

## **Public Health Nurse II Position Description School Health Nurse Liaison**

### **Primary Purpose of Organizational Unit**

The Jones County Health Department staff serves Jones County citizens with the primary mission devoted to promoting sound health policies within the community, to preventing and controlling the spread of disease, to facilitating rehabilitation of the disabled and to safeguarding the integrity of the environment. Staff provide a myriad of health and environmental services on an as-needed basis.

### **Primary Purpose of Position**

Intermediate level professional nursing work in the coordination of COVID-19 screening, testing, and vaccine administration efforts, and in coordinating other school health/public health services. Duties are performed with a degree of independence within the framework of standard routines, policies, and procedures. Supervision is received from a Public Health Nursing Supervisor I, who reviews work through analysis of reports and periodic conferences.

### **Work Schedule**

Normal working hours are from Monday through Friday, 8:00 am to 5:00 pm. Scheduled hours may be amended to accommodate special need for Health Department and School services. Employee will be expected to work in emergency shelters and to perform other related duties during emergencies and disasters.

### **Change in Responsibilities or Organizational Relationship**

While this position has been responsible for the development, implementation and maintenance of a comprehensive School Health Program, duties have been revised to include coordination of COVID-19 screening, testing, and vaccine administration efforts, and in coordinating other school health/public health services.

### **Description of Responsibilities and Duties**

90% Coordination of COVID-19 screening, testing, and vaccine administration efforts: Coordinates school health efforts between the Health Department and all schools in the county; conducts ongoing evaluations of cooperative efforts and collaborates on needed changes; serves as the Health Department liaison for the School Health Nursing Program in all schools in the county; participates in the School Health Advisory Committee (SHAC).

Coordinates shared activities related to COVID-19 testing programs in schools and related response to test results and mitigation efforts; coordinates investigations and/or follow-up of other reportable communicable disease events; participates in procedure development for response to communicable disease outbreaks in schools; coordinates local media response in conjunction with school administration regarding communicable disease events and efforts in K-12 schools; provides Vaccine Information Statements (VIS) to schools and encourage on-site clinic opportunities; coordinates vaccine, medical supplies, and documentation supplies as needed for clinics when scheduled; assures completion of

administration processes related to vaccines through data entry; coordinates the availability of OSHA-required vaccines for identified school staff through Health Department clinics and the billing of schools for required services; acts as a resource to the Lead Nurses/designees for OSHA Bloodborne Pathogens training and incidents in schools.

Includes local school nurses in educational and workshop opportunities related to school health program needs; ensures initial training and annual updates are provided for local school nurses on their duties regarding county disaster response; facilitates 'read only' access to the North Carolina Immunization Registry for county school nurses; ensures local school nurses have reviewed and signed the Health Department Annual Confidentiality Statement; acts as a resource in ensuring compliance with HIPAA and FERPA in coordinated activities.

#### 10% Other Duties:

Employee is responsible for other duties as required. Employee will perform other duties as assigned by the Health Director and/or Nursing Supervisor necessary to provide effective public health services.

#### **Other Position Characteristics:**

##### Accuracy Required in Work

All work must be performed with the highest degree of accuracy and precision. It is extremely important that all physical assessments, documentation, treatments and triaging students are completed with complete timeliness and accuracy. Employee must understand all health department services, programs, policies and procedures particularly those provided to students.

##### Consequence of Error

The leadership, direction, coordination and assessment skills of this position will greatly influence the services provided by Jones County Health Department. Errors could result in inappropriate or inadequate health services endangering the health and safety of patients, general public and students. Error may also precipitate malpractice litigations and/or disciplinary action for employees. Overall mistakes could have a negative and expensive impact on the Health Department and Jones County.

##### Instructions Provided to Employee

The employee works very independently and is generally located throughout the Jones County School System. Supervisor and/or Health Director are available for consultation and directive on an as-needed basis. Other material to include Public Health Nursing Standards, Policies and Procedures and Agreement Addenda for Reopening Schools School Health Liaison. Guidance is provided verbally and through written forms.

