

NORTHAMPTON COUNTY HEALTH DEPARTMENT
NOTIFICATION OF VACANCY

Department: Northampton County Health Department

Position Title: PHN II – Family Planning/Maternal

Position Grade: 72

Salary Range: \$43,391.00 - \$45,588.00

Posting Date: 01/03/2018

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 #: 511-50-154

A. Job Description

A. Primary Purpose of Organizational Unit:

To provide nursing care, case management and counseling for promotion of health and prevention of disease in the clinic, home and community settings. To practice evidence-based Public Health Nursing to promote the health of individuals, families and groups.

B. Primary Purpose of Position:

To coordinate the care of patients enrolled in Maternity Clinic to improve birth outcomes by collaborating with the clinician to provide a high quality of prenatal and postpartum care to expectant mothers. To provide activities of the Family Planning clinic in order to assure provision of contraceptive services to those in need and with special emphasis placed on enrollment of high risk individuals in order to reduce maternal perinatal and post-natal death rates.

C. Work Schedule:

Monday-Friday 8:30-5:00. After hours and weekend, work may be necessary for completion of clinics, to provide education services for the community, meetings, or health screenings.

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 his/her supervisor or by the Health Director whether or not such duties or assignments are related to the employee's regular duties.

D. Change in Responsibilities or Organizational Relationship:

Combined Family Planning and Maternal Health Coordinator PHN

B. Description of Responsibilities and Duties

A. Management Responsibilities:

1. Make assignments and provide guidance to nursing staff scheduled to work in the Family Planning and Maternal Health Clinics
2. Act as a mentor, coach, or peer advisor/reviewer for public health nursing staff. Give input to supervisor regarding performance of staff assigned during clinics.
3. Utilize community assets and resources to promote health and to deliver care. Coordinate patient care (e.g. high risk centers, genetic counselors, mental health), make referrals (WIC, Pregnancy Care Management, Nurse Family Partnership, DSS etc.) as indicated.
4. Provide input into contracts and other agreements for the provision of services.
5. Provide input into the fiscal and narrative components of proposals for funding from external sources.
6. Provide data to evaluate care and services for individuals, families, and groups.
7. Deliver public health nursing care within budgetary guidelines and provide input into budget priorities.
8. Coordinate ordering supplies, teaching aids, incentives, equipment and contraception methods, and prenatal vitamins. Submit purchase request to Supervisor.
9. Maintain an accurate log and inventory of contraceptives.

10. Assure that the contract pharmacy is adequately stocked with oral contraceptives. Maintain the security of prescription pads and assure that the providers have an adequate supply.
11. Maintain Family Planning Program Policies and submit revisions to clinical nursing supervisor.
12. Assist the Clinical Nursing Supervisor is assuring that nursing, health education and clerical staff who provide Family Planning services and information participate in the required annual Title X trainings as directed by the Women's Health Branch of the NC Division of Public Health.
13. Participate as a team member to evaluate programs for their effectiveness and quality by participating in nurses' meetings.
14. Maintain knowledge of current public health laws and policies relevant to public health nursing practice with an emphasis on minors' consent laws, reporting child abuse and neglect and confidentiality.
15. Participate in ongoing Quality Improvement and Quality Assurance activities, including medical record audit. Participate in quality initiatives that identify opportunities for improvement.
16. Use concepts, knowledge, and evidence of the social determinants of health in the delivery of services to individuals, families, and groups.

B. Clinical Duties in Maternal Health

1. Assist the Maternal Health Clinic physician in the exam room. Counsel and explains prescriptions given to prenatal patients by the clinician.
2. Complete pregnancy risk screening for each patient enrolled in Maternal Health Clinic.
3. Provide skilled nurse home visits as ordered by the clinician.
4. Coordinate treatment of family planning and maternity clinic patients diagnosed with STD.
5. Provide appropriate educational and counseling for each Maternal Health patient at initial visit, each trimester and as indicated throughout pregnancy and post-partum period.
6. Follow up care and referral if needed for abnormal lab results, ultrasound results, Non-stress Tests.
7. Administers immunizations as indicated
8. Assure appropriate consents and releases are initiated and signed.
9. Assure prenatal patient is given appropriate phone numbers to call in case of emergency.
10. Administer I7P and coordinate follow-up for weekly injections.
11. Register clients for Medicaid ultrasounds through Medsolutions system.

C. Clinical Duties Family Planning

1. The nurse obtains a comprehensive medical, family, menstrual, sexual and contraceptive history on FP patients.
2. Provides patient counseling about their birth control method, the risk and side effects and the use of method.
3. The nurse assists in the exam room to prepare and position patients for exam and to provide the physician or FNP with instruments and supplies used to obtain pap smears, wet mounts, GC and Chlamydia cultures, pelvic exams.
4. Administers Depo-Provera according to guidelines outlined in Depo-Provera policy.
5. Administers the initial Depo-Provera injection to patients on a call in basis and then schedules patients back to routine FP clinics for reinjection. Maintains a reminder system for Depo-Provera injection appointments. Notifies patients delinquent for their injections after each clinic to reschedule appointments.
6. Responsible for packaging and logging outgoing pap smears to be sent to contracting lab.
7. Maintain follow-up systems for patients with abnormal pap smears, mammogram referrals, medical referrals, and delinquent appointments to assure continuity of care: Makes home visits as necessary to counsel non-compliant patients.

