HENRY COUNTY GENERAL HEALTH DISTRICT

An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title:	Public Health Nurse 2	**Employee Name:**	
Class Number:	01022C	**Position Title:**	Home Health Nurse
PCN:		**EEO Status:**	02
Dept./Section:	Personal Health Services	**Civil Service Status:**	Classified
Unit:	Home Health/Hospice	**Employment Status:**	Intermittent
Reports To:	Home Health/Hospice Clinical Manager	**FLSA Status:**	Nonexempt
Pay Grade:	7	**DOT/O*Net Code:**	075.124-014

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Graduate of an accredited school of nursing plus two (2) years prior experience in medical/surgical nursing; experience in home health/hospice a plus; or equivalent combination of education, training, and experience; bilingual (Spanish) skills preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must be a Registered Nurse (RN) in the State of Ohio; cardiopulmonary resuscitation certification (American Heart Association) may be obtained after employment; must maintain a valid State of Ohio driver's license; must maintain insurability in accordance with Health District policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Standard business office equipment (e.g., computer, telephone, copier, fax machine, etc.); medical equipment, devices, and instruments; motor vehicle; MARCS radio.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to, must negotiate, use, or work with or in the vicinity of: sharp objects, needles, and medical instruments; upset or emotionally distraught individuals; blood, bodily fluids, and tissues; potentially dangerous/fatal infectious diseases; hazardous driving conditions (e.g., snow, sleet, ice, etc.); chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); transporting and lifting of awkward size boxes and containers; physical demands include, but are not limited to: frequent standing, sitting, bending, stooping, or stretching; frequently lifts objects 25 pounds or less; frequently carries objects 25 pounds or less; occasionally pushes objects 50 pounds or less; occasionally pulls objects 50 pounds or less; occasionally called upon to lift/assist clients in excess of 20 pounds; works in a variety of environments (e.g., clean and organized, small, cluttered, dirty, etc.).

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable client situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

GOE: 10.02.01 STRENGTH: M GED: R5 M4 L5 SVP: 7 DLU: 77

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Under general supervision of the Home Health/Hospice Clinical Manager, delivers various complex public health services to Henry County Health District home health/hospice program participants; interviews and assesses clients to determine needs for services; develops and administers medical plans based on patient needs; disseminates education materials to program participants; refers patients to other public health agencies, social service programs, or medical specialists as needed; documents the delivery of services in accordance with policy and procedure; works with all disciplines and the patient to establish a comprehensive plan of care that includes patient's goals; completes proper documentation detailing service delivery in accordance with policy and procedure.

2. Performs comprehensive assessments according to timelines as defined by CMS (e.g., clinical, functional, physical and/or psychosocial); provides skilled interventions aimed at achieving outcomes and goals within specified time periods; modifies, evaluates, and updates plan of care to reflect patient needs and outcomes; consistently demonstrates competency with technical nursing skills (e.g., skilled assessments, wound care, venipuncture, IV infusion, central lines, IV peripheral lines, TPN, wound vac, palliative care, end of life care, medication administration, etc.); interprets and applies CMS regulations in the delivery of home health/hospice care.

3. Conducts home visits to provide routine and specialized direct nursing care, as needed; assesses home environments and refers patients with special needs to appropriate medical or social resource; instructs and counsels clients in health matters; interviews clients to obtain health histories; obtains, monitors, and records vital signs; collects specimens; provides preventive health services; follows procedures to prevent and control spread of communicable disease; coordinates services with other health care providers.

4. Prepares documents and accurately maintains records; compiles and prepares reports for submission in a timely manner; updates records to ensure accuracy and completeness; represents the agency to the community through participation in committee and community activities, networking, public speaking, and collaborating with colleagues in the community.

5. Provides initial and ongoing safety assessment of the patient, their medical condition, the living environment, and support system.

6. Provides patient and family education appropriate to the patient's needs; evaluates effectiveness of education process and modifies accordingly; establishes effective communication with patient's families; reports significant changes to physician; ensures timely, accurate submission and documentation of patient records.

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7. Participates on quality improvement teams and/or employee work groups (e.g., identifies opportunities for improvement, contributes ideas for improving Health District operations and services, etc.).

8. Provides guidance and assistance to Home Health Aides as required.

9. Maintains all required licensure and certifications.

10. Demonstrates regular and predictable attendance; must be able to work assigned evenings, weekends, and holidays.

11. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

12. Attends meetings, conferences, seminars, and community events as directed; serves on boards and committees as assigned.

13. Maintains confidentiality in accordance with Health District policy and all applicable laws and regulations.

OTHER DUTIES AND RESPONSIBILITIES:

14. Participates in Health District disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; carries a cell phone when on call.

15. Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Henry County Health District.

16. Serves as preceptor for students and orientees as needed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: nursing techniques and methodologies in detection, prevention, and treatment of disease and disability; end of life care; palliative care concepts; agency policies and procedures*; safety practices and procedures; agency goals and objectives*; public health; health education; state and federal nursing care requirements; clinical nursing techniques; diagnostic testing; documentation and clinical recordkeeping as related to public health/home health; available community resources*.

Skill in: use of medical equipment, instruments, and materials in assessment/treatment of clients; use of modern office equipment; motor vehicle operation.

Ability to: recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion;

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understand, interpret, and apply laws, rules, or regulations to specific situations; apply palliative care concepts; determine material and equipment needs; prepare accurate documentation; compile and prepare reports; write instructions and specifications; use proper research methods to gather data; conduct effective interviews; communicate effectively; gather, collate, and classify information; maintain records according to established procedures; develop and maintain effective working relationships; demonstrate cultural competency*; travel to and gain access to work sites.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority) (Date)

(Employee Signature) (Date)