



# Eastern Band of Cherokee Indians

## REGISTERED NURSE - PUBLIC HEALTH NURSE

### *Position Description*

<b>Program:</b>	Tsalagi Public Health	<b>Reports to:</b>	Manager - Tsalagi Public Health
<b>Division:</b>	Public Health & Human Services	<b>Position Number:</b>	922218011; 922218012; 92218013; 922218014
<b>Classification:</b>	Non - Exempt	<b>Revision Date:</b>	10/01/2022
<b>Pay Level:</b>	15	<b>Safety Sensitive:</b>	No

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

### POSITION PURPOSE

The PHN's primary job function is to provide culturally sensitive patient and community education to citizens of the EBCI regarding communicable disease, injury prevention and health promotion. Provides communicable disease assessments and follow up for any reportable communicable disease for EBCI. Refers patients into clinic, provides case management for these clients, and ensures appropriate treatment is delivered. Performs community assessment and works closely with the Tsalagi Public Health team to provide community and/or family education. Develops educational programming to target various populations. Respond to public health emergencies. The Public Health Nurse, under general supervision, provides advanced level of primary and preventive professional nursing work to individuals and families served by the Tsalagi Public Health program.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Independently demonstrates and implements techniques of professional nursing work and counsel for promotion of health, prevention of disease and protection of the health of the public
- Assist in data collection and review associated with clinics and projects.
- Assist in data collection and review associated with clinics and projects
- Work is performed in accordance with the North Carolina Nurse Practice Act, agency regulations, program policies, provider orders and evidence-based public health nursing practice
- Work is accomplished through clinic assignments, home visits, project assignments or contact with community providers and agencies
- Work is accomplished through clinic assignments, home visits, project assignments or contact with community providers and agencies.
- Employee must have strong understanding of public health concepts, nursing theory and practice.
- Employee must apply critical thinking skills ensuring orders, policies, and procedures are followed.
- Interprets and implements Tribal public health laws, regulations, and policies related to specific programs as they affect individuals, families, and population systems.
- Public Health is responsible for preparedness activities in the event of a natural disaster, disease outbreak, and other threats to the health of the public.

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- Employees must participate in preparedness response activities which may include mass vaccination clinics, sheltering, dispensing medications from the Strategic National Stockpile and/or other needed response activities as directed.
- Assists with special initiative in the department such as TB program, Communicable Disease, Family Planning, Maternity, Adult Health and the STD Program.
- Makes short-range plans and adjusts to meet the needs of the program and clients.
- Manages nurse-screening clinics, as applicable, based on policy, standing orders and Tribal PH Law.
- Takes the lead role in coordinating and planning referrals and resources for clients.
- Provides community outreach, functioning independently outside of the program.
- Works on program development and development of community partnerships.
- Takes active role in quality assurance and quality improvement activities as assigned.
- Obtains client assessment, including family history, medical history, interval history, nutritional history, psychosocial history, health literacy, and current status.
- Performs testing and completes procedural processes per program requirements/needs.
- Assesses clients' needs for services and/or follow-up based on program standing orders, policies, and procedures.
- Adapts Public Health Nursing care to individuals, families and groups based on cultural needs and differences.
- Dispenses medications according to the North Carolina Pharmacy Act / North Carolina Public Health Nurse dispensing rules.
- Administers vaccines according to program standing orders, policy and procedures and North Carolina Vaccine for Children law.
- Maintains medical records per EHR Policy. Follows all departmental policies and procedures.
- Participates in community outreach events and department strategic planning as assigned.
- Participates in EBCI emergency response activities as needed. Follows OSHA (adopted by EBCI Risk Management) and HIPAA policy, standards and guidelines.
- Complies with the North Carolina Nurse Practice Act.
- Must meet Public Health Core Competency Domains as represented by the Public Health Foundation, as determined by the manager within 12 months of employment.

### Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

### MINIMUM MANDATORY QUALIFICATIONS

<b>Experience:</b>	One (1) year of related nursing experience required.
<b>Education:</b>	Graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation, or Master's in Public Health and graduation from a school of professional nursing; or graduation from a school of professional nursing and one year of professional nursing experience; or an equivalent combination of training and experience.
<b>Licenses &amp; Certifications:</b>	Valid, insurable NC Driver's License required. Current license as a Registered Nurse in the State of North Carolina required.

