

Job Description: REGISTERED NURSE (HEALTH DEPARTMENT)

CLASS NO. 2701

EEOC CATEGORY: Officials and Administrators

PAY GROUP: 26

FLSA: Exempt

SUMMARY OF POSITION

County Health Nurse

Performs professional nursing work, administering immunizations, referring patients to other health care providers, performs child and adult screening tests, and counseling patients on a variety of healthcare topics. This individual also oversees daily functions of the health department including immunizations, and STD testing. Responsible for maintaining contact with schools, local health care providers and hospitals in the county, tracking influenza like cases and Texas Notifiable Conditions within the County. TB surveillance/monitoring within the County. Assists WIC department as Certified Authority. Assists with Public Health Emergency Preparedness Program (PHEP).

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Health Services Director
2. Directs: Non-Supervisory Position
3. Other: Has frequent contact with Texas Department of State Health Services representatives, other health care providers, other health care facilities, patients, County Employees, and the general public.

EXAMPLES OF WORK

Essential Duties*

Admits patients, opens new patient records as required, and collects patient and family history as required;

Performs appropriate child and adult screening tests as required, including administering TB screening for health department clients;

Administers immunizations under Texas Department of State Health Services guidelines;

Collects selected specimens and blood tests from screenings, prepares test samples and specimens for mailing, completes requisitions, obtains informed consent, if applicable, and sends samples to appropriate lab for analysis;

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 8/9/2016

CLASS NO. 2701 (Continued)

Provides information and counsels patients and patients' families on a variety of health-related topics, including family planning, pregnancy, sex education, and sexually-transmitted diseases;

Provides treatment for illnesses and diseases as appropriate;

*WIC, fill in as Certified authority, requirement to become trained as Certified Authority in first 6 months of employment;

Works closely with regional Communicable Disease Program Manager and PHEP coordinator to assure effective coordination of epidemiology activities;

Supports disease reporting and surveillance programs. Integrates disease reporting and surveillance activities with PHEP response plans. Assists with the implementation of disease outbreak investigations, collection and submission of patient and/or environmental samples.;

Will be required to work other normal business hours in order to respond to public health emergencies. May perform a variety of functions during a public health emergency, in accordance with HSR 6/5S All Hazards Emergency Management Plans;

Sets up, maintains, and updates patient files and records in accordance with Texas Department of State Health Services guidelines;

Conducts follow-ups and referrals for clients and families as appropriate;

Researches, analyzes, interprets, and indexes incoming information and statistics;

Prepares quarterly program reports; and other reporting as required;

Develops and implements performance-based objectives in accordance with Texas Department of State Health Services requirements;

Purchases, orders, and maintains inventory of equipment, supplies, medications, etc.;

Maintains refrigerator temperature logs;

Collects fees for immunizations and other services provided;

Reviews and updates pharmacy policies and procedures monthly; and

Updates pharmacy license annually.

Other Important Duties*

May conduct child welfare, early childhood intervention, and CIDC referrals as appropriate;

Opens and reviews mail;

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CLASS NO. 2701 (Continued)

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: professional nursing techniques and procedures; familiarity with diagnosis and treatment of illnesses and communicable diseases; and Texas Department of State Health Services records retention policies.

Skill/Ability to: ability to engage with patients in a non-judgmental and empathetic manner; administer immunizations; demonstrate proficiency in oral communication; understand and follow written and oral instructions; work independently; analyze and interpret medical data; maintain complete accurate records as required; establish and maintain effective working relationships with patients, medical staff, Texas Department of State Health Services representatives, health care providers, other health care facilities, and the general public; and maintain appropriate necessary certifications.

ACCEPTABLE TRAINING AND EXPERIENCE

Bachelor's degree in nursing, plus at least three years of experience as a practicing Registered Nurse (RN);

or graduation from an accredited school of nursing, plus at least three years of experience as a practicing Registered Nurse (RN);

CERTIFICATES AND LICENSES REQUIRED

Licensed by the State Board of Nurse Examiners for Texas as a Registered Nurse.

License will be maintained and kept on record.

Must possess a valid Texas Driver License.