##### Guides, Regulations, Policies and References Used by Employee

North Carolina Nursing Practice Act and Board of Nursing Directives; Public Health Nursing Manual; Jones County Health Department Policies and Procedures; State,

Federal and Local Mandates; Public Health Laws and Regulations; State Agreement Addenda.

#### Supervision Received by Employee

Public Health Nurse II works independently and assumes professional liability for his/her nursing actions. Employee must make independent nursing assessments and decisions based upon nursing knowledge and skills consistent with all State and Federal laws and regulations in addition to Health Department policy. This position will report directly to Nursing Supervisor and work is reviewed periodically through direct observation and by evaluation of statistical program data, school reports and record audit findings.

#### Variety and Purpose of Personal Contacts

Position requires continuous contact with Health Department staff, school officials and personnel, general public, students and collaboration duties with other county, state and federal agencies.

#### Physical Effort

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs. or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle.

#### Work Environment and Conditions

While employee's primary workstation is the Jones County Health Department, employee also spends a considerable amount of time at the Jones County Schools. Employee is not substantially exposed to adverse environmental conditions or hazardous materials. Work is likely to cause direct contact with blood or other body fluids to which universal precautions apply. Personal protective equipment is available and should be worn.

#### Machines, Tools, Instruments, Equipment and Materials Used

Telephone, car, stethoscope, blood pressure cuff, photocopier, scales, calculator, computer, fax, copiers, printers, patient charts.

#### Visual Attention, Mental Concentration and Manipulative Skills

Very close visual attention is required in reading many instruments and test results. Employee must possess good manipulative skills in order to perform many nursing procedures. It is absolutely necessary that all nursing decisions, judgments and function be done with much thought, accuracy and precision. There is no room for error when dealing with the health needs of patients and administration of medical supplies and drugs. Intense mental concentration is required while completing a physical assessment and documenting findings.

#### Safety for Others

Complies with health and safety standards, to safeguard the well being of all clients according to state and local guidelines. Complies with universal blood and body fluid precautions.

### Dynamics of Work

Employee must be energetic, self-motivated, competent, possess good communications skills and an ability to motivate others. Responsibilities are both administrative and clinical requiring a complete understanding of public health concepts and programs, nursing theory and practices and general medicine. This position will function as a part of a diverse team consisting of varied professionals. The employee must be flexible and willing to assume additional responsibilities as the situation dictates.

### **Knowledge, Skills and Abilities and Training and Experience Requirements**

#### Knowledge, Skills and Abilities Required

Thorough knowledge and skill in the application of nursing theory, practices, principles, and techniques employed in the field of public health. Considerable knowledge of current social and economic problems relating to public health. Considerable knowledge of available resources and organizations and the ability to coordinate these as needed. 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 with patients, representatives of resource agencies, and other employees. Ability to communicate effectively, orally and in writing.

#### Minimum Education and Training

Graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation and one year of Public Health Nursing experience; or Master's in Public Health and graduation from a school of professional nursing and one year of professional nursing experience; or graduation from a school of professional nursing and two years of professional nursing experience including one year of Public Health Nursing experience; or an equivalent combination of training and experience.

#### License or Certification Required by Statute or Regulation

Must be licensed to practice as a Registered Nurse by the North Carolina Board of Nursing. A valid driver's license may be required dependent upon the specific job responsibilities of the position.

Administering the Class - Individuals employed in a local Health Department without a B.S. Degree which includes a Public Health Nursing rotation or a Master's in Public Health, will be required to complete the "*Introduction to Principles and Practices of Public Health Nursing*" course within one year of employment as a condition of continued employment in accordance with Health Services Commission Rule. Experience in a field of nursing that is closely related to the anticipated work assignment can be substituted for Public Health experience for hiring purposes; however, the employee will also be required to complete the "*Introduction to Principles and Practices of Public Health Nursing*" course or objectively demonstrate an adequate understanding of Public Health practice within 1 year of employment.