

POSITION DESCRIPTION

Classification: Registered Nurse

Title: Tuberculosis Control and Refugee Health Registered Nurse

Employee Name: Vacant

Program: Tuberculosis Control and Refugee Health

Division: Prevention Services Division

FTE: 0.5

FLSA: Non-exempt

Represented Status: WSNA

Salary Range:

Position Number:

Effective Date: March 7, 2018

Revised From: November 2, 2007

Definition:

Under the direction of the Tuberculosis Control and Refugee Health Program Supervisor, or designee, incumbent will be responsible for a variety of nursing and direct client services related to Refugee health screening, Class B immigrants, asylees, and other clinical tuberculosis (TB) services. Incumbent works closely with public health nurses, the TB Control Officer, and community members to provide necessary screening and education regarding TB testing and prevention.

Incumbent provides health screening of refugees, TB screening of clients, initiates and monitors client tuberculosis medication, and documents services in required databases. Incumbent assists with TB investigations, targeted testing and directly observed therapy (DOT). Incumbent also provides referrals of clients to primary care providers, consultation and education to clients, volunteer agencies, community partners, and other external entities.

Work is performed under general supervision requiring independent judgment and discretion. The supervisor sets the overall objectives, defines priorities, and resources available, and assists incumbent with unusual situations. The incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. Incumbent is responsible for the work plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others in accordance with instructions, policies, and procedures. Incumbent keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, timeliness and efficiency, and expected outcomes. Work is also evaluated for technical soundness and conformity to protocols, practice and policy.

Examples of Work Performed:

- Works effectively as a member of the Tuberculosis Control and Refugee Health team; participates in the development of program planning and TB prevention strategies
- Provides direct health screening of clients including interviewing, drawing blood for laboratory testing, placing and reading tuberculin skin tests (TSTs)
- Coordinates client referrals to primary care providers for refugee immunization and other health-related services

- Provides consultation and education to clients, voluntary agencies (VolAgs), community partners, and other SHD personnel regarding refugee screening requirements, immunizations, and tuberculosis
- Completes documentation required by the Office of Refugee and Immigration (ORIA) services and submits documentation in a timely manner
- Completes client's I-693 form required by the US Citizenship and Immigration Services (USCIS)
- Starts client on latent tuberculosis infection (LTBI) medications and provides refills
- Monitors and encourages client adherence to TB medications
- Assists TB staff in contact investigations, targeted testing, and directly observed therapy
- Performs field visits to interview clients and provide LTBI medications
- Tracks and reports activities and challenges to program manager
- Participates in community outreach activities
- Participates in all-staff and team meetings
- Participates in Refugee meetings and conferences at local and state levels
- Participates in opportunities for professional growth and development

Associated Duties:

- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of basic communicable disease epidemiology and nursing processes
- Knowledge of TB etiology, manifestations, progression, diagnosis and treatment
- Knowledge of disease prevention and health promotion
- Knowledge of blood-borne pathogen control methods
- Knowledge of educational/prevention methods and techniques as applicable to people of diverse cultures and backgrounds
- Knowledge of confidentiality and HIPAA guidelines and practices
- Knowledge of Universal (Standard) precautions and infection control practices.
- Knowledge of physical safety in the office and field
- Skilled in planning and organizing work activities to meet established objectives
- Skilled in blood drawing and tuberculin skin test techniques
- Ability to work independently and effectively and professionally within a team environment
- Ability to work with individuals and families from diverse cultures
- Ability to maintain confidentiality of patients
- Ability to gain the confidence of and establish working rapport with people of diverse backgrounds and cultures and personalities
- Ability to work with an interpreter in providing client services
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships with team members, staff, Health District officials, colleagues, other professionals and the public
- Ability to maintain work organization and time management
- Ability to accurately manage details in data entry and case reporting within multiple medical records
- Ability to exercise initiative, judgment, and discretion

Job Location, Working Conditions, and Equipment Utilized:

Work is primarily performed in an office setting and in the clinic. Work may be performed at outreach sites, in clients' homes, work, schools, or other sites as needed; other travel may include local or state wide for meetings and other forums. Work requires ability to operate an automobile. Equipment utilized includes standard office equipment, desktop or laptop computer and audiovisual equipment. The use of laboratory equipment such as vacutainers and other specimen containers and handling of sharps as required for blood drawing. During an agency emergency response, work may be assigned at a

community location such as a mass medication distribution center. The incumbent may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate.

Required Physical Traits:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.

- Requires ability to drive an automobile and sufficient mobility to access various work locations.
- Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various locations
- Requires visual acuity to read computer screens, printed materials, and detailed information; specific vision abilities required by this classification include close vision, distance vision and color vision, peripheral vision, depth perception, and the ability to adjust focus. Frequently required to talk, or hear effectively
- May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files)
- Lifting and carrying up to 50 pounds occasionally with or without assistance (example: a box of copy paper)

Education and Experience Required:

Education: Registered nurse with an associate degree or diploma from an accredited school of nursing.

Experience: Minimum of one year recent nursing experience.

Or: In place of the above education and experience requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

Licenses, Certifications and Other:

- Nursing experience in public health or clinical practice, *preferred*
- Bachelor of Nursing degree from an accredited school of nursing, *preferred*
- Requires a valid Washington State Registered Nurse license
- Valid Washington State Driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Snohomish Health District's insurance carrier
- Background check pursuant to RCW 43.43.830

Acknowledgement: Position description reviewed by Employee and Manager

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Assistant Director Signature: _____ Date: _____

Division Director Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.