

NORTHAMPTON COUNTY HEALTH DEPARTMENT  
NOTIFICATION OF VACANCY

Department: Northampton County Health Department

Position Title: RN - Public Health Nurse II

Position Grade: 72

Salary Range: \$43,391.00 - \$44,476.00

Posting Date: 09/22/2016

Contact: Cheryl Warren

Deadline for Applying: **Until Filled**

See attached for detailed job description.

Mail applications to: Northampton County Health Department  
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.

**Position: # 511-50-157**

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

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 provide guidance, medical care, education and surveillance to active tuberculosis cases, contacts, suspects, and persons taking anti-TB drugs in order to cure or prevent development of TB via the standards of NC Dept of Public Health, Northampton County Health Dept policy; orders from TB clinicians, orders from private physicians.

To prevent and control the spread of reportable communicable diseases by investigation, development and implementation of control measures and education of the public and the medical community.

**C. Work Schedule:**

Normal work schedule for this position is Monday – Friday, 8:30am -5:00pm. Also after hours and weekend work may be necessary for completion of clinics that extend beyond end of workday to render educational sessions for the community, meetings and health screenings. After work hours and weekend work hours will be necessary to administer directly observed therapy to TB cases.

In the event of a disaster or emergency situation (e.g., hurricanes, flood, severe winter storms, widespread damage or human suffering) affecting any community in Northampton County, employee shall perform after hours duties and special assignments as directed by supervisor or Health Director whether or not such duties or assignments are related to the employee's regular duties.

**B. Change in Responsibilities or Organizational Relationship:**

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

**Management and Administration – 25%**

**A. Tuberculosis Program**

1. Mail appointments to patients, lab results, and reports to MD.
2. Ensures patient's records are up to date and epidemiological record is completed.
3. Coordinates xray appointments with Halifax Medical Specialists and Halifax Regional Medical Center. Follow-up with xray report and doctors orders. Written purchase order to billing for xray cost.
4. Coordinates services i.e. interviewers, medications and lab person for continuity of care.
5. Records TB skin test results in records and on skin test tally sheet.
6. Inputs all data for TB pt into NCEDSS.
7. Reports all verified cases by submitting information thru NCEDSS.
8. Receives and processes all TB patient reports received by health department.
9. Orders supplies of TB medications from TB Control Branch. Prepares patients monthly TB drug list for pharmacist. Monitors filling of prescription by local pharmacy. Orders PPD when needed.
10. Supervises supply orders needed for TB program (i.e. PPD, TB syringes, educational materials, skin test cards, mailable sputum containers).

11. Provide talks, educational materials to organizations per request, i.e., schools, nursing home, rest homes.
12. Plans case management for drug resistant cases and contact follow-up.
13. Supervises data collection on all TB clients and processes all patient records, including release of information forms.
14. Updates Tuberculosis Policy and Procedures yearly and prn.

**B. HIV/AIDS Program**

1. Provides counseling and testing for HIV testing and results.
2. Makes referrals to case managers for those who are HIV+.
3. Updates HIV Testing and Counseling Policy and Procedures yearly and prn.

**C. Communicable Disease**

1. Investigates communicable diseases and implements control measures, initiate surveillance of contacts.
2. Reviews statistical data to identify any trends that demand changes or targeted interventions.
3. Completes agreement addenda and submits to PHN Supervisor yearly.
4. Member of Epidemiology Team.
5. Responsible for flu surveillance program and submitting data to CDC weekly.
6. Inputs all data for Communicable Disease into NCEDSS and submits to State via NCEDSS.

D. Perform urine drug screening for Northampton County Public School System Athletic Programs in coordination with School Nurse. Follows Urine Drug Screening Policy and Procedures.

**E. Other Management Duties:**

1. Plan and supervise administration of flu vaccine given to rest home residents and organizations.
2. Plan any screening of follow-up of migrant workers. Evaluate their health needs and inform them of health department services and other county services.
3. Educate and counsel on disease process, safe sex practices, public health law, self care and management of blood/body fluids.

**Clinical Duties and Responsibilities:**

**A. Tuberculosis Program – 35%**

1. Provides directly observed therapy medicine to active TB cases.
2. Counsels patients on nutrition, hygiene, HIV testing, medication treatment (side effects) services provided, etc.
3. Initiates patients record and maintains record and documentation throughout treatment and follow-up process.
4. Works closely with physician in reviewing medical/nursing recommendations, treatment, plans and control measures with patient/family and coordinates communication with nursing service responsible for home visiting.
5. Obtains lab tests/results on all patients per policy and procedure. Notifying physician on any lab abnormalities that warrant reevaluation of treatment plan.
6. Instruct patients on obtaining sputum specimens correctly.
7. Submits sputum specimens to State and reviews results for disease status and drug resistance.

8. Compile necessary information for all reports required by the DHHS, Tuberculosis Branch and other agencies.
9. Performs TB skin testing as appropriate for Northampton County population.
10. Schedule xray appts and provides needed reports.
11. Notifying physician of any changes in patients status, non-compliance, returned to work, drugs, etc, that warrant reevaluation of treatment plan.
12. Performs Snellen eye test on patients receiving Ethambutol.
13. Attend workshops and education meetings. Provide volunteer workshops for schools, businesses, etc. Provide information to local newspaper on the TB program and any changes in schedule and charges for services.

**B. HIV Program**

1. Educate and counsel on disease process, safe sex practices, public health law, self care and management of blood/body fluids.

