

**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS – COALINGA**

**CLASSIFICATION:  
PUBLIC HEALTH NURSE II**

Approved by Medical Director - Dr. Jeffery Billet  
Signature: 

Date Approved:

03/20/2024

**1. MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under the general direction of the Supervising Registered Nurse, the Public Health Nurse II provides public health nursing services in a State hospital. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions.

- 35%**
- Surveillance and recording of infection by the detection, monitoring and recording of hospital-acquired and community-acquired infections on a daily basis to ensure the safety of staff and patients.
  - Detection and monitoring of infection is achieved by the review of antibiotic lists from the Pharmacy, copies from the Clinical Laboratory of results of cultures performed, review of individual infection report forms from within the hospital, periodic unit rounds, and routine review of Occupational Health Clinic log and 24hr Hospital report. Maintains records on communicable diseases, (i.e., HIV, hepatitis B, hepatitis C, syphilis, gonorrhea, tuberculosis, and chlamydia) to safeguard the public, staff, and patients.
  - Coordinates evaluation with the Chief Physician & Surgeon/designee patients with significant tuberculin skin test reactions, positive HC antibody, positive HBsAg, positive HIV antibody test, and reactive RPR/TPPA.
  - Develop and revise related public health/infection control policies and/or procedures.
- 25%**
- Work with Fresno County Department of Health personnel and other agencies, as needed on public health/infection control issues relevant to staff and patients within the hospital.
  - Investigate and follow up on suspected or active cases of communicable diseases. Assists in follow up of cases of suspected or diagnosed communicable disease of epidemiologic significance (may include court testimony in State Compensation cases.)
  - Formulate monthly and quarterly reports on various communicable diseases.
  - Participates in Infection Control Meetings, and other meetings as required.
  - Conduct periodic compliance monitoring which assesses employee compliance with hospital infection control procedures.

- Assists with compliance regarding agency requirements.
  - Acts as a consultant concerning the purchasing of appropriate cleaning/disinfecting agents and/or patient care items used for infection control.
  - Participates in multidisciplinary efforts to achieve compliance to standards relating to public health and infection control to comply with all applicable regulations.
  - Acts as a consultant, develops and implements plans of correction in response to identified deficiencies.
  - As needed, prepares correspondence, and follows up on unexpected situations and/or assignments.
  - Consult with Coordinator of Nursing Services and Chief Physician & Surgeon/Designee on relevant Public Health matters, as needed.
  - Responsible for maintaining and managing medical supplies, such as syringes/needles, when administering vaccinations to ensure materials are accounted for to protect staff, patients, and DSH property from potential contraband and damage.
- 20%**
- Notifies local health departments of all identified reportable diseases as required.  
Develops and revises policies and procedures pertaining to infection control.
  - Attends monthly meetings and assists the Infection Control Committee Chairperson in the identification of appropriate meeting agenda items. Also tracks Subcommittee issues until reviewed/resolved.
  - Collaborates with the Chief Physician & Surgeon/Designee and the Department of Medicine to identify issues related to antibiotic use.
  - Attends various committees as assigned.
  - As a member of the Health and Safety Inspection Team, make routine visits to all areas of the hospital to identify problem areas and ensure safe and sanitary conditions and safety of DSH property;
- 20%**
- Supplies information and material concerning public health and infection control to all areas of the facility. Acts as consultant regarding isolation policies and procedures, immunizations and infection control.
  - Attends meetings of the Health Services Specialist, Unit Supervisor, and Nursing Coordinator Groups, as needed.
  - Participates in New Employee Orientation and Infection Control Workshop regarding infection control program and annual training of all hospital personnel.
  - Coordinate and provide infection control training and materials program/department trainers to provide periodic infection control updates.

- Assists Occupational Health Clinic staff in the development and revision of procedures in the areas of infection.

**2. SUPERVISION RECEIVED:**

Supervising Registered Nurse

**3. SUPERVISION EXERCISED:**

None

**4. KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:** Principles and practices of nursing as applied to public health practice, and preventive medicine and sanitation; community aspects of nursing programs including provisions for continuity of patient care, and nursing care in the home including teaching the preventive aspects; causes and means of transmission and methods of control of communicable diseases, including tuberculosis and venereal disease; principles and purposes of public health programs; environmental, sociological, and psychological problems encountered in carrying on a rural health program; current literature and trends in public health nursing; work of other social and health agencies and functions of other professions as related to public health nursing; sociological and emotional problems involved in the care of handicapped and crippled adults and other afflicted persons and those accompanying the occurrence of tuberculosis, venereal disease, and chronic diseases; principles of mental health.

**ABILITY TO:** Exercise independent judgment and plan, organize, and carry out community public health nursing activities in a local area or in an institution; work effectively with individuals or families to assist them in satisfactory solution of health problems; provide leadership in community health programs; secure the cooperation of and work effectively with individuals and agencies; analyze situations accurately and take effective action; speak and write effectively.

**5. REQUIRED COMPETENCIES:**

**ANNUAL HEALTH REVIEW:** All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

**INFECTION CONTROL:** Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

**HEALTH AND SAFETY:** Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

**CPR:** Maintain current certification if applicable.

**THERAPEUTIC STRATEGY INTERVENTION (TSI):** Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

**CULTURAL AWARENESS:** Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

**RELATIONSHIP SECURITY:** Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION:** Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

**SITE SPECIFIC COMPETENCIES:**

- Participate in the planning, implementing and monitoring of essential functions and projects in Public Health Services.
- Relationship Security: Demonstrates professional interactions with patients and maintains therapeutic boundaries.

**TECHNICIAN PROFICIENCY (SITE SPECIFIC):** None

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.

7. **TRAINING:**

Training Category – 1 – Training Procedure No. 03-11.

The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS:**

**ADMINISTRATIVE DIRECTIVE AD-146:**

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

**EMPLOYEE IS REQUIRED TO:**

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

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Employee Signature

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Print Name

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Date

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Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date