

Job Description: Public Health Nurse

1. Investigate the occurrence of cases, suspected cases or carriers of approximately 80 reportable diseases using principles of epidemiology. Verify the existence of the disease, ascertaining the source of the disease-causing agent. Identify unreported cases through case finding, locating contacts of the cases, identifying those at risk of disease, determining necessary control measures and informing the public if necessary. Implement enforcement of State Isolation and Quarantine Regulations 105CMR 300.
2. Participate in surveillance. Maintain permanent public health records and statistics for the City monitoring mortality and morbidity. Use of MAVEN Communicable disease reporting tracking system.
3. Administer a vaccine distribution program for the City. Maintain a vaccine depot. Order and pick up vaccines and supplies from the Regional Health Office. Distribute vaccines and supplies to health care providers. Maintain vaccine inventory and record daily refrigerator temperatures.
4. Plan, implement and evaluate immunization clinics for the general public. Organize and supervise other nurses and volunteers from the community. Obtain and utilize standing orders from Board of Health physician. Formulate emergency plan in case of adverse reactions. Immunize individuals by appointment.
5. Provide case management for tuberculosis patients and their contacts, including home visits for assessment and follow-up, as needed. Administer mantoux tests to individuals. Collaborate with State TB officials to control spread of TB.
6. Weekly wellness and blood-pressure clinics for select populations and locations.
7. Provide health-screening programs based on community need. Counsel residents on a wide variety of health issues via telephone and private appointment. Maintain a network of community referral sources. Refer people to appropriate agencies or services.
8. Provide health teaching to individuals and families and health education to the public, using social marketing techniques, on a wide variety of health issues, by developing and distributing written material, working with the media and participating in health fairs.
9. Reach out to at-risk populations, utilizing strategies, which make health services more accessible to the public. Establish and/or join coalitions as a method of addressing selected public health problems.

10. Provide consultation to community health care providers with regard to developing policies and procedures, quality assurance, staff development, utilizing appropriate community resources and problem solving.
11. Participate in community health assessment process and participate in community health policy development and review. Participate in collaborative efforts to improve the health of the City.
12. Mentor community health nursing students, in collaboration with local colleges. Attend educational conferences and workshops, earning at least 15 contact hours of approved continuing education units per year. Participate in professional development activities, including membership in regional Public Health Nurse Network and development of statewide association of public health nurses in order to determine best practices.
13. Make public presentations before the Board of Health, professional organizations, or groups to provide information on Departmental programs and goals.
14. Participate in Emergency Preparedness and BT related activities in an effort to stay informed and current with statewide planning as well as is prepared to assist in the coordination of emergency response in the community. Assist in MRC recruitment and training. (NERV)