**C. Communicable Disease Clinical Responsibilities - 15 %**

1. Responsible for investigation, reporting and follow-up of communicable disease outbreaks or suspected outbreaks reported to the health department according to Communicable Disease Policy.
2. Investigation in a potential or actual outbreak situation precludes assigned clinical duties.
3. Receives reports from labs, state, and physicians regarding all communicable diseases. Makes copy of active records.
4. Member of Epi Team.
5. Maintain inventory of condoms and patient teaching pamphlets. Order as needed.
6. Provide community outreach.

**D. Other Clinical Responsibilities – 25%**

1. Functions in the expanded nursing role as an eligible provider to perform TB services. This position performs laboratory duties as described in the Laboratory Personnel Record and obtains or maintains proficiency. This position accepts any reasonable assignment from clinical nurse supervisor.
2. Enters Communicable Disease reports for STD's into NCEDSS and submits to State.
3. Works other clinics as assigned by clinical nurse supervisor.
  - i. Family Planning
  - ii. Child Health
  - iii. Maternity
  - iv. BCCCP/Pap and Breast
  - v. General Clinic
4. Lab Alternate  
Perform periodic laboratory proficiency testing as designated by laboratory supervisor and provide lab coverage/processing in absence of lab personnel.

**III. B. Other Position Characteristics:**

**1. Accuracy Required in Work:**

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.

Top priority is preventing spread of communicable disease. Greatest accuracy in this position is required in carrying out doctors orders for each patient in the way prescribed and informing doctor of any contraindications that may be found when personal contact is made with the patient concerning these orders. Detecting non-compliance is next most important. Another accuracy and just as important is observing physical and emotional changes in patients.

**2. Consequence of Error:**

Errors in this position can cause adverse effects on patient's health; expose family and community to a communicable disease; damage to reputation and rapport with doctors and patients; misinformation; double paper work. To prevent errors, repeat verbal orders; enter daily procedures on records; perform work and carry out orders in an appropriate length of time. If any doubt, ask nursing supervisor. Correct and timely recording in patients record is best way to prevent errors.

**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 ongoing verbal instructions are provided. Consultation with clinical nursing supervisor and health director is available.

Both oral and written orders (instructions) are received from doctors. Written instructions are received from DHHS. Both written and oral instructions via clinical supervisor are received; occasionally from nurse director or health director.

**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 prn basis. All nursing staff is notified by verbal and written means of any changes. Specific written guides include: Chronic Disease Manual, Maternal Health Manual, Family Planning Manual, Cancer Detection Manual, CDC Guidelines to STD Treatment, Maternal Child Health Manual, Physicians Desk Reference, Community Health Nursing, Statistical data, OSHA Guidelines, Safety Manual, POHR Manual, Red Book, American Academy of Pediatrics, Lab Manual and Tuberculosis Manual/Drug Book and Communicable Disease Manual.

**5. Supervision Received by Employee:**

The employee is under direct supervision of the clinical supervisor. Consultation with the health director and nursing director is also available. Work is reviewed by various means ongoing observation of judgment calls, review of completed tasks, annual performance evaluations and reliability.

**6. Variety of Purpose of Personal Contacts:**

Direct contact with staff of TB Branch, HIV/STD Branch and staff members of other communicable disease branch is made on a daily

basis during the performance of clinical duties. There is also regular contract with personnel of other agencies providing care for patients for the purpose of consultation and relaying of information. Direct patient contact is made on a daily basis in health department, field work or both.

7. **Physical Effort:**

Making home visits especially for direct observation therapy regardless of weather condition, almost daily and holidays. Paper work, daily. Notification of xray results, doctors orders any changes in routine, billing, report cards, lab forms, appts. Sitting, standing, walking, stooping required daily. Physically holding children for administering TST, lab work and immunizations.

8. **Work Environment and Conditions:**

Pressure and stress to meet CDC and State time limits per certain procedures. The health department provides non-acute care to patients. The main responsibilities and duties will occur within the health department except for workshops outside the health department and home visits. 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. Respirator (mask) provided for prevention of inhaling airborne germs (TB).

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

Equipment bag for home visits, telephone, fax, stethoscope, oto/ophthalmoscope, scales, watch w/second hand, needles/syringes, automobile, Snellen eye chart, exam tables/lights, alcohol, shredder, copier, non-stress test machine, blood pressure cuff, gloves, vaginal speculum, height board, TV/VCR, cotton balls, tourniquet, band-aids, sputum containers, freezer/refrigerator (monitor temps and alarms) and computer.

10. **Visual Attention, Mental Concentration and Manipulative Skills:**

Visual acuity, intense mental concentration and alertness and writing skills and computer are required daily for this employee. Observation of patient performance, use of forms, reports, logs, record keeping, coordination of schedules and integration of patient services 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:**

Changes as recommended or mandated by local, regional, state and federal guidelines may constitute a change in protocols and procedures. The employee must be able to incorporate change into their daily routine.

IV. **Knowledge, Skills and Abilities and Training and Experience Requirements:**

A. **Knowledge, Skills and Abilities:**

Thorough 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 and practices of public health; considerable knowledge of available resources and organizations and ability to coordinate these as needed; general knowledge of current social and economic problems relating to public health. Ability to plan, coordinate and supervise the work of others; 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. Required Minimal 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 Master's in Public Health and graduation from an accredited 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.

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 continues employment in accordance with Health Services Commission Rule.

**Additional Training/Experience:**

Two years of professional nursing experience one of which must be in public health. Attend public health intro course. HIV counseling/training course- required and OSHA training. Required communicable disease surveillance course. Completion of "Introduction to Tuberculosis Management Course – required. CPR certification.

**Equivalent Training and Experience:**

An equivalent combination of education and experience.

**C. License or Certification Required by Statute or Regulation:**

License to practice as a registered nurse in North Carolina by the NC Board of Nursing. Valid NC Drivers License.