

POSITION DESCRIPTION

Classification:	Public Health Nurse
Title:	Communicable Disease Public Health Nurse
Employee Name:	
Program:	Communicable Disease Surveillance and Response
Division:	Prevention Services Division
FTE:	1.0 FTE
FLSA:	Non-Exempt
Represented Status:	WSNA – Washington State Nurses Association
Salary Range:	203
Position Number:	045
Effective Date:	To be determined
Revised From:	February 1, 2018

Definition:

Under the direction of the Communicable Disease Supervisor or designee, the incumbent will perform a variety of public health nursing activities related to the control of communicable diseases, including surveillance and response. Activities include client interviews, implementation of disease control measures, policy development, partnerships, communication, education, and problem solving.

Incumbent will work collaboratively with clients and various disciplines and agencies in the county, region, and state to control and prevent communicable diseases in Snohomish County. The public health nurse serves as an expert on communicable disease health issues and applies a working knowledge of public health nursing practices and concepts of disease epidemiology, prevention and health promotion to situations involving individuals, families and targeted populations. The public health nurse demonstrates cultural competency in the ability to engage with people from diverse backgrounds, cultures and socioeconomic circumstances to influence effective change at multi-levels of communicable disease control and prevention.

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:

This individual is expected to operate with considerable latitude and apply sound judgment to make recommendations, decisions and solve problems consistent with public health nursing experience and science; and participate as a member of cross-functional teams. Specific examples of work will include, but not be limited to the following:

Surveillance and Response:

- Receives, screens, and investigates reports of communicable diseases, including all reportable conditions, foodborne illnesses and other conditions requested by the Health Officer or the WA State Department of Health
- Obtains lab specimens, administers and records prophylactic medication under Health Officer standing orders and provides referrals as needed for communicable disease control
- Provides 24/7 call coverage during non-business hours (evenings, weekends and holidays) as part of a rotation. When on call, act as the primary point of contact for receiving, triaging, and responding in a timely manner to notifications of communicable disease reports from health care providers, laboratories, veterinarians, or other public health agencies
- Participates in local and regional Public Health Emergency Preparedness and Response activities, including disease surveillance, outbreak response, suspicious package/credible threat intakes. PHN may be assigned to travel to other areas within Region 1 and throughout the State of Washington to provide surge capacity
- Establishes and maintains electronic medical records of all reportable communicable diseases Assures reporting to appropriate local and state health departments
- Provides surge support to other Communicable Disease programs, including Tuberculosis Control
- Makes home visits to individuals for the purpose of contact investigations, supervision of medications, and case management

Policy Development and Program Planning:

- Assures practice is in compliance with ANA code and WA State Nurse Practice Act
- Participates in the development of disease response policies and protocols

Partnership and Collaboration:

- Collaborates with other SHD programs including Food & Safety, and Communicable Disease Child Care Outreach, during disease investigations
- Collaborates with community partners to develop and implement communicable disease control measures and prevention resources in Snohomish County
- Acts as a liaison, serves as a resource person and interprets public health nursing and other Health District services to individuals, groups, agencies and other professional disciplines
- Refers, consults and conferences with program manager and team/community members on a regular basis
- Assists in orientation of new team members and may act as a preceptor to students

Communication:

- Serves as a resource and assists in the development of selected educational materials
- Contributes to the development and implementation of media campaigns to promote disease prevention and to specifically address communicable disease issues
- Develops written communications for schools and child cares when illness is confirmed in these settings
- Presents information sensitively, effectively and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds and persons of all ages and lifestyle preferences

Associated Duties:

- Performs other related duties as assigned
- Participates in appropriate continuing education workshops/conferences to increase skill and competencies

Knowledge, Skills and Abilities:

Requires knowledge of the field of assignment and physical ability to perform thoroughly and accurately the full scope of responsibilities as illustrated by examples noted above.

- Knowledge of health care terminology and good understanding of clinical syndromes, practices, and concepts of disease epidemiology and prevention
- Knowledge in understanding and applying standard data collection and data interpretation.
- Skilled in data collection and documentation into databases
- Requires computer skills for electronic medical records, web-based record management, and Office programs
- Skilled in effective telephone interviewing skills to complete investigations with patients (or families)
- Strong skills in oral and written communication. Ability to speak with medical providers, school nurses and administrative personnel, and other SHD program staff
- Skilled in, or able to become skilled at blood draws and nursing assessments of clients
- Ability to perform 24/7 after-hours call responsibilities
- Ability to effectively manage and prioritize client caseloads
- Ability to develop written documents for community partners and the public
- Ability to prepare and deliver educational programs using a variety of audiovisual aids
- Ability to travel within Region 1 and throughout the State of Washington when needed to provide PHN surge capacity to other LHJ's. May require overnight stays. Requires ability to work occasional evenings or weekends if urgent disease response is necessary
- Ability to effectively manage and report on individual disease caseload. Responsible for sharing case information on regular basis with other team members
- Ability to establish and maintain effective working relationships with CDSR team, District officials, colleagues, other professionals and the public

Job Location, Working Conditions and Equipment Utilized:

Work is performed in a variety of community settings such as in an office, school, clinic or home, utilizing vehicle, telephones and other standard office equipment including a personal computer and other IT Equipment. The incumbent may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate. Work may include traveling to visit community members in places such as homes, hospitals, clinics, secured facilities, outdoors; other travel may include local or statewide for meetings and other forums. The incumbent will also work in an office setting. Requires flexible time schedule; occasional early morning and evening meetings

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions and physical demands vary by assignment.

- 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 District 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.
- Required to use hand to eye coordination, handle, feel or operate objects, tools, or controls.
- May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files).
- The incumbent is frequently required to stand and/or walk for extended periods of time; walk on uneven surfaces; sit; climb or balance; stoop, kneel crouch, or crawl; and smell in the performance of field and office duties.

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- Duties require the incumbent to carry supplies and/or equipment up and down stairs as well as into and out of a vehicle on a daily basis.
- Lifting and carrying up to 20 pounds is required continuously, and up to 50 pounds occasionally with or without assistance (example: a box of copy paper).
- Requires the ability to communicate with others orally, face to face and by telephone.

Education and Experience Required:

Education: A Registered Nurse with a Bachelor's Degree in Nursing from an accredited school of nursing

Experience: One year of recent, relevant experience in communicable disease control or public/community health nursing

OR
In place of the above experience, the incumbent may possess relevant experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above

Licenses, Certifications and Other:

- A valid Washington State Registered Nurse license or ability to obtain one by date of hire
- Experience in community based services or public/community health nursing, *Preferred*
- Two or more years of experience with a public health agency, *Preferred*
- Two or more years of experience in communicable disease control, *Preferred*
- Acute nursing care experience within last 10 years, *Preferred*
- Experience with emergency preparedness response, *Preferred*
- Fluency in a foreign language/culture, *Preferred*
- 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 Resource 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.