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**SCIOTO COUNTY HEALTH DEPARTMENT**

Job Description – Director of Nursing

# GENERAL INFORMATION:

Employee: Title: Director of Nursing (Full-Time)

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| --- | --- |
| **Department** | Scioto County Health Department – Nursing Division |
| **Work Hours** | 8:30 A.M. to 4:30 P.M. (One Hour Lunch Period) |
| **Department Days** | Monday through Friday (total of 40 hours per week); occasional weekend and evening hours |
| **Immediate Supervisor** | Health Commissioner |
| **Date of Hire** |  |
| **Civil Service Examination** | None |
| **License/Certification Required** | Ohio State Board of Nursing |
| **CPR** | American Heart Association |
| **Motor Vehicle License** | Ohio Bureau of Motor Vehicles |

# JOB DUTIES:

Supervises and trains all nursing personnel. Supervises, promotes and participates in all nursing programs and services of the Scioto County Health Department, including but not limited to:

***Immunization Program:***

* Oversees all immunizations programs (VFC, 317, private; infant, child, teen, adult, school, travel)
* Orders vaccines and ensures accuracy of inventory
* Ensures compliance with public vaccine program requirements (VFC and 317); maintains all required records; prepares annual provider agreement and vaccine management plan
* Arranges routine maintenance and temperature calibration of vaccine storage refrigerators and freezers.
* Keeps emergency vaccine storage agreement with Southern Ohio Medical Center up-to-date.
* Schedules mobile immunization clinics.
* Trains nurses in vaccine administration and management.
* Oversees accurate data entry and billing.
* Uploads immunization records into Impact-SIIS.
* Assists with immunization clinic as necessary.

***Children with Medical Handicaps Program:***

* Trains nurses for the CMH program.
* Assigns CMH cases to specific PHNs.
* Oversees the CMH program, answers questions, and provides backstopping and troubleshooting as necessary.
* Engages in CMH case management on certain complicated cases.
* Monitors that PHNs’ documentation is accurate and in proper format, and that billing is done correctly and on time.

***Infectious Disease Surveillance, Reporting and Follow-Up***

* Trains PHNs in use of the Ohio Disease Reporting System (ODRS).
* Trains PHNs in how to report cases of communicable diseases, and how to follow up with patients and providers.
* Overseas infectious disease reporting and follow-up; assigns cases, answers questions, and provides backstopping and troubleshooting as necessary.
* Coordinate with environmental health staff as necessary in cases of foodborne illness, legionella, etc.
* Conducts patient interviews as necessary when other disease nurses are unavailable.
* Consults regional epidemiologist and/or Ohio Department of Health ORBIT staff on all outbreaks, as well as certain complicated cases and/or cases with potential to be a significant public health threat.
* Attends conference calls with ODH on significant public health threats.
* Liaises with regional epidemiologist, ODH, other health departments, and other agencies (e.g., EMA, hospital, law enforcement) re public health disease threats, to coordinate response.

***Health Education and Health Promotion***

* Coordinate community health education and health promotion activities.
* Represent (or direct staff to represent) the Scioto County Health Department at community health fairs, provider fairs, and other community events.
* Determine theme and messaging for each event. Assist PHNs to develop and compile appropriate resources to distribute to the public for each event.
* Make health information available to the public in various forms (print, website, social media, etc.) Approve content of all public messaging related to the Nursing Department before it is published, posted, or otherwise distributed to the public.
* Collaborate with Portsmouth City Health Department, Scioto County EMA, ODH Regional Emergency Preparedness, etc. on messaging related to disasters, emergencies, and threats to public health.
* Ensure that messaging is culturally-appropriate, appropriate for a variety of educational levels, and accessible to persons with disabilities and those who need translation services.

