

Emmet County Public Health Policy & Procedures – Community Services

Subject: **Staff Nurse** Date: **11/17/1997**
Job Description & Responsibilities

Section: **Organization** Reviewed/Revised: **8/23/2006,**
5/1/2007, 5/19/2021

Approved by:

PURPOSE: To provide guidance to the Staff nurse to meet expectations of the job.

POLICY/PROCEDURE:

I. Qualifications for Public Health Nurses and Nurses

1. Applicants must be a Registered Nurse licensed in Iowa to practice Nursing.
2. Applicants must have professional and personal characteristics indicative of ability to work effectively with people, adapt -ability to change, self-direction and discriminatory judgment.
3. Applicants will be hired by the Board of Health

II. Requirements for Public Health Nurses

1. Must have car. Car must be insured for liability and show proof of insurance.
2. Current Iowa Licensure as a nurse.
3. Must be in good physical and emotional health to be determined by a pre-employment physical examination and every three years thereafter.
4. Nurses are encouraged to belong to at least one professional nursing organization and to Iowa Public Health Association.
5. Nurses are expected to keep well informed through the use of current textbooks and journals and available continuing education.
6. Maintain a valid Iowa driver's license.

III. Special Skills & Abilities

1. Good communication skills and ability to work with people of all educational and socio-economic backgrounds.
2. Ability to establish a good working relationship with other professional such as physicians, therapists, social workers.

IV. Special Considerations

1. There may be potential occupational exposure to Hepatitis B, Human Immunodeficiency Virus, (HIV) and other infectious diseases.

V. Physical Demands

1. Regularly walk, stand, or stoop; frequently lift, carry, push, pull, or otherwise move objects weighting up to 50 pounds; Use tools or equipment requiring a high degree of dexterity; regularly drive a motor vehicle; and work for sustained periods of time maintaining concentrated attention to detail. Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

VI. Non Exclusivity:

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

VII. Job Responsibilities:

- 1) In the absence of the Nurse Administrator, the Staff Nurse will assume those responsibilities, as necessary for the day to day function of the nursing agency, conferring with the Board of Health as needed.
- 2) Attend nursing staff meetings.
- 3) Attend office staff meetings.
- 4) Consults with Nurse Administrator regarding caseload and work assignments.
- 5) Provide direct patient care in patient's home. Develop client/ family health goals. Utilize physician direction when needed. Coordinate with other therapies as appropriate.
- 6) A staff nurse will be assigned to direct and supervise the HCA program to include: assignments, instructions, supervisions, and annual evaluations. Also, to conduct program quality assurance assessments and client satisfaction surveys.
- 7) Participate in immunization clinics on a regular basis. Includes: planning and maintaining vaccine supplies.
- 8) Make post-partum and newborn visits to all mothers as assigned.
- 9) Participate in community education activities as assigned.
- 10) Participates in prevention, control, and investigation of Communicable disease.

- 11) Participate in screening of children as assigned.
- 12) Serve on committees as appointed.
- 13) Participate in time-cost study by recording time and services provided. Provide clerical staff with appropriate statistical data.
- 14) Consult with Nurse Administrator for attendance at In-service and Continuing Education workshops, to maintain competent level of nursing skills.
- 15) Attend meetings in and out of the county, as necessary and appropriate.
- 16) Participate in chart audits as assigned.
- 17) Meet with Board of Health as assigned or in the absence of the Nurse Administrator.
- 18) Maintain knowledge of resources to assist Clients/ families with their health needs and how to access these resources including assessing state and Federal assistance programs.
- 19) Organizes and initiates other assigned agency programs i.e.:
Lead, BP screenings, consulting/ assisting with school nursing needs, consulting with other community entities.

Acknowledgement of Review and Approval

The job description has been discussed and reviewed by me. I understand that the job description will be reviewed at the time of each evaluation.

Employee's Signature _____ Date _____

Administrator's Signature _____ Date _____