

KING COUNTY JOB ANALYSIS COMPLETED ON: 3/18/05
JOB TITLE: Public Health Nurse
EMPLOYEE:
VRC: Kyle Pletz

DOT #: 075.124-014
CLAIM #

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 home and 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. 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 to work locations with limited or no public transportation services is required. Employment is contingent upon successful completion of a pre-employment physical examination and a thorough background investigation.

ESSENTIAL FUNCTIONS

1. Conducts individual and family screening, triages and refers to other health providers.
2. Obtains and documents health history and makes nursing diagnosis based on nursing assessment.
3. Develops and implements preventive, therapeutic and/or rehabilitative measures in a nursing care plan. Evaluates effectiveness of the care plan.
4. Provides case management services including care coordination, advocacy, referral and follow-up.
5. Provides training, orientation and education to staff, clients, students and the community.
6. Participates with the community to address health issues and develop health programs.
7. Participates in the collection and analysis of data to identify populations at risk; participates in research and improvement of health care delivery.
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 parent-child 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

1. Participates in disaster outbreak preparation, response and training.
2. Responds to disease outbreaks, disaster situations and bioterrorism.
3. Participates in emergency contraception, by standing order, pilot program.

PERSONAL PROTECTIVE EQUIPMENT USED

Gloves.

OTHER TOOLS & EQUIPMENT USED

Computer, blood pressure cuff, stethoscope, copy machine, fax machine, telephone, County vehicle with an automatic transmission, pen/pencil, thermometer, vacuum, scale, tape measure, clamp remover, breast pump, paper, clothing, toys, 13" TV/VCR combo, video tapes, 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

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

Standing

Health Care Provider initials if restricted _____

Occasionally on cement, linoleum, wood, dirt, gravel, carpet and uneven surfaces for up to 5 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while using the copy machine and waiting for doors to be opened by clients as well as conversing with supervisors, clients and coworkers.

Walking

Health Care Provider initials if restricted _____

Frequently on cement, linoleum, wood, dirt, gravel, carpet and uneven surfaces for distances of up to ¼ mile for up to 5 minutes at a time and up to 2 hours total in a work shift. Most commonly occurs while walking to and from client residences and meetings as well as when traversing within the facility.

Sitting

Health Care Provider initials if restricted _____

Continuously on an office chair, the floor or an automobile seat for up to 2 hours at a time for up to 8 hours total in a work shift. Most commonly occurs while reviewing and revising patient charts,

performing computer duties, interviewing clients, charting, performing newborn examinations, attending meetings and driving a County vehicle with an automatic transmission.

Climbing stairs

Health Care Provider initials if restricted _____

Occasionally for up to 3 minutes at a time while climbing up to 3 flights for up to 15 minutes total in a work shift. Most commonly occurs while walking to and from client residences, which may be on the third story.

Bending neck up

Health Care Provider initials if restricted _____

Occasionally for up to 2 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while talking to parents while performing newborn assessments on the floor.

Bending neck down

Health Care Provider initials if restricted _____

Occasionally for up to 15 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while charting, reading, reviewing documents and performing assessments.

Bending/Stooping

Health Care Provider initials if restricted _____

Occasionally on cement, linoleum, and carpeted surfaces for up to 5 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while taking the blood pressure of patients, removing supplies and files from low cabinets and shelves, completing paperwork in the field, reviewing documents in the field, weighing/measuring children, picking up objects off of the floor, removing and placing objects in the trunk of a County vehicle, getting in and out of a County vehicle, inspecting infants, performing newborn examinations and providing breast feeding education.

Kneeling

Health Care Provider initials if restricted _____

Occasionally on cement, linoleum, and carpeted surfaces for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while taking the blood pressure of patients, removing supplies and files from low cabinets and shelves, picking up objects off of the floor, weighing/measuring children, inspecting infants, performing newborn examinations and providing breast feeding education. The employee can alternate kneeling with bending/stooping or crouching in some instances.

Squatting

Health Care Provider initials if restricted _____

Occasionally on cement, linoleum, and carpeted surfaces for up to 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while taking the blood pressure of patients, removing supplies and files from low cabinets and shelves, picking up objects off of the floor, weighing/measuring children, inspecting infants, performing newborn examinations and providing breast feeding education. The employee can alternate kneeling with bending/stooping or crouching in some instances.

Operating Controls with Feet

Health Care Provider initials if restricted _____

Frequently for up to 1 hour at a time for up to 5-6 hours total in a work shift while driving a County vehicle with an automatic transmission.

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/bins.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while typing, driving a County vehicle, writing, charting, taking blood pressure of patients, opening and closing doors and drawers, performing physical examinations, as well as obtaining medications and supplies.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Occasionally for up to 2 minutes at a time for up to 30 minutes total in a work shift while removing and replacing files, dressing/undressing infants, changing diapers and performing child assessments as well as reaching for objects on low shelves, in low cabinets, on the seat of an automobile or in the truck of a County vehicle.

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Occasionally for up to 2 minutes at a time for up to 20 minutes total in a work shift while manipulating objects on low shelves, in low cabinets, on the floor of County vehicle or on the ground as well as when performing newborn examinations and weighing children.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 30 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 1-8 pounds while removing and replacing files and supplies as well as using the assessment tools such as the breast pump, briefcase, clothing bags, scale and blood pressure cuff. The employee also lifts babies weighing 6-25 pounds in order to weigh them. The employee may hold the aforementioned items while waiting for client's to open the door. The employee has the option to set the objects down on most occasions. The employee can also use a cart to reduce lifting.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for distances of up to 100 feet for up to 3 minutes at a time and up to 5 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while transporting notebooks, ream of paper, binder and files. A cart can be utilized to reduce carrying.

Lifting 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 45 minutes total in a work shift. Most commonly occurs with weights of 6-25 pounds while lifting multiple items at once such as breast pumps, TV/VCR combo, measuring board, briefcase, nursing bag, cart, clothing bags, scale and blood pressure cuff. The employee also lifts babies weighing 6-25 pounds in order to weigh them.

Carrying 11-20 pounds

Health Care Provider initials if restricted _____

Occasionally to rare for distances of up to ¼ mile for up to 5 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 25 pounds while transporting files, nursing bag, breast pumps, briefcase, clothing bags, scale and blood pressure cuff to client

residences, treatment facilities and jails. The employee carries some objects up stairs to client residences. A luggage cart is available to transport items.

Pushing and Pulling

Health Care Provider initials if restricted _____

Occasionally for up to 1 minute at a time with a force of 11 pounds and up to 1 hour total in a work shift while opening and closing doors, drawers and County vehicle doors.

Handling

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while removing and replacing files and charts, using assessment tools, manipulating bags of clothing, physically manipulating patients, fueling a county vehicle, using a blood pressure cuff, driving a county vehicle and performing physical examinations.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while taking blood pressure of patients, operating breast pumps, driving a county vehicle and using the computer mouse.

Fingering

Health Care Provider initials if restricted _____

Frequently for up to 2 hours at a time for up to 4 hours total in a work shift while entering information into computer via keyboard (up to 3-4 hours total), writing (up to 1-2 hours total) and charting as well as manipulating training materials paperwork. Voice activated software may be utilized to reduce typing.

Feeling

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 30 minutes total in a work shift while checking glands, temperature of skin, organs in abdomen and pulse of patients as well as when conducting newborn examinations and performing breast feeding education.

Talking

Health Care Provider initials if restricted _____

Continuously for up to 1 hour at a time for up to 6 hours total in a work shift while conversing with co-workers, superiors and patients as well as when using the telephone and conducting training.

Hearing

Health Care Provider initials if restricted _____

Continuously for up to 1 hour 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, driving and conducting training.

Seeing

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 7 hours total in a work shift while performing computer work, examining clients, reviewing medications, modifying chart notes and files, driving a County vehicle and conducting training as well as identifying coloration of skin to identify inflammation, infection, jaundice and oxygen depletion.

Working with Heightened Awareness

Health Care Provider initials if restricted _____

Continuously for up to 2 hours at a time for up to 7 hours total in a work shift while performing assessments in the homes of the general public. The employee also works with heightened awareness to identify potentially contagious conditions/diseases as well as potential outbreaks. The employee commonly meets with persons who have histories of substance abuse.

ENVIRONMENTAL FACTORS

Work is performed in an office setting as well as at childcare facilities and client homes. Workers are exposed to the general public, potentially contagious or infectious conditions, potentially hostile persons, infestation, unsanitary conditions and bodily fluids. The employee can be exposed to persons under the influence of a controlled substance.

The noise level is

Approximately 40-85 decibels. The noise is caused by crying children, automobiles or a vacuum.

HCP Initials if Restricted

Work environment may include the following exposure(s):

- Outside weather: Occasionally
- Wet: Rare
- Humidity/dampness: Occasionally
- Fumes: Occasionally
- Odors: Frequently
- Dusts: Occasionally

HCP Initials if Restricted

POTENTIAL MODIFICATIONS TO JOB

- County Vehicle with power steering to reduce grasping and pushing/pulling.
- Luggage cart to reduce lifting and carrying.
- Ergonomic wishbone pen to increase comfort while writing.
- Voice activated software to reduce fingering when performing TREC (Transportable Electronic Chart).
- Laptop to allow for voice activated software to be used in various locations.
- Workpace software (not compatible with Dragon Naturally Speaking) to monitor keystrokes and ensure for proper micro-pauses and breaks.

KING COUNTY JOB ANALYSIS COMPLETED ON: 3/18/05
JOB TITLE: Public Health Nurse
EMPLOYEE:
VRC: Kyle Pletz

DOT #: 075.124-014
CLAIM #

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