

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Public Health Nurse

JOB CLASSIFICATION Public Health Nurse

DOT TITLE Nurse, Staff, Community Health

DOT NUMBER 075.124-014

DEPARTMENT Public Health, Seattle-King County

DIVISION Community Health Services

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 10

CONTACT'S NAME & TITLE Saskia Schaeffer, RN, BSN, Nursing/WIC Supervisor

CONTACT'S PHONE 206-296-9752

ADDRESS OF WORKSITE

Eastgate Public Health Center
14350 SE Eastgate Way
Bellevue, WA 98007

VRC NAME Kyle Pletz

DATE COMPLETED 12/10/02

VRC NAME Jeff Casem

DATE REVISED 05/21/08

WORK HOURS

9 hours a day, Tuesday through Friday and 8 hours every other Monday with 2 fifteen-minute breaks and a 60 minute lunch per shift.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)

Does not occur.

JOB DESCRIPTION

The Public Health Nurse functions as a member of an interdisciplinary, interagency team, working with high-risk clients. The PHN needs to refer and consult with health department staff and other community agencies. The position works with high-risk maternal child health clients/families with diverse social, economic and cultural backgrounds. Participates in multi-disciplinary team and presents patients for phone consultation.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Current Washington state Registered Nurse license and BSN from a National League of Nursing accredited program or its equivalent. Knowledge of public health nursing principles and processes; human systems; personal safety techniques and principles; health care system structure and function; infectious disease management; control and safety standards; and basic computer use including e-mail and Microsoft Word. Must have skill in performing comprehensive nursing assessments; successfully engaging clients in plan of care; effective time management; medical record documentation; problem solving; and case management. Must have the ability and willingness to provide options counseling. Must have the ability to work in community settings without on-site supervision. Some evening hours may be necessary. Must have the ability to communicate effectively with patients and their families and with other health and human services staff to develop and maintain therapeutic relationships with patients and to work with culturally and socio-economically diverse populations. Must have the ability to use Microsoft Office software including Access, Word, Outlook and Excel to enter in patient information and create correspondence. This position requires a strong working knowledge of Maternal and Child Health, high-risk pregnancy, family planning, birth control options and STD counseling. The ability to triage a large caseload, and effectively manage one's time is critical. The ability to communicate effectively with an interagency and interdisciplinary team is also critical. A Washington state driver's license or the ability to travel throughout the County in a timely manner is required. Employment is contingent upon successful completion of a pre-employment physical examination and a thorough background investigation.

ESSENTIAL FUNCTIONS

1. Conducts individual screening, triages, performs pregnancy tests, performs family planning, provides STD counseling and refers to other health providers.
2. Obtains and documents health history and makes nursing diagnosis based on nursing assessment.
3. Participates in the collection and analysis of data, via use of a personal computer, to identify populations at risk; participates in research and improvement of health care delivery.
4. Develops and implements preventive, therapeutic and/or rehabilitative measures in a nursing care plan. Evaluates effectiveness of the care plan.
5. Provides case management services including care coordination, advocacy, referral and follow-up.
6. Provides training, orientation and education to staff, clients, students and the community.
7. Participates with the community to address health issues and develop health programs.
8. Participates in quality assurance activities to meet laws, regulations, policies and procedures.
9. Helps develop and evaluate practices, policies, procedures, service delivery models, personal health services programs, community health planning and safety and security measures.
10. Provides expertise regarding public health nursing scope, practice and policy at many levels.
11. Provides leadership and/or participates in a variety of committees to promote various programs and community health related issues to the health department, community and state.

- 12. Provides nursing consultation and acts as technical resource to Public Health Nurses, Personal Health Services Supervisor, local and regional health department administration, City of Seattle and King County government, community and state.

NON-ESSENTIAL FUNCTIONS

Driving to meetings in a personal or County automobile with an automatic transmission.

PERSONAL PROTECTIVE EQUIPMENT USED

Gloves.

OTHER TOOLS & EQUIPMENT USED

Computer, blood pressure cuff, contraceptives, stethoscope, copy machine, fax machine, telephone, County vehicle with an automatic transmission, pen/pencil, paper, medical ointments, diapers and reflex hammer.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

Standing

Health Care Provider initials if restricted _____

Occasionally on flat carpeted surfaces for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while using the copy machine as well as when conversing with co-workers and patients.

Walking

Health Care Provider initials if restricted _____

Occasionally on flat cement or carpeted surfaces for distances of up to 200 feet for up to 3 minutes at a time and up to 1 hour total in a work shift. Most commonly occurs while walking within the work area as well as walking between County buildings to deliver supplies on a rare occasion.

Sitting

Health Care Provider initials if restricted _____

Continuously on an office chair for up to 1.5 hours at a time for up to 8.5 hours total in a work shift. Most commonly occurs while reviewing and revising patient charts, performing computer duties and interviewing patients.

