriate database management system (WEDSS, WIR, Sphere, etc.)
- B2: Assure all information is accurate, appropriate, and
- B3: Assure strict confidentiality of information
- B4: Complete all documentation within the appropriate timeframe for the program(s), as defined by protocol
- B5: Work with team epidemiologist to make data driven decisions for program improvements, targeted outreach, and improving customer service
- B6: Demonstrate effective time management skills to complete all charting, electronic communication, and phone calls in a timely manner

- B7: Participate in community assessment; distinguish between quantitative and qualitative community assessment data; understand incidence and prevalence data; access basic community epidemiological data
- B8: Collaborate in the development of and contributes to individual, team, and departmental quality improvement, performance management, and evaluation activities
- B9: Utilize data to identify health disparities in Dane County and apply targeted individual and population level strategies to address inequities

#### **FUNCTION C – 25%: Community Health Practice**

- C1: Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations, and local code
- C2: Actively participates in and acts as a liaison with other community agencies and professionals in collaborative efforts to address community health priorities
- C3: Advocates on behalf of vulnerable individuals and populations
- C4: Utilize appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities. Methods may include individual or group sessions, media interviews, story boards, PHMDC website, and social media
- C5: Educate local and state policy makers and community stakeholders on public health issues
- C6: Maintain strong understanding of the social determinants of health and how they impact individuals, families, and communities.
- C7: Apply effective population health strategies to address health disparities, implicit bias and institutional racism, and systemic inequities
- C8:
- C9:

#### **FUNCTION D – %:**

- D1:
- D2:
- D3:
- D4:
- D5:
- D6:
- D7:
- D8:
- D9:

#### **FUNCTION E – %:**

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- E4:
- E5:
- E6:
- E7:

E8:  
E9:

**FUNCTION F – %:**

F1:  
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F5:  
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F8:  
F9:

**FUNCTION G – 5%: Other Duties**

- G1: 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.
- G2: 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.
- G3: Participate in professional development as determined by supervisor to meet program, departmental and professional development goals.
- G4: 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.
- G5: 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.
- G6: Other duties as assigned.
- G7:

**POSITION REQUIREMENTS**

Education and experience: Bachelor's degree in nursing. Experience in public health, public health nursing. Work with diverse populations – age, race, gender, sexual orientation, ethnicity. Experience in practicing independently and with a team and community.

Certifications: none

Licenses: Must have a valid driver's license, or access to reliable personal transportation, or equivalent. Current WI RN licensure

**KNOWLEDGE, SKILLS AND ABILITIES:** Ability to effectively educate and counsel individuals regarding disease prevention, harm reduction, and overall wellness. Ability to use and maintain related recordkeeping/ database systems. Organized. Able to exercise independent judgment and to consult when indicated. Knowledge of community health programs, communicable diseases, risk behaviors, prevention strategies, and social determinants of health. Experience with injections given to all ages. Strong communication skills with clients, co-workers, groups. Able to work well on a team. Broad understanding of community health, needs, and gaps in Dane County. Able to effectively present complex and potentially difficult data and ideas to community groups.

**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. Ability to do injections and draw blood or to be trained to do so. Ability to be fitted and wear NIOSH 95 mask.

**WORK ENVIRONMENT:** Work occurs at the PHMDC East Washington Office or PHMDC South Park St. Office 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.