

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PUBLIC HEALTH LICENSED PRACTICAL NURSE **GRADE:** 08

TITLE ABBREVIATION: PUBLIC HEALTH LPN **TITLE NO.:** 565500

JURIS.CL: NC **SALARY CODE:** 01 **EEO CODE:** TE **FLSA CODE:** NE

DEPARTMENT: HEALTH

SUPERVISOR'S TITLE: SUPERVISING PUBLIC HEALTH NURSE

DISTINGUISHING FEATURES OF THE CLASS: This work involves the performance of tasks and responsibilities within the framework of case finding and investigation, public health teaching, health counseling, and the care of patients in the clinical setting of the Orange County Department of Health. Work is performed under the supervision of a registered professional nurse (RPN), a public health nurse (PHN), supervising public health nurse (SPHN), or a physician. Does related work as required.

TYPICAL WORK ACTIVITIES:

Participates in the planning, implementation, and evaluation of nursing care and teaches the maintenance of health and prevention of disease to the residents of Orange County;

Participates in the immunization, tuberculosis, and sexual health clinics and PODS, including the facilitation of smooth patient flow, the administration of vaccinations, medications, and treatments as directed by a supervisor, and performance of CLIA waived tests;

Properly places and documents PPD;

Assists Immunization Coordinator with the Immunization plan activities including performing immunization audits and provider and community education;

Observes, measures, records, and reports data relating to a patient's health status including vitals, results, and their related determinants of health;

Performs case investigations on communicable disease cases as required;

Conveys public health information in writing or orally, in person and through electronic means, with proficiency in written and spoken English;

Participates in the development of demographic, statistical, programmatic, and scientific presentations, and brochures;

Collaborates with community partners to promote the health of the residents of Orange County;

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Completes and maintains patient records in compliance with Nursing Standards and Grant Requirements;

Completes and maintains Time and Effort reports and submits these reports to Fiscal in accordance with Department requirements;

Follows up on all rabies reports, including contacting exposed individuals, animal owners, environmental health division ensuring that the Orange County Public Health Rabies protocol is followed;

Assists other staff in carrying out grant related activities, including assisting in reporting program performance and completing work plan objectives and core public health programs;

May drive and operate the Department's Mobile Health Clinic;

Other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of nursing techniques and their application in relation to medical practices; ability to understand and carry out detailed oral and written instructions; ability to maintain records and prepare reports; ability to develop patient rapport and to form good working relationships with staff personnel; good mental health; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Licensure* to practice as a Licensed Practical Nurse in New York State and One year of paid nursing experience, preferably in a clinic or community setting with immunization experience.

*Must maintain license/registration in good standing in order to remain in position.

Special Requirements:

- Must possess and maintain a valid driver's license issued by the State of New York or surrounding state and acceptable driving record at the time of appointment; and
- Current BLS and CPR certification