Bending neck down

Health Care Provider initials if restricted _____

Frequently for up to 1.5 hours at a time for up to 5 hours total in a work shift. Most commonly occurs while reviewing and revising patient charts and performing computer duties.

Bending/Stooping

Health Care Provider initials if restricted _____

Rare on flat carpeted surfaces for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs while removing supplies and files from low cabinets and shelves. On a very rare occasion the employee may bend/stoop when taking a blood pressure reading.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Rarely for up to 30 minutes at a time for up to 1 hour total in a work shift while driving to a meeting on a monthly basis. The employee may utilize public transportation or carpool in order to avoid driving.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rare for up to 10 seconds at a time for up to 1 minute total in a work shift while removing and replacing files as well as reaching for medications and supplies on high shelves or in high cabinets.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Continuously for up to 1.5 hours at a time for up to 8 hours total in a work shift. Most commonly occurs while charting, reviewing files, writing and performing computer duties.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Rare for up to 15 seconds at a time for up to 3 minutes total in a work shift while removing and replacing files as well as reaching for objects on low shelves or in low cabinets.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Rarely to occasionally for up to 15 seconds at a time for up to 5 minutes total in a work shift while manipulating objects on low shelves or in low cabinets.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 5 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 1-8 pounds while removing and replacing files and supplies.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 200 feet for up to 2 minutes at a time and up to 5 minutes total in a work shift. Most commonly occurs with weights of 1-8 pounds while transporting files, paper and supplies. A cart is available to reduce or eliminate most carrying.

Pushing and Pulling

Health Care Provider initials if restricted _____

Frequently for distances of up to 200 feet for up to 2 minutes at a time with a force of up to 3 pounds for up to 5 minutes total in a work shift while moving a luggage cart as well as when opening and closing doors and drawers.

Handling

Health Care Provider initials if restricted _____

Occasionally for up to 3 minutes at a time for up to 1 hour total in a work shift while removing and replacing files and charts as well as grasping the handle of a luggage cart and talking on the telephone. Approximately once a week the employee handles boxes of supplies in order to place them on a cart or unload the contents on to shelves. On a rare occasion, approximately 3 times a month, the employee may use a blood pressure cuff.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Occasionally for up to 10 seconds at a time for up to 1 hour total in a work shift while operating a computer mouse. On a rare occasion the employee may operate controls with the hands while driving a County vehicle to a meeting or taking blood pressure measurements 3 times a month.

Fingering

Health Care Provider initials if restricted _____

Continuously for up to 1 hour at a time for up to 6.5 hours total in a work shift while entering information into computer via keyboard (up to 30 minutes) and writing/charting (up to 5 hours). Charting includes manipulating documents and hand writing notes. The employee may perform other duties that require fingering such as dialing the telephone.

Talking

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 8 hours total in a work shift while conversing with co-workers, superiors and patients as well as when using the telephone and conducting client interviews.

Hearing

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 8 hours total in a work shift while conversing with co-workers, superiors and patients as well as when using the telephone and conducting client interviews.

Seeing

Health Care Provider initials if restricted _____

Frequently for up to 2 hours at a time for up to 8 hours total in a work shift while performing computer work and hand writing notes as well as reviewing and modifying chart notes and files.

ENVIRONMENTAL FACTORS

Work is performed in a Public Health office setting with direct interaction with the general public. Workers are exposed to potentially contagious or infectious conditions as well as potentially hostile persons. The noise level is quiet to moderately loud.

The noise level is

Approximately 50 decibels. The noise is caused by office noise.

HCP Initials if Restricted

Work environment may include the following exposure(s):

Outside weather: Rare

Odors: Occasionally

HCP Initials if Restricted

KING COUNTY JOB ANALYSIS COMPLETED ON: 2/17/04

JOB TITLE: Public Health Nurse

EMPLOYEE:

DOT #: 075.124-014

CLAIM #

POTENTIAL MODIFICATIONS TO JOB

Ergonomic pen to increase comfort while writing.

Dictate or type chart notes to reduce writing or fingering.

Automatic blood pressure cuff to reduce handling when taking blood pressure measurements.

Telephone headset to reduce handling when talking on the telephone.

Workpace software to monitor mouse and keyboard use.

One handed keyboard to increase comfort while typing.

Assistance is available for lifting over 10 pounds.

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

HEALTH CARE PROVIDER SECTION

Check all that apply

The employee is released to perform the described duties without restrictions on performance or work hours as of _____.

The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is:

Temporary until _____ Permanent as of _____

The employee is released to perform the described job with the following modifications:

Temporary until _____ Permanent as of _____

The employee is not released to perform the described duties due to the following job functions:

Temporary until _____ Permanent effective _____

The employee is unable to work in any capacity.
A release to work is: anticipated by _____ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date