

Cerro Gordo County Department of Public Health
Disease Prevention & Health Promotion
2570 4th Street SW, Suite 1
Mason City, IA 50401
(641) 421-9300

Position Description: Infectious Disease Prevention Nurse
Reports To: Disease Prevention & Health Promotion Service Manager
FLSA Status: Exempt, Full Time
Expected Work Week: Monday – Friday, 8:00 a.m. to 4:30 p.m., some evenings and weekends
Salary Range: \$47,000-\$57,000 annually, DOQ
Prepared By: Karen Crimmings
Prepare Date: January, 2016
Approved By: Brian Hanft, Health Director
Approved Date: January 2016
Reviewed Date: August 2019

Definition:

The Infectious Disease Nurse, under the supervision of the Disease Prevention and Health Promotion Service Manager, will 1) administer immunizations, maintain records, and provide education to clients in the immunization clinic and outreach clinics, 2) conduct immunization audits, 3) provide blood borne pathogen training, 4) assist with disease surveillance and outbreak investigations, 5) provide HIV/STD counseling/testing/education and 6) assist with emergency preparedness & response.

Duties to Include:

Under the general supervision of the Disease Prevention and Health Promotion Service Manager, the Immunization Nurse performs the following essential functions within the framework of Cerro Gordo County Department of Public Health's provision of core functions and essential services:

Roles and Responsibilities:

1. Responsible for administering vaccines and other services to public health clientele.

Core Competencies: Analytical/assessment skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences skills, leadership and systems thinking skills

- Receives and registers clients in need of vaccines.
- Instructs parents, guardians and/or clients on the registration process, state recommended immunization schedule, etiology of diseases the vaccines protect against, expected side effects of the vaccines, and side effects to report to the physician.
- Instructs the parents, guardians and/or clients on the vaccine administration, the site of each vaccine and proper holding techniques. Requests assistance if needed.
- Administers vaccines and TB skin tests per program policy.
- Takes blood pressure readings on adult walk-in clients when needed.
- Provides information on head lice and distributes shampoo per clinic policy.
- Utilize appropriate vaccine reimbursement programs as needed.
- Accepts donations or payments for vaccine administration per program policy.
- Completes documentation of vaccine administration per program policy.
- Administers emergency protocol per program policy, when appropriate.
- Accepts responsibility for immunization clinic preparation and clean-up according to program policy.
- Schedules appointments for clients by telephone or in person per program policy.

2. Overall maintenance of equipment, supplies and immunization clinic compliancy.

Core Competencies: Policy development/program planning skills, communication skills, leadership and systems thinking skills

- Takes inventory of all stored vaccines and immunization supplies monthly.

- Orders and accepts shipments of vaccine and clinic supplies.
- Monitors refrigerator and freezer temperatures daily and maintains records per program policy.
- Serves as primary contact in the event vaccine temperatures go out of range. Responsible for contacting the AIDEP service manager, and implementing the vaccine emergency response plan.

3. Conducts immunization audits on a yearly basis for schools and licensed childcare facilities within the county.

Core Competencies: Analytical/assessment skills, Policy development/program planning skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences skills, leadership and systems thinking skills

- Works with the Infectious Disease Nurse to conduct yearly audits of schools and licensed childcare facilities.
- Schedules appointments with facilities to perform audits.
- Provide audit information to the Iowa Department of Public Health on a yearly basis.
- Informs schools and childcare facilities of those who are need of immunizations to meet requirements.
- Work with school and childcare facility staff and parents/guardians as needed to ensure immunization compliancy is met.
- Maintain knowledge of latest immunization requirements for facilities to meet compliancy.

4. Assist with communicable disease surveillance, investigation and follow up.

Core Competencies: Analytical/assessment skills, Policy development/program planning skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences skills, leadership and systems thinking skills

- Provides information on communicable diseases to clientele.
- Assists with reportable disease follow-up procedures and investigations as needed.
- Assists Disease Prevention Assistant Manager with case management of clients undergoing latent TB treatment.
- Assists the department's disease investigation and surveillance liaison to the local hospital infectious disease control department, regional public health agencies and the Iowa Department of Public Health.
- Assists in the development of policies and procedures for disease prevention and control measures.
- Attend scheduled meetings, trainings and workshops to remain updated on changing communicable disease health issues.
- Assists with the planning and coordinating of appropriate investigation, course of action and epidemiological follow-up of reportable diseases.

5. Provide STI, HIV and viral hepatitis counseling, testing and referral services.

Core Competencies: Analytical/assessment skills, Policy development/program planning skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences skills, leadership and systems thinking skills

- Administers emergency protocol per program policy when appropriate.
- Provides clinic set up, clean up, and maintains supplies and equipment.
- Conducts facilitation of services per program policy.
- Provides follow up for STD/HIV cases and carries out partner notification.
- Provide client centered counseling services for individuals.
- Complete documentation of STD/HIV/viral hepatitis testing and results per program policy. Compile and maintain accurate program records, documentation and historical records.
- Completes proficiency testing requirements and continuing education per program policy.

6. Sustain an effective knowledge of the department's public health preparedness and response plan.

Core Competencies: Analytical/assessment skills, Policy development/program planning skills, communication skills, cultural competency skills, community dimensions of practice skills, public health sciences skills, leadership and systems thinking skills

- Sustain an effective knowledge base of the current health department preparedness and response plan.

- Sustain an effective knowledge base of current local county emergency management, hospital and all other county-wide participating response partners' preparedness plan.
- Participate in exercise simulations to test the department's public health preparedness and response plan and develop an after action report.

Education and Experience Required:

- A degree from an approved school of nursing. Licensure as a registered nurse in the state of Iowa, or possession of a temporary license as issued by the Iowa Board of Nursing.

Public Health Preparedness:

- Knowledge of public health preparedness issues. Knowledge of the Incident Command System and National Incident Management System. Ability to achieve NIMS competency training compliancy. Employee will report to public health for emergency response as requested by the health director.

Training/Continuing Education Requirements:

- As approved by the Health Director, must complete 36 hours of county funded nursing continued education every three (3) years to maintain Iowa Registered Nursing Licensure.
- As approved by the health director, must complete two (2) hours of county funded mandatory child/adult abuse training every three (3) years.
- Successful completion of communicable disease outbreak investigation course.

Licensure Requirements:

- Current Registered Nurse Licensure with the State of Iowa.

Optional Licensure Incentives:

- As approved by the service manager, any approved and applicable licensure or certification listed per Cerro Gordo County Department of Public Health Employee Handbook or Manager's Guide

Physical Requirements:

- This position involves sitting, standing, stooping, kneeling, pushing, shoving, lifting, carrying and moving objects that can weigh up to 70 pounds. This position will alternate between working indoors in a controlled climate and proper lighting, to an outdoor environment with variable climate and lighting. Must be able to exchange and receive information over the telephone. Must be able to interact with all types of individuals, be mentally alert, detail oriented, and with good reasoning skills. Specific vision abilities required include utilizing all types of visual acuity to accurately complete documents and forms necessary for department (close, distance, depth, focus adjustment, peripheral, and color), and excellent manual dexterity for machine usage. 20/40 corrected vision for driving.

Special Requirements:

- Knowledge of professional nursing theory and practice.
- Knowledge of appropriate and safe administration techniques of medications.
- Knowledge of current literature, trends and developments in the field of nursing.
- Knowledge of current vaccine schedules, dosages, effects, side effects and contraindications.
- Knowledge of family and group dynamics.
- Ability to perform basic mathematics (addition, subtraction, division and multiplication).
- Ability to work in collaborative relationships with other professionals to achieve interdisciplinary goals set for the client.
- Ability to obtain automobile insurance if personal vehicle is ever used for county business for which mileage reimbursement would be received. To be reimbursed for mileage, must provide proof of auto insurance in the amounts of 100/300/100.
- Valid Iowa driver's license if driving on county business.

Environmental Adaptability:

- The employee will frequently be exposed to communicable disease, infectious sores, human wastes, and body fluids. The work environment noise level will typically be moderate.
- Position will not cause exposure to high-risk environmental exposure unless there is a public health disaster. Possible risks would include exposure to biological agents, fumes, toxic gases, chemicals, radiological agents, explosions and outdoor weather conditions.

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Persons with disabilities: The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.