### KNOWLEDGE, SKILLS, & ABILITIES

#### Key Job Knowledge:

- Demonstrated ability to effectively use computers and software (e.g. Microsoft Office).
- Ability to work effectively in a team environment.
- Demonstrated legible handwriting.
- Ability to effectively communicate orally and through written documents.
- Knowledge of CDC and NC program guidelines specific to STDs and other reportable communicable diseases.

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- Knowledge of NC General Statutes and EBCI Tribal Code for Public Health Law
- Knowledge and experience in epidemiology, including surveillance techniques, outbreak investigation, and communicable disease control measures.
- Intense visual and auditory attention and mental concentration.
- Knowledge of the nursing process and its application to individuals, group and/or community.
- Knowledge of the biological aspects of disease process and illness in order to recognize complications and therapeutic interventions required.
- Knowledge and ability to independently plan, manage, and organize work in order to meet priorities, accomplish work within time frames and work in stressful situations.
- Knowledge and ability to teach and counsel individuals, families, group and or community on health maintenance and disease prevention.
- Knowledge of processes and procedures for establishing, revising, continually monitoring, and evaluating standards for the position.
- Knowledge of legal and ethical aspects of nursing.
- Must obtain and maintain specified certifications and a North Carolina driver's license.

### **Safety/Accuracy Focus:**

A high degree of accuracy is required in nursing and patient education and case management. Patients lost to follow up for abnormal results in case management could have minimal or life threatening results. Review of work following established procedures and protocol and quality audits would prevent most errors.

### **Key Relationships:**

Interact with internal and external customers/clients in a polite and professional manner. Interacts frequently with coworkers, other health care professionals, patients, communities, families, groups, outside agencies, community leaders, and organizations to obtain or give information. Interpret and instruct in order to bring about involvement in the promotion of health, prevention of disease, and delivery of health services. Teaching and counseling methods will be used to influence and motivate patient and family behavior. Contacts with other health care related disciplines are for the purpose of collaboration or consultation. Requires sensitivity, tact, courtesy and diplomacy to maintain positive relationships.

### **Resourcefulness & Initiative:**

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Follows well defined policies, procedures, and standard practices for most duties. Must take initiative and be resourceful in order to assist staff to meet the needs of the community.

### **Discretion – Confidential Data:**

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Adheres to all Tribal guidelines, policies, and procedures for working with confidential data. An above average degree of discretion is required while handling patient and related medical information.

### **Complexity of Duties:**

This position includes completing tasks of varying complexity levels. Follows well defined policies and procedures and established guidelines, however assessment of individual or group health needs or abnormal findings require a great deal of individual judgement and accuracy. Requires the ability to plan, coordinate activities, solve problems, assess situations, and develop appropriate patient case management. Must demonstrate conscientiousness, discernment, and initiative to maintain accuracy of work. Must be resourceful when responding to changing circumstances.

### **PREFERRED QUALIFICATIONS**

No other preferred qualifications.

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### WORK ENVIRONMENT

- Work Environment:** The work will be performed in the clinic, homes, and communities. May involve exposure to a variety of communicable diseases, and occasionally to hostile environments, it involves moderate risk of exposure to biohazard, which requires strict adherence to OSHA guidelines and protocol for maintaining aseptic and sterile technique.
- Mental/Visual/  
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. May be mentally/emotionally stressful at times. Close mental concentration and attention to detail are required. Must have and maintain current valid driver's license and the ability to travel in all types of weather on all types of roads. Physical activities require the ability to walk, sit, reach, bend, to work and manipulate over rough terrain and set up steps to reach a home, or community. Must have visual acuity, manual dexterity, and the ability to speak and hear.

### OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.
- Background Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."
- Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

**Disclaimer:** *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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### ACKNOWLEDGMENT

I have reviewed the content of the **Registered Nurse – Public Health Nurse** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

\_\_\_\_\_  
*Employee (printed name)*

\_\_\_\_\_  
*Employee (signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor (printed name)*

\_\_\_\_\_  
*Supervisor (signature)*

\_\_\_\_\_  
*Date*