



# Public Health Nurse III

## Job Description

Department: Health  
Position: Career Service  
Grade: 726  
Supervisory: No  
Reports to: Varies by assignment

### Summary

Under the direction of the assigned supervisor, performs licensed registered nurse work at Utah County Health Department (UCHD) in one of the following areas: epidemiology, public health clinics, public schools, and/or in private homes according to assigned area of responsibility. Utilizes a thorough knowledge of Health Department nursing functions and may function in a designated lead position.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Participate in one or more programs or functions as determined by the Division Director.
2. Respond to public health emergencies as required by the Department or Division Administration; carry mobile phone or other emergency communication devices during work hours and at other times when working and unavailable in person.
3. During times of emergency or pandemic, job duties may be modified as needed, and may be significantly different from primary duties.

May be assigned to work in one of the following functional areas:

#### School Nursing

1. Plan, implement, and evaluate the health services program at assigned school(s).
2. Monitor well-being of students with disabilities, chronic illnesses, severe allergies, or other health problems and help other students and school personnel to be aware of the special needs when necessary.
3. Manage medication administration in the school setting, delegate medication administration when appropriate, provide medication education, and follow-up, as needed.
4. Develop a health care plan for students with health concerns; monitor and document student progress.
5. Review immunization records to ensure compliance with state law as well as to assist with outbreaks of vaccine-preventable diseases.
6. Screen students for vision problems; document appropriately; make referrals as needed, and follow-up.

For Office Use Only

Job Code: 2023  
Job Title: Public Health Nurse III  
FLSA: Exempt  
Effective Date: 8/4/2022  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

7. Oversee other required screenings, make referrals, and follow-up.
8. Control the spread of lice by examining students and educating parents, as needed.
9. Work with children who have special medical needs within assigned school(s); administer g-tube feedings, catheterization, and related procedures as needed.
10. Teach and manage classes on health-related topics to students, parents, and faculty, such as:
  - a. Maturation
  - b. Communicable disease prevention
  - c. Blood-borne pathogens
  - d. Cardiopulmonary resuscitation (CPR) and first aid
  - e. Personal hygiene
11. Manage first aid and emergencies as needed; ensure that at least three (3) staff members per school are CPR and first aid certified.
12. Make appropriate medical, mental health, and dental referrals for students and family members; follow up as needed.
13. Visit homes of students to identify possible health-related reasons for chronic absences; provide education and referrals, as needed.
14. Perform lead worker duties such as mentoring new nurses and providing ongoing guidance and training to ensure standards are met; provide input for performance evaluations.
15. Coordinate work schedules to ensure schools in assigned school district(s) have appropriate nursing coverage; cover assignments of other school nurses during scheduled leave or other absences, as needed.
16. Assist with the coordinating and planning of district meetings, health fairs, immunization clinics, and other district events; communicate with school district personnel, as needed.

#### **School Nursing - Special Education**

1. Perform regular assessments of assigned students with various disabilities; evaluate vital signs when appropriate and follow up, as needed.
2. Respond to emergencies when life or wellbeing is threatened; determine when to call emergency services and document appropriately.
3. Create student care plans, obtaining final approval from physicians and parents; train teachers, aides, bus drivers, and others on how to care for the student in the absence of the school nurse.
4. Communicate professionally with parents on an ongoing basis about the care of their child and ensure they are aware of any changes or concerns.
5. Serve as a member of the special education team; collaborate with school personnel regarding safety plans.
6. Perform nursing procedures in consultation with the parents and student's physician when appropriate, including but not limited to tracheostomy suctioning, emergency tube replacement, G Tube feedings, and emergency G Tube replacement; administer emergency medications as directed by the student's care plan and physician orders.
7. Train approved school personnel to administer medications or special feedings according to care plan; evaluate their ability to do so appropriately; ensure proper and timely documentation.

#### For Office Use Only

Job Code: 2023

Job Title: Public Health Nurse III

FLSA: Exempt

Effective Date: 8/4/2022

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

### **Clinic Services**

1. Participate in various health clinics, including off-site clinics and health fairs; provide information on topics including, but not limited to:
  - a. Sexually transmitted infections
  - b. Cancer screening
  - c. Well-child and adult health screening
  - d. Immigration physicals
  - e. Family planning
  - f. Immunizations
  - g. Communicable diseases
2. Perform health screenings, including physical exams, women's cancer screenings, vision screenings, blood pressure checks, capillary and venous blood draws, etc., as determined by the Medical and Division Directors; provide education and referrals, as needed.
3. Document progress of clients and coordinate medical referrals as needed;
4. Visit community agencies to obtain information and provide education.
5. Case manage specific clients.
6. Interview clients or legal guardians to review medical history and to determine age-appropriate immunizations; administer appropriate vaccines to patients of all ages according to current guidelines and in compliance with UCHD policy; inform client or guardian of expected immunization side effects and appropriate treatment; document administered immunizations appropriately.
7. Assess clients for needed lab tests, screenings, and immunizations.
8. Perform pregnancy testing and referrals as needed.
9. Perform metabolic screening on infants and inform clients about the benefits of metabolic screening, as needed.
10. Perform venipuncture as needed.
11. Counsel clients about preventable medical conditions, such as high blood pressure, obesity, and heart disease.
12. Provide emergency resuscitation and/or first aid treatment to clinic patients as necessary.
13. May perform lead worker duties in the Tuberculous (TB) Program and in the clinics related to physical exams, women's health, reproductive health, sexually transmitted infections, immunizations, etc., as follows:
  - a. Ensure current policies, procedures, and guidelines are followed; ensure proper documentation.
  - b. Monitor active and latent cases of TB; maintain files and enter information into the County database and the state system; train others to assist with TB investigations.
  - c. Provide training to staff to assist with all immunizations.
  - d. Consult with outside agencies as needed, such as the Utah Department of Health and Human Services, local health departments, laboratories, hospitals, and private clinics.
  - e. Communicate pertinent information to the appropriate supervisors and Medical Director.

