

SHAWNEE COUNTY, KANSAS
Position Description
Registered Nurse (Infectious Disease/Float)

**POSITION
NUMBER:**

HA1042, HA1059

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position provides health care services in the areas of Infectious Disease, Tuberculosis, Sexually Transmitted Infections, Family Planning, and Public Health Emergencies. Areas of focus include, but are not limited to: disease control activities including case investigations, contact tracing, tuberculosis case management, testing and treatment for sexually transmitted infections and individual, provider, and community education. Recommends treatment programs and instructs patients, providers, and other interested parties on preventive health care. Performs other duties as required. This position is supervised by a Health Services Team Leader.

WORK PERFORMED

- 25% Case Management.** Assists patients by providing information and direction relative to treatment procedures or health conditions as instructed by providers and applicable guidelines. Assists with coordination of care between various entities. Performs disease control activities including investigations, contact tracing, testing, referrals, and individual, provider, and community education.
- 25% Patient Care.** Interviews patients in order to obtain and record their health history. Performs limited evaluations of patient's health status based on standing orders. Performs routine lab duties. Provides patient education on health conditions, labs, imaging, treatments, and follow-up care. Maintains appropriate and complete medical records.
- 15% Medications/Treatments.** Provides medication and other treatments according to prescription, protocol or direction and assists with providing other remedial actions designed to ensure the health of patients and safety of community. Communicates with pharmacies, public health entities, and other health care providers regarding patient treatments. Provides assistance with medication inventory management.
- 10% Trainings/Certifications.** Completes ongoing continuing education activities regarding Infectious Disease, Tuberculosis, Sexually Transmitted Infections, and other pertinent topics. Maintains laboratory proficiency by completing quarterly testing. Maintains HIV counselor certifications.
- 10% Triage.** Triage phone calls and walk-in patients for proper service and care.
- 5% Reporting.** Completes required documentation for reimbursement and program accountability. Assists in keeping data and statistics in accordance with grant and governmental regulations.
- 5% Emergency Preparedness.** Works with the Community Health Outreach and Planning program to address epidemiological capabilities and the capacity to institute active surveillance of agents, injuries or disease. May require response during non-business hours

**Shawnee County Position Description
RN (Infectious Disease/Float) (HA1042, HA1059)**

via phone notification. Participates in an on-call 24/7 rotation with other Clinical Services nurses.

5% Departmental Support. Follows County Rules and Regulations and Agency 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
HANDS					BODY/TRUNK					OTHER				
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			
ARMS					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				LEGS/FEET					Electrical Hazards	X			
EYES					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	
VOICE					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
EARS					Turning			X		Exposure to Marked Changes in				
Hearing			X		Lifting-30 lbs.	X				Temperature and Humidity	X			

EQUIPMENT USED

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

**Shawnee County Position Description
RN (Infectious Disease/Float) (HA1042, HA1059)**

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 background check, 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 locations in Shawnee County.

**Shawnee County Position Description
RN (Infectious Disease/Float) (HA1042, HA1059)**

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.

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: 02/24