



DEPARTMENT: UCo Health
DIVISION/SECTION: School Based Health Center (SBHC)
POSITION TITLE: Public Health Nurse I, II or III
JOB SERIES: Public Health Nurse **SALARY RANGE:** 24 – 26 DOQ
UNION COVERED: Yes **BOLI EXEMPT:** Yes

GENERAL DESCRIPTION OF POSITION: Work to protect and improve the health of Umatilla County residents and students of the School Based Health Centers through direct primary care services. Conduct health education classes for School Based Health Center host schools. Work as an active team member of the SBHC team and the UCo Health team. Support UCo Health Clinic team on an as needed basis through provision of direct nursing care services, general health education, and referral to services.

SUPERVISORY RELATIONSHIPS: Work under the direct supervision and assignment of the Wellness and School Health Supervisor. Supervision of employees is not a responsibility of this position but may direct and oversee the work of other team members, students and volunteers. All public health nurses are part of the UCo Health team.

PRINCIPLE DUTIES OF POSITION: Primary role will be working with the School Based Health Center clinic team providing primary care services to students. Position will include but not be limited to:

1. Provide direct clinic or lab services to students/clients
 - a. Accurately and completely document all services provided using the clinic’s current Electronic Health Record (EE)
 - b. School Based Health Center
 - i. Perform nursing assessment on students for health concerns using nursing process. (EE)
 - ii. Identify deviate health findings; plan and initiate appropriate nursing interventions. (EE)
 - iii. Initiate student referrals to parents, school personnel, community health resources or other appropriate agencies. (EE)
 - iv. Maintain, evaluate and interpret cumulative health data of each student using appropriate forms. (EE)
 - v. Assist in control of communicable disease by screenings, health education of school personnel, students and parents in preventive or remedial measures. (EE)

- vi. Assess student immunization levels, TB status, and plan for intervention and follow-up. (EE)
 - vii. Provide preventive education to individuals and groups. (EE)
 - viii. Plan, implement, delegate and provide follow-up for various health screenings. (EE)
 - ix. Report allegations of abuse, neglect and related incidents according to state and federal guidelines. (EE)
- c. Immunization
- i. Administration of vaccines. (EE)
 - ii. Education about efficacy and potential side effects. (EE)
 - iii. Provide tracking services for the client and community [schools, physicians]. (EE)
 - iv. Educate client about appropriate scheduling of vaccines. (EE)
 - v. Monitor and record vaccine storage temperatures twice daily. (EE)
 - vi. Complete vaccine inventory and usage counts monthly. (EE)
 - vii. Prepare, reconcile and submit monthly vaccine report to OIP. (EE)
- d. Laboratory Testing
- i. Competency in performing, reading and documenting the following tests: hemoglobin, HcG urine, UA, Chemstrip, CBG, and Strep A. (EE)
 - ii. Provide onsite testing for Sexually Transmitted Diseases for exposed individuals [blood, cervical, vaginal and urethral specimen collection]. (EE)
 - iii. Route specimens to appropriate lab sites. (EE)
 - iv. Provide treatment or referral of positively diagnosed individuals. (EE)
 - v. Perform routine lab maintenance, proficiency testing, quality control and quality assurance activities. (EE)
 - vi. Communicate with Lab Director any problems encountered during routine patient test management, maintenance checks, quality control testing or quality assurance deficiencies. (EE)
2. Health Education
- a. Assist with the development, implementation and evaluation of health education activities. (EE)
 - b. Assist in preparation and distribution of health education materials, including pamphlets, reports, films, exhibits and other audio-visual aids. (EE)
 - c. Provide educational programs and public speaking lectures to school groups on prevention topics and public health issues. (EE)
3. Complete documentation and reports as required by any funding sources (EE)
4. Participate in occasional after hours or weekend public health emergencies, health fairs, community outreach, or clinics. (EE)
5. Backup for staff nurses at all clinic sites, backup for front desk, and weekly cleaning of labs and exam rooms, as necessary. (EE)
6. Assist with orientation of new staff. (EE)
7. Establish and maintain positive, professional and respectful working relationships with supervisors, county staff, and customers/clients. (EE)
8. Abide by all HIPPA laws and maintain confidentiality of clients and services provided at SBHC and UCo Health sites. (EE)
9. Travel to other public health sites as required. (EE)
10. Other duties as necessary and assigned. (EE)

PROFESSIONAL RELATIONSHIPS:

Establish and maintain collaborative and effective working relationships with SBHC Team, UCo Health staff members, other County employees, school staff, representatives of other agencies and organizations, and members of the community. (EE)

PROFFESIONAL DEVELOPMENT:

Attend educations and training modules that encourage professional development and enhance continual learning; assist in training and mentoring of co-workers; and maintain regular and consistent attendance. (EE)

ACCREDITATION DUTIES OF POSITION

- Actively participate as an accreditation team member. (EE)
- Maintain a basic knowledge of Quality Improvement based on the Plan-Do-Check-Act (PDCA) model. (EE)
- Actively serve on Quality Improvement teams and/or identify processes for improvement, as assigned. (EE)

REQUIREMENTS FOR POSITION:

PHN I: Graduation with an ADN from accredited school of professional nursing.

PHN II: Graduation with a BSN from an accredited school of professional nursing, or ADN and four (4) years nursing experience or combination of education and experience.

PHN III: Graduation with a BSN from an accredited school of professional nursing and four (4) years of public health experience or combination of education and experience, or BSN with Master’s Degree in a related field; or ADN and eight years (8) years public health experience or combination of education and experience.

PHN IV: Graduation with a BSN from an accredited school of professional nursing and four (6) years of public health experience or combination of education and experience, or BSN with Master’s Degree and 2 years of experience in a related field, or ADN and fifteen (15) years public health experience or combination of education and experience.

Hold a current Oregon Registered Nurse license; valid Oregon driver’s license with a satisfactory driving record. Bilingual (Spanish) desired. Ability to work with minimal supervision, ability to work with clients of varying ages, gender, race, ethnicity, religious and social backgrounds. Experience working with children and youth preferred.

Signature

Date