

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PUBLIC HEALTH NURSE I/II/III  
CLASS CODE: I - 2021 II - 2022 III - 2023  
FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: I - NONE II - NONE III - LEAD  
EFFECTIVE DATE: 8/25/2015 (REVISED 3/30/2015 VERSION)  
DEPARTMENT: HEALTH

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## **JOB SUMMARY**

Performs licensed registered nurse work under the general direction of a Bureau Director-Nursing or a Public Health Nurse Coordinator in providing community nursing services at public health clinics, schools, and in private homes according to assigned area of responsibility.

## **CLASS CHARACTERISTICS**

**Public Health Nurse I:** This is the entry or training level for registered nurses in the Health Department.

**Public Health Nurse II:** Incumbents in this classification have experience and/or additional education qualifying them for this working level of the series.

**Public Health Nurse III:** This is the advanced level for registered nurses in the Health Department.

Incumbents in this classification have a thorough knowledge of Health Department nursing functions, are capable of training other registered nurses, and either function as a lead in a designated lead position or are assigned to the School Nursing-Special Education function.

## **ESSENTIAL DUTIES - All Public Health Nurses**

Participates in one or more programs or functions as determined by the division director.

Responds to public health emergencies as required by the department or division administration; carries provided mobile phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

## **ESSENTIAL DUTIES - Public Health Nurse I/II**

### **School Nursing**

Plans, implements, and evaluates the health services program at assigned school(s); monitors well being of students with handicaps, chronic illnesses, severe allergies, or other health problems and helps other students and school personnel become aware of the special needs; manages medication administration in the school setting and makes medication referrals when appropriate.

Reviews immunization records to ensure adequate immunization of students in assigned schools; performs vision screening on students according to state mandate, refers students to eye doctors and follows-up with the family to ensure proper care was received; manages scoliosis screening, referrals, and follow-up; controls the spread of lice by examining students and educating parents.

Teaches classes on health-related topics to students and faculty including the Maturation Program to fifth and/or sixth grade girls; consults with teachers, parents, and students about controlling the spread of communicable diseases; conducts an annual blood borne pathogens in-service meeting for teachers and other school personnel according to OSHA requirements; ensures newly hired faculty receive a TB test.

Provides initial emergency first aid care to students and faculty; provides first-aid training to school employees; and ensures that at least three (3) staff members per school are CPR and first-aid certified.

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Makes appropriate medical and dental referrals for students and family members to state and local agencies; follows up as needed; visits homes of students to discover possible health-related reasons for chronic absences and to provide health and hygiene training as needed.

**Clinic Services**

Participates in various health clinics and fairs covering topics such as sexually transmitted disease, cancer screening, well-child and adult screening, family planning, immunizations, TB, blood pressure or cholesterol screening, and other topics as determined by the division director; provides information to, and counsels with, patients.

Charts progress of clients and coordinates medical contacts as needed; visits homes and other agencies as needed to obtain information, to educate, to counsel, and for case management.

Interviews clients or legal guardians to review medical immunization history and to determine age-appropriate immunizations; administers appropriate vaccines to all ages of patients according to correct route and site and in compliance with Health Department policy and procedure; informs client or guardian of expected immunization side effects and appropriate treatment; makes a record of immunizations given and incidents relating thereto.

Draws blood and determines vaccination needs for immigration; performs pregnancy testing and referrals as needed; performs metabolic screening on infants and informs clients on the benefits of PKU testing; performs venipuncture as needed; counsels clients about risks of, and prevention measures for, high blood pressure; provides emergency resuscitation and treatment to clinic patients as necessary.

**Prenatal and Home Visitation**

Visits clients in their private home to provide education on growth of infant/toddler, nutrition, breast and bottle feeding, and newborn care and development etc.; identifies infants/toddlers who need services; makes referrals and provides case management; makes a record of all home visits, service plans, assessments, and contacts.

Assesses vision, hearing, nutrition, and infant/toddler development progress by observing feeding behavior and other developmental indicators; obtains and evaluates health and nutrition history; conducts reflex assessments; identifies high-risk or developmentally delayed infants/toddlers in order to provide appropriate referrals and early intervention.

Assesses risk factors of families and helps families deal with severe psychological issues by providing professional articles and other applicable materials such as referral information.

Ensures pregnant clients are receiving appropriate prenatal care from an OB-GYN and assesses their nutritional status.

Calls clients monthly to maintain coordination contact; coordinates care activities with other agencies who serve the same population; assists in completing the Medicaid process including referrals and Medicaid case management.

**Epidemiology**

Assists in the investigation of communicable disease outbreaks and in cases of persons with reportable diseases; works with state epidemiologists and laboratory personnel, and others to gather information and

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report communicable diseases and outbreaks to appropriate persons, agencies, and the public according to guidelines.

Educates patients, families, and clinicians of symptoms, treatment, and prophylaxis of reportable diseases; attends regular local and state meetings regarding assignment; prepares and maintains accurate records and statistics regarding County communicable disease cases ensuring confidentiality and security of individual patient records.

Works with state epidemiologists to coordinate local and state communicable disease surveillance efforts; conducts passive surveillance on all reportable communicable diseases, seasonal surveillance on Influenza and West Nile Virus, and active surveillance as necessary.

Maintains working relationships with sentinel sites, school sites, clinic sites and others who participate in surveillance efforts as well as with hospital Infection Control Practitioners, labs, and physicians.

Plans and executes bioterror preparedness exercises for the Health Department and physicians, clinics, hospitals, labs, and other partners; maintains directory of partners and sends necessary notifications to said partners when applicable; tests and maintains notification system.

Coordinates the Department's planning and response efforts for Ebola and similar infectious diseases, including coordinating with local hospitals and related healthcare facilities on their infectious disease control efforts for Ebola and related diseases.

Works closely as a part of the Department's Emergency Response Team in planning, implementing, testing and training for possible public health emergency incidents, particularly related to the Medical Reserve Corp and the Hospital/Healthcare Preparedness programs.

**ESSENTIAL DUTIES - *Public Health Nurse III***

**Clinic (*In addition to Clinic duties described above*)**

Performs lead worker duties in the Tuberculous Program and in the clinic related to travel immunizations; ensures policies, procedures, and guidelines for the Immunization Program and the prevention and control of TB are followed; ensures proper charting.

Monitors all active and latent cases of TB; maintains files and enters information into the County data base and the state Tri-Sano system; trains others to assist with TB investigations.

Provides training to staff to assist with the travel immunization clinic and ensures they have the most current information regarding travel immunizations.

Consults with outside agencies such as the Utah Department of Health, local health departments, laboratories, hospitals and private clinics.

Communicates pertinent information to the Executive Director-Health, the Bureau Director-Nursing, and/or the Public Health Nurse Coordinator.

**School Nursing (*In addition to School Nursing duties described above*)**

Performs lead worker duties such as providing training to new nurses and providing ongoing guidance and evaluation of work performed to ensure standards are met; provides input for performance evaluations.

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Covers the assignments of other school nurses during scheduled leave or other absences and/or coordinates work schedules to ensure schools in assigned district(s) have appropriate coverage.

Communicates with school district personnel to assist in the coordinating and planning of district meetings, health fairs, flu immunization clinics, and other district events.

**School Nursing - Special Education (In addition to School Nursing duties described above)**

Makes daily assessment of assigned students with various disabilities and handicaps evaluating vitals and following up on questions or issues from the previous day; handles emergencies when life or well being is threatened evaluating whether to call 911, administer oxygen, or use other treatment measures.

Writes care plans, obtaining final approval from physicians and parents, so teachers, aides, bus drivers, etc., will know how to care for the student; communicates with parents on an ongoing basis to answer questions and resolve concerns; serves as a member of the special education team collaborating with school personnel regarding safety plans.

Performs medical procedures such as tracheostomy suctioning and emergency tube replacement and G Tube feedings and emergency G Tube placement; administers emergency medications as dictated by the student's care plan including diastate, O2, epipens, insulin, etc.

Trains school personnel such as teachers or aides to administer medications or special feedings according to care plan and evaluates their ability to do so appropriately; ensures proper charting.

**KNOWLEDGE, SKILLS, AND ABILITIES - Public Health Nurse I/II**

**Knowledge of:** psycho-social and current health issues; local medical services available to appropriately assist clients.

**Skill in:** written and verbal communication; emergency, first aid, and CPR procedures including injections and venipuncture; the use of health screening equipment.

**Ability to:** establish rapport and cooperative work relationships with those contacted during the course of work activities; maintain organized and accurate medical records; teach health issues and lead discussions for large and small groups.

**KNOWLEDGE, SKILLS, AND ABILITIES - Public Health Nurse III (In addition to the knowledge, skills, and abilities described above)**

**Thorough Knowledge of:** pediatric chronic diseases; Health Department nursing functions and policies and procedures.

**Skill in:** performing medical procedures such as tracheostomy suctioning and emergency tube replacement, G Tube feedings and emergency G Tube placement.

**Ability to:** effectively train and lead others; evaluate the performance of others.

**PHYSICAL DEMANDS**

**Regularly:** walks, stands, or stoops; sits at a desk or table; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail; communicates via pagers and cellular phone.

**Occasionally:** lifts or otherwise moves objects weighing up to 30 pounds; uses tools or equipment requiring a high degree of dexterity; needs to distinguish between shades of color.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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### **WORKING CONDITIONS**

Work is typically performed in an environmentally controlled setting such as an office, school, or client's home, but may require daily travel from one work site to another. Work requires frequent contact with the public which exposes incumbent to others' illnesses and to possible high-stress or dangerous situations including confrontational, emotionally charged, or uncomfortable circumstances. Work exposes incumbent to contagious or infectious diseases or hazardous chemicals and requires the use of protective devices such as masks, goggles, and gloves.

### **EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS**

Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy. Selected applicants are subject to, and must pass, a full background check.

**Public Health Nurse I:** Associate's degree in nursing from an accredited college or university.

**Public Health Nurse II:** Bachelor's degree in nursing from an accredited college or university or an associate's degree in nursing from an accredited college or university plus two (2) years of work experience as a registered nurse.

**Public Health Nurse III:** Bachelor's degree in nursing from an accredited college or university plus four (4) years of related registered nurse work experience OR an associate's degree in nursing from an accredited college or university plus six (6) years of related registered nurse work experience.

### **LICENSING AND CERTIFICATION**

**Public Health Nurse I/II:** Applicant must possess either a current State of Utah Registered Nurse license, a current State of Utah Temporary Registered Nurse license, or a current out-of-state registered nurse license recognized through interstate compact legislation. Incumbents possessing temporary or out-of-state licensure must obtain a State of Utah Registered Nurse license during the probationary period for new hires or during the trial period for promoted County employees. Incumbents must possess CPR and first aid certifications. Incumbents must successfully complete annual training required to maintain licensure and certifications. Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

**Public Health Nurse III:** Applicant must possess and maintain current State of Utah Registered Nurse licensure, CPR and first aid certifications, and a valid State of Utah driver's license.

### **CAREER LADDER ADVANCEMENT**

For a promotion through career ladder advancement from a lower classification level of the Public Health Nurse series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements and class characteristics of the higher classification level, 3) have written recommendation from the Division Director - Personal and Family Health Services and, 4) receive approval from the Director - Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.