#### For Office Use Only

Job Code: 2023

Job Title: Public Health Nurse III

FLSA: Exempt

Effective Date: 8/4/2022

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

### **Maternal/Child and Home Visitation**

1. Visit clients in their private homes to provide assessment and education about prenatal health, growth and development of children from birth through preschool ages, nutrition, breast and bottle feeding, newborn care, and related issues.
2. Identify parents and children who need services; make referrals and provide case management for mothers, children, and families; document home visits, service plans, assessments, and visits appropriately.
3. Assess vision, hearing, nutrition, and infant/toddler growth and development progress; conduct reflex assessments; observe feeding behavior and other bonding and developmental indicators, as needed.
4. Obtain and evaluate health and nutrition history; identify high-risk or developmentally delayed infants/toddlers in order to provide appropriate referrals and early intervention.
5. Assess risk factors of families and make referrals for severe psychological issues; provide follow-up visits, as needed.
6. Ensure pregnant clients are receiving appropriate prenatal care from a medical provider; assess nutritional status, as needed.
7. Maintain regular contact with clients; coordinate care activities with other agencies serving the same clients.
8. Assist with completing the Medicaid enrollment process including referrals and Medicaid case management.
9. Screen mothers after delivery for post-partum depression; make referrals, as appropriate.

### **Epidemiology**

1. Assist with the investigation of communicable disease outbreaks and cases of persons with reportable diseases; work with the Utah Department of Health (UDOH) epidemiologists, laboratory personnel, and others to gather information and report and investigate communicable diseases and outbreaks to appropriate persons, agencies, and the public according to guidelines.
2. Educate patients, families, and clinicians of symptoms, treatment, and prophylaxis of communicable diseases; attend regular local and state meetings as appropriate.
3. Prepare and maintain accurate records and statistics regarding County communicable disease cases, ensuring confidentiality and security of individual patient records.
4. Work with UDOH epidemiologists to coordinate local and state communicable disease surveillance efforts; conduct passive surveillance on all reportable communicable diseases, seasonal surveillance on Influenza and West Nile Virus, and active surveillance as necessary.
5. Maintain 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.
6. Assist with planning and execution of emergency preparedness exercises for UCHD and healthcare providers, clinics, hospitals, labs, and other partners; maintain directory of partners and send necessary notifications to said partners when applicable; test and maintain physician and clinical notification system.

#### For Office Use Only

Job Code: 2023

Job Title: Public Health Nurse III

FLSA: Exempt

Effective Date: 8/4/2022

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

7. Assist with the coordination of the Department's planning and response efforts for infectious diseases, including coordinating with local hospitals and related healthcare facilities on their infectious disease control efforts for communicable diseases.
8. Work closely as a part of the Department's Emergency Response Team in planning, implementing, testing, and training for possible public health emergencies.

### **Knowledge, Skills, and Abilities**

- Current knowledge of psychosocial, physical, and community health issues
- Knowledge of appropriate handling of protected health information (PHI)
- Knowledge of supervisory techniques
- Knowledge of local medical and behavioral services available to appropriately assist clients
- Knowledge of immunization protocols and practices
- Knowledge of common chronic diseases
- Knowledge of UCHD nursing roles, functions, and policies and procedures
- Skilled in written and verbal communication
- Skilled in emergency and first aid response
- Skilled in performing injections and venipuncture
- Skilled in the use of health screening equipment
- Ability to establish rapport and maintain cooperative working relationships
- Ability to maintain organized and accurate medical records, both on paper and electronically
- Ability to teach health issues and lead discussions for large and small groups
- Ability to effectively train and lead others
- Ability to assess performance and contributed to performance appraisals, as requested

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but may serve as a lead to some and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job typically operates 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 location. Clinics may be offered outdoors in inclement weather such as drive-thru immunization clinics or testing sites. This position 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. Incumbent may be exposed to contagious or infectious diseases or hazardous chemicals and work often requires the use of personal protective equipment (PPE) such as gowns, masks, eye shields, and gloves. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopier, shredder, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **For Office Use Only**

Job Code: 2023

Job Title: Public Health Nurse III

FLSA: Exempt

Effective Date: 8/4/2022

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file and lift office supplies weighing up to thirty (30) pounds. The employee regularly drives a motor vehicle.

### **Position Type/ Expected Hours of Work.**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Bachelor's degree in Nursing from an accredited college or university.
  2. Four (4) years of work experience as a registered nurse.
- OR
1. Associate degree in Nursing from an accredited college or university.
  2. Six (6) years of work experience as a registered nurse.

### **Preferred Education and Experience**

1. Preference may be given to candidates who are bilingual in Spanish.

### **Additional Eligibility Qualifications**

1. 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.
2. Incumbents must possess Basic Life Support (BLS) CPR and first aid certifications.
3. Incumbents must successfully complete annual training required to maintain licensure and certifications.

### **For Office Use Only**

Job Code: 2023

Job Title: Public Health Nurse III

FLSA: Exempt

Effective Date: 8/4/2022

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

4. Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.
6. Selected applicants shall follow UCHD immunization and TB policy for healthcare workers.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Job Code: 2023  
Job Title: Public Health Nurse III  
FLSA: Exempt  
Effective Date: 8/4/2022  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor