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| Job Record No. | 511654 |
| Job Title | PHN III-Communicable Disease |
| Department | Clinic-Health Department |
| Salary Grade | 73 |
| FLSA | Non-Exempt |
| Date | |

**PUBLIC HEALTH NURSE III – COMMUNICABLE DISEASE
CLINIC
HEALTH DEPARTMENT**

General Statement of Duties:

This is an advanced level professional nursing position that involves communicable disease prevention, surveillance, and control activities in both a community and clinical setting. This position also provides clinical and educational public health nursing services in the Clinic setting.

This position functions in the capacity of Communicable Disease Nurse for the agency and performs investigation, prevention, control, and reporting of diseases to the state. Acts as a consultant or resource person for other nurses, physicians, and community partners regarding communicable diseases and disease surveillance. Have knowledge of communicable diseases, control measures and follow-up needed. Also, having knowledge of resources and contacts both at the state and local level. The Communicable Disease Nurse functions as a member of the Clinic team and when not involved with communicable disease duties, serves as back-up for clinical public health nursing services in Clinic.

“Public Health is a first responder agency for natural disasters (e.g. hurricanes, tornadoes, floods, winter storms), naturally occurring infectious disease outbreaks (e.g. influenza, SARS), technological hazards (hazardous materials releases, critical infrastructure disruptions), and terrorist incidents. This position, like all other positions within the Department may be required to participate in any emergency response activities as deemed necessary by the Health Director or his/her designee. Availability during emergencies and exercises is required.” Appropriate ICS courses will be completed as assigned.

Examples of Duties Performed:

Communicable Disease and TB Nurse: Conduct epidemiological investigations, document and keep records on reportable diseases per the NC Communicable Disease laws. Submit reports to NC State Communicable Disease Branch via NCEDSS (North Carolina Electronic Disease Surveillance System). Case manages hepatitis carriers and newborns. Collaborate with Animal Control regarding rabies investigations. Case manages children with elevated lead levels. Case manage clients with Active Tuberculosis Disease and those with Latent Tuberculosis Infection, and administer appropriate medications as provided by CCHD policy and procedures, and the NC TB Manual under the direction of the medical director, health director, and supervisor. Conduct contact investigations for communicable

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diseases, and provide appropriate testing, treatment and referrals. Serve as a resource person for other staff, physicians, community providers, local jail nursing staff, hospital infection control nurses, etc and work collaboratively with these entities to manage, control and prevent the spread of communicable diseases. Participate as a member of the Epi-Team. Assist in the clinic when needed and other duties as assigned.

Recruitment Standards:

Registered Nurse with strong working knowledge of Epidemiology principles and practice to include investigation and evaluation of case and contacts, identification of source of exposure, medical evaluation and management of actual and potentially exposed individuals, control measures, and population management concerning communicable disease. Excellent verbal and written communication skills. Requires knowledge of NC communicable disease laws; the community and resources available; ability to remain calm in very difficult situations; compassionate care and understanding of person issues. Also needs to be very discreet in dealing with sensitive matters.

Ability to train and educate other health care workers and other community members in regards to disease surveillance, and other aspects related to reportable communicable diseases.

Good working knowledge and skills with computers including use and application of Microsoft Word, PowerPoint, Excel, Internet Explorer and Outlook Express.

MINIMUM EDUCATION AND EXPERIENCE:

Graduation from a state accredited school of professional nursing, with a Bachelor of Science degree in Nursing preferred, which includes a public health nursing rotation and one year of experience in public health nursing or a Diploma or Associate Degree in nursing with two years of public health nursing and completion of state-sponsored training “Principles and Practice of Public Health Nursing” course. Currently registered in North Carolina as a Registered Nurse. A current North Carolina Drivers License is required.

CERTIFICATION OF ACCURACY AND COMPLETENESS

SUPERVISOR'S CERTIFICATION:

I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified its accuracy and completeness with the employee.

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| Print Name | Signature | Title | Date |
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EMPLOYEE'S CERTIFICATION:

I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

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| Print Name | Signature | Title | Date |
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DIRECTOR'S CERTIFICATION:

I certify that this is an authorized, official position description of the subject position.

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| Print Name | Signature | Title | Date |
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