

## **Scope of Service for BSN Public Health Nurse**

### **Overview:**

The Tri-town Health Department is seeking a qualified Nurse that will assist the district with a variety of local public health nursing skill deliverables. This position may be an agency that meets the requirements or an individual. Salary and/or rates are negotiable based upon experience.

### **Supervision:**

Works under the policy direction of the Tri-Town Health Department Executive Director and in accordance with applicable provisions of: Federal Laws, Massachusetts General Laws; regulations (CMRs) and town by-laws, rules and regulations.

### **Job Environment:**

Some work is performed under typical office conditions; regular exposure to outdoor weather conditions when conducting field work; involves potential exposure to communicable diseases.

Makes frequent as needed contacts with, town officials, state agencies, other departments.

Has access to all MAVEN related confidentiality information.

**Scope of Service/Essential Functions:** The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Under the general direction of the Executive Director of Public Health the Public Health Nurse performs a variety of professional nursing, social support, and health education functions and duties.
2. Conducts communicable disease investigation, surveillance, and case management. Investigates outbreaks and conducts epidemiological surveys of all cases of diseases dangerous to the public health. These efforts are undertaken in concert with the Massachusetts Department of Public Health (MDPH) using the Massachusetts Virtual Epidemiologic Network (MAVEN), and may occur on a 24/7 basis in emergency circumstances. These efforts involve the maintenance and revision of electronic records in MAVEN for communicable disease investigation, surveillance, and case management.
3. Communicates with nursing homes, schools, daycare facilities, hospitals, and other organizations on disease control and prevention as needed.

4. Receives and records reports of pulmonary and extra pulmonary tuberculosis. Investigates reported cases. Identifies contacts of infected persons and reports these to the Department of Public Health. Assumes responsibility for the medical case management of tuberculosis and the uninterrupted treatment of patients. Manages all cases of tuberculosis; provides daily Directly Observed Therapy (DOT) for all multi-drug resistant cases. Acquires sputum specimens and submits to lab for testing. Proceeds with compulsory hospitalization as necessary.
5. The Public Health Nurse plans, organizes, and conducts influenza vaccination clinics, as well as pop-up clinics in response to disease outbreaks. During these activities, the Public Health Nurse manages and organizes a staff of volunteer nurses and other staff. He/she manages vaccine administration through the MDPH MIIS system. Create and compile necessary reports from various training programs.
6. Shall be able to operate a personal computer and a variety of office equipment.
7. Shall maintain the confidentiality of information.

### **Physical Requirements:**

Minimal physical effort required performing functions under typical office conditions; moderate physical effort required when performing occasional fieldwork. Position requires the ability to operate a keyboard. Occasionally required to bend, reach, and climb.

Regular exposure to outdoor weather conditions when conducting field work; work may involve potential exposure to communicable diseases and other physical hazards associated with unsanitary conditions; work may require evening and/or off hours.

Work requires walking and standing on a frequent basis. Ability to drive.

Operate a personal automobile for work transportation; office equipment such as computers, copier, and keyboards.

### **Recommended Minimum Qualifications:**

#### **Education and Experience**

The duties of the Public Health Nurse require nursing and public health competencies. A Bachelor's degree in Nursing is desired, but not required.\

Bachelor's degree in nursing; five years of nursing experience with at least two years of experience in community health; or any equivalent combination of education and experience.

The position of Public Health Nurse requires active and valid Massachusetts licensure as a Registered Nurse.

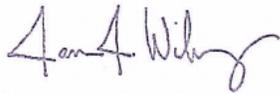
Knowledge of communicable diseases/infection control, vaccine and immunization procedures and laws, state regulations and codes, and public health principles. Working knowledge of drug and immunization interactions and adverse side effects. Knowledge of human services and familiarity with community facilities, and resources for providing local services.

Strong communication skills: ability to manage multiple project assignments under time constraints; ability to interact effectively with department managers, state officials and citizen boards and committees.

Ability to communicate effectively, both orally and in writing.

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Approved:

A handwritten signature in blue ink that reads "James J. Wilusz". The signature is written in a cursive style with a large initial "J" and "W".

James J. Wilusz, Executive Director

March 11, 2020  
Date