8. Makes necessary calls to obtain reports and appointments. Mails reports to Cytology Branch.
9. Contacts patients found to have positive Chlamydia and/or Gonorrhea to come in for treatment through General Clinic and notify General Clinic Nurse of date and time assigned. Reports all STD's to the Communicable Disease Nurse.
10. Provide emergency contraception according to health department policy.
11. Provide guidance daily to walk-in and call-in clients for contraceptive problems.
12. Obtain Med Solution approval on Medicaid patients who need breast and pelvic ultrasounds and fax to providers.
13. Ensure that necessary reporting and billing forms are completed.

D. Postpartum Responsibilities:

This nurse also performs post-partum and newborn assessment to deliver health, social support, and/or educational services directly to families in their homes. Ensures that patient receives the six-week postpartum visit. Assess the patient's need and interest in birth control. Assist in making appointments for self and infant for wellness care. Ensure that necessary reporting and billing forms are completed.

E. Additional Responsibilities:

1. Works the following programs as assigned by clinical nurse supervisor: Family Planning, Child Health, BCCCP/Pap & Breast, and General Clinic.
2. Perform laboratory duties, maintaining proficiency in venipuncture and capillary sticks for in-house testing and reading wet preps under a microscope.
3. Assist in TB program as needed. Make home visits to deliver medicines for Directly Observed Therapy. Provide back-up for TB program in absence of Lead TB Nurse which includes contact investigation, interviewing TB suspects, initiating appropriate therapy, arranging for chest x-rays and labs.
4. Administers Immunizations in clinics and assists other nursing staff in vaccination including Influenza in the county assisted living facilities.
5. Accurately record contracting physician time and forward to clerk.
6. Assist patients with appointments who call-in or walk-in as needed.
7. Accepts any reasonable assignment from Clinical Nursing Supervisor.

F. Other Position Characteristics:

A. Accuracy Required in Work:

Provides public health nursing services in a manner consistent with laws and regulations. The 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 NC 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 have occurred by a nurse.

B. Consequence of Error

The effects of an error in nursing can be pronounced due to the variability from a documentation error to loss of life. The consequence of the error made by the nurse may result in an action of a minor reprimand or as severe as a law suit against the county and/or employee

C. Instructions Provided to Employee:

The employee is provided with a period 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 nurse supervisor, nurse director and the health director is available.

D. Guides, Regulations, Policies and References Used by Employee:

The nurse complies with the requirements of patient confidentiality and human subject protection. The nurse provides public health nursing services in a manner consistent with laws and regulations. Written policies and procedures are in place for each clinical program. The nurse is oriented to policies upon employment and notified as they are updated. Specific written guides include ACOG Guidelines, Family Planning Manual, CDC Guidelines, Health Department Manual, ACIP Guidelines, Breast Manual, Cervical Screening Manual, and Northampton County Personnel Policy.

E. Supervision Received by Employee:

The employee is under the direct supervision of the clinical supervisor; consultation with the health director is also available. Work is reviewed by various means: ongoing observation, review of completed task, annual performance evaluations.

F. Variety and Purpose of Personal Contacts:

Incorporates ethical standards of practice as the basis of all interactions with organizations, communities, and individuals. Applies basic human relations and conflict management skills in interactions with peers and other health care team members. Adapts public health nursing care to individuals, families, and groups based on cultural needs and differences. Communicates effectively in writing, orally, and electronically. Communicates in a culturally responsive and relevant manner. Communications are characterized by critical thinking.

G. Physical Effort:

Physical effort is required in performing clinical duties. Some of these efforts include writing, walking, bending, and standing, lifting children and talking to clients. The nurse must have verbal articulation, writing and typing abilities when performing the duties and responsibilities.

H. Work Environment and Conditions:

The health dept. provides non-acute care to patients. The main responsibilities and duties will occur within the health dept. except for workshops outside the health dept. and satellite clinics and the need to make home visits. The greatest hazard within the health dept. 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.

I. Machines, Tools, Instruments, Equipment and Materials Used:

Telephone, printer/copier/fax, computer for data entry, email and web access, NST machine, blood pressure cuff, stethoscope, Doppler, oto/ophthalmoscope, scales, height board, automobile, watch w/second hand; needles/syringes; incubator; vaginal speculum; GC plates, wet mount tubes, Chlamydia culture, B-Strep culture, measuring tapes for fundal height, computer.

J. Visual Attention, Mental Concentration and Manipulative Skills:

Visual accuracy is needed to view computer screen, data entry, writing and patient assessment. Intense mental concentration is paramount when providing and coordinating nursing care.

K. Safety for Others:

Possible exposure to blood borne pathogens is possible hazard when working within the health dept. OSHA guidelines are in place according to job classifications and exposure categories to promote staff compliance. These guidelines promote safety for the patient as well as staff.

L. Dynamics of Work:

The nurse incorporates public health and nursing science in the delivery of care to individuals, families, and groups. Demonstrates culturally appropriate public health nursing practice with individuals, families, groups, and community members. Contributes to promoting culturally responsive work environment. Supports public health policies, programs, and resources.

Knowledge, Skills and Abilities and Training & Experience Requirements:

M. Knowledge, Skills and Abilities:

Considerable 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 the 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 appropriate 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. Maintains personal commitment to lifelong learning and professional development.

N. Minimum Education and Experience:

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 graduation from an accredited school of professional nursing and two years of professional nursing experience including one year in public health; or an equivalent combination of education and experience.

O. Additional Training and Experience:

Principles and Practice of Public Health if indicated, CPR, and Incident Command/NIMS courses. Uses individual, team, and organizational learning opportunities for personal and professional development as a public health nurse. Maintains personal commitment to lifelong learning and professional development. Equivalent Training and Experience: An equivalent combination of education and experience.

P. 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 Driver's License.

01/02/2018