

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Registered Nurse (Primary Immunizations/Float)**

**POSITION  
NUMBER:**

**HA1036, HA1200**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Under general supervision, this position primarily provides health care services in the area of Immunizations. This position also provides assistance with services related to Infectious Diseases, Tuberculosis, Sexually Transmitted Infections, Family Planning, and Public Health Emergencies. Recommends and provides vaccines in accordance with guidance from Centers for Disease Control and Prevention (CDC) and instructs patients on preventive health care. Performs other duties as required. This position is supervised by a Health Services Team Leader.

**WORK PERFORMED**

- 40% Direct Patient Care.** Interviews patients in order to record their health history. Administers medication, immunizations and other treatments according to prescription, protocol, or direction. Performs limited evaluations of patient's health status based on standing orders. May perform limited, routine lab duties, obtain specimens, and complete lab forms as indicated. Assists with providing other remedial actions designed to ensure the health of patients and safety of the community as related to infectious disease issues. Communicates with patients, pharmacies, and other health care providers.
- 20% Documentation/Certifications.** Maintains appropriate and complete medical records. Completes the required documentation for reimbursement and program accountability. Assists in keeping data and statistics in accordance with grant and governmental regulations. Completes ongoing continuing education activities regarding Immunizations, Infectious Disease, Tuberculosis, Sexually Transmitted Infections, Family Planning and other pertinent topics. Obtains/Maintains laboratory proficiency by completing quarterly testing if performing moderate or high complexity testing. Obtains/Maintains HIV counselor certifications if performing HIV testing and counseling services.
- 15% Triage.** Triage phone calls and walk-in patients for proper service and care.
- 10% Case Management.** Assists patients by providing information and direction relative to treatment procedures or health conditions as instructed by providers and applicable guidelines. Performs disease control activities including investigations, contact tracing, testing, referrals, and individual, provider, and community education.
- 10% Emergency Preparedness.** Works with the Community Health Outreach and Planning programs to address epidemiological capabilities and the capacity to institute active surveillance of agents, injuries, or disease. May require response during non-business hours via phone notification. Participates in an on-call 24/7 rotation with other Clinical Services nurses.

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**5% Departmental Support.** Follows Shawnee County Rules and Regulations and Department policy. Stocks, orders and rotates supplies as needed. Individual may drive to various County and satellite locations within Shawnee County.

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Primary health care theory and practices.
- Human physical and psychosocial needs.

**Ability to:**

- Apply primary health care techniques to specific patient situations.
- Work as a team member in providing health care services.
- Work independently in adverse situations.
- Prepare and maintain records, charts and reports.
- Follow detailed written and oral directions.
- Communicate effectively, both orally and in writing, using the English language.

**PHYSICAL REQUIREMENTS**

**N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)**

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-30 lbs.	X				Around Moving Machinery	X			
<b>ARMS</b>					Carrying			X		Driving Automotive Equipment	X			
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-30 lbs.	X				Twisting	X				Cramped Body Position	X			
Pushing/Pulling			X		Squatting			X		Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)	X			
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces	X			
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting			X		Work Below Ground	X			
Color Vision	X				Carrying			X		Irregular Surfaces			X	
<b>VOICE</b>					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
<b>EARS</b>					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting-30 lbs.	X					X			

**EQUIPMENT USED**

- |                        |                        |                               |
|------------------------|------------------------|-------------------------------|
| Personal Computer      | Office Furniture       | Blood Pressure Cuff           |
| Printer/Copier/Scanner | Misc. Office Equipment | Personal Protective Equipment |
| Fax Machine            | Stethoscope            | Misc. Medical Equipment       |
| Telephone              | Thermometer            |                               |
| Cell Phone             | Syringes/Needles       |                               |

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**MINIMUM QUALIFICATIONS**

- High School Diploma or GED Certificate
- License to practice as a Registered Nurse in the State of Kansas.
- CPR Certification.
- Valid Driver's License and able to operate County-owned vehicle (HR-2013-2).
  - HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**PREFERRED QUALIFICATIONS**

- Bachelor of Science in Nursing.
- Previous Public Health experience.

**SPECIAL REQUIREMENTS**

- Required to pass a pre-employment physical and drug screen.
- Required to lift up to thirty (30) pounds.
- If CPR Certification has lapsed, will be required to renew their Certification within 120 days of employment.
- Required to complete National Incident Management System (NIMS) 700 and Incident Command System (ICS) 100 within six (6) months of employment.
- Required to provide surveillance, care and support to persons in the County in an emergency during business and non-business hours.
- Required to drive to various County locations during an emergency.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

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I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 05/05  
Revision History: 10/23