***School Health Support***

* Organize two Scioto County School Nurse meetings each year, with educational presentations.
* Organize and assign staff to do scoliosis screenings for any interested Scioto County schools.
* Provide mobile immunization clinics for school staff as needed.
* Provide community mobile flu clinics for any interested schools.
* Provide educational presentations for school staff on health topics of interest to them.
* Assist in providing school nurses with certain standing orders, and with prescriptions for epi-pens, defibrillators, etc. as requested.
* Serve on community advisory committee for county school districts, as requested.
* Involve schools in Scioto County Health Coalition activities related to improving food security, nutrition, and physical activity for students and their families.
* Serve as public health resource for three schools working with the Appalachian Whole Child Partnership to improve school-based health services.
* Provide information and back-up to school nurses for communicable disease issues in schools.

***Interagency Collaboration***

* Coordinate with Shawnee State University Department of Nursing to provide clinical precepting opportunities for SSU community health nursing students.
* Serve on SSU Department of Nursing Advisory Board; attend annual meetings.
* Serve on Scioto County Head Start Health Advisory Board; attend semi-annual meetings.
* Represent the Health Commissioner on the Scioto County Family and Children First Council and attend monthly meetings.
* Participate in the Scioto County Health Coalition, attend monthly meetings.
* Serve as Coordinator for the Community Health Improvement Plan (CHIP) Work Group on Nutrition and Physical Activity. Convene meetings with multiple community partners to monitor progress on initiatives for this work group. Report updates quarterly.
* Represent Scioto County Health Department at the Appalachian Whole Child Partnership Initiative; attend monthly meetings; work with Scioto County school districts involved with this initiative.
* Assign PHNs to represent the Scioto County Health Department on the Early Childhood Coordinating Committee, the Scioto County Health Commission Nutrition Committee, the Scioto County Health Coalition Tobacco Committee, etc. Supervise their work to support these committees.
* Coordinate with directors of other community agencies and programs on issues relevant to the health of Scioto County residents, including but not limited to Portsmouth City Health Department, Help Me Grow, Early Intervention, Scioto County Board of Developmental Disabilities, ADAMHS Board, CAO, Children’s Services, Juvenile Court, etc., and make referrals as necessary.

***Childhood Lead Poisoning Case Management***

* Supervise public health nurses in lead poisoning case management for children ages 6 and under; assign and monitor cases.
* Monitor reporting ODH Childhood Lead Program and completion of documentation in HHPLSS.
* Liaise with ODH Lead Program Coordinator, ODH Lead Investigator and child’s pediatricians as necessary.
* Provide backup and support to PHNs on contacting parents, preparing care plans and doing lead home visits.

***Child Fatality Review***

* Serve as Child Fatality Review (CFR) Coordinator for Scioto County.
* Train and supervise PHN assisting with CFR.
* Compile annual case list and meet with Prosecutor to obtain clearance to proceed with review.
* Complete investigation of each case according to ODH requirements.
* Liaise with agencies involved with each case, in preparation for meeting.
* Organize and moderate annual review meeting.
* Supervise data entry after completion of review meeting.
* Complete and submit all required forms.
* Attend periodic CFR training.
* Maintain strict confidentiality.

***SIDS Bereavement Support***

* Train and Supervise PHN assisting with SIDS Bereavement Support program.
* Attend annual trainings.
* Understand and follow the protocol for contacting a family after the health department receives a report of a sudden unexplained death in a child 2 years old or younger, as required by state law.
* Be familiar with local, state, national, and online resources for grief support and mental health services, as well as other services a grieving family may need.
* Provide backup and support to PHN on this program. As necessary, attempt to contact the parents, assess the family’s needs, and make referrals as necessary.
* Monitor completion and submission of required documentation.

***Accreditation***

* Assists with the accreditation process.
* Assigns specific accreditation-related tasks to PHNs; trains and supervises them for these tasks.

***Administrative Duties***

* Attends monthly Board of Health meetings; writes monthly nursing department report.
* Monitors and approves time sheets for nursing staff.
* Participates in annual performance evaluations for nursing staff.
* Maintains records of required credentials and trainings for nursing staff.
* Prepares annual report for Scioto County Trustees.
* Orders clinical and office supplies for the Nursing Department, including first aid supplies for the Scioto County Fair.
* Writes policies and procedures for the Nursing Department.

***Other***

* Coordinates and supervises Nursing Department participation in local disaster response efforts.
* Supervises PHNs in staffing First Aid station at the Scioto County Fair.
* Responds to public inquiries about health matters and health department services.
* Keeps current in information related to the nursing programs and the nursing profession by attending seminars, training workshops, completing continuing education opportunities, and/or reading professional publications.
* Complete annual training on bloodborne pathogens, HIPAA privacy rules, vaccine handling and storage, and the Vaccines for Children program.
* Actively participates in other Health Department services as requested by the Health Commissioner.
* Must be proficient in basic computer skills and be able to use the following programs: Microsoft Word, CMACS, ODRS, HHLPSS, Excel, Publisher, HDIS, IMPACT-SIIS.
* Write surveys to collect data on public health issues in Scioto County; supervise PHNs in data collection/survey administration; analyze, report and present survey data.

**COMPETENCIES/KNOWLEDGE-SKILLS-ABILITIES (KSA’s):**

1. **Public Health Tier: 2 – Program Management/Supervisory Level**

Tier 1 competencies apply to public health professionals in program management or supervisory roles. Responsibilities of these professionals may include developing, implementing, and evaluating programs; supervising staff; establishing and maintaining community partnerships; managing timelines and work plans; etc.

# Organizational Competencies

All Scioto County Health Department employees are expected to work to protect the residents of Scioto County from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all Scioto County Health Department employees are expected to meet specified competencies in the following areas: Analytical/ Assessment Skills, Policy Development/Program Planning Skills, Communication Skills, Cultural Competency Skills, Community Dimension of Practice Skills, Financial Planning and Management, and Leadership and Systems Thinking Skills. Together, the staff chose 14 organizational competencies from among the Tier 1 competencies that were ranked as most important to their work at the health department. These 14 competencies are listed below:

* **Role During Emergency** - Demonstrate knowledge of one’s expected role(s) in organizational and community response plans activated during a disaster or public health emergency [Competencies for Disaster Medicine and Public Health, 2015]
* **Use IT** - Use information technology in accessing, collecting, analyzing, using, maintaining, and disseminating date and information [1A4, 1B4, 1C4]
* **Describe Strategic Priorities** - Describe agency’s strategic priorities, mission, and vision [PHWINS 2017] Work Exceeds Standards Ensure work meets or exceeds standards and identifies and implements ways to make job tasks or processes more efficient [NIH, retrieved 2018]
* **Recommend Solutions** - Identify problems and uses logic, judgment, and data to evaluate alternatives and recommend solutions to achieve the desired organizational goal or outcome [NIH, retrieved 2018]
* **Deliver Culturally Appropriate Service** - Deliver socially, culturally, and linguistically appropriate programs and customer service [PH WINS 2017]
* **Describe Diversity** - Describe the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences) [4A1, 4B1, 4C1]
* **Address Diversity** -Address the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community [4A5]
* **Collaborate with Partners** - Collaborate with community partners to improve health in a community (e.g., participate in committees, share data and information, connect people to resources) [5A5]
* **Improve Programs** - Provide input for developing, implementing, evaluating, and improving policies, programs, and services [5A7]
* **Motivate Colleagues** - Motivate colleagues for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view) [7A11, 7B13, 7C13]
* **Use Performance Management** - Use performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting Healthy People objectives, sustaining accreditation) [7A14, 7B16, 7C16]
* **Incorporate Ethical Standards** - Incorporate ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities [8A1, 8B1, 8C1]
* **Professional Development Participation** - Participate in professional development opportunities [8A7]
* **Maintain Performance** - Maintain performance and self-control under pressure or adversity [NIH, retrieved 2018]

# Job Specific Competencies - Tier 2 employees

* Analytical/Assessment Skills (1B1,1B2, 1B3, 1B4, 1B5, 1B7, 1B8, 1B9, 1B10, 1B11, 1B12, 1B13, 1B14, 1B15)
* Policy Development/Program Planning Skills (2B1, 2B2, 2B3, 2B4, 2B5, 2B6, 2B7, 2B8, 2B9, 2B12, 2B13
* Communication Skills (3B1, 3B2, 3B4, 3B5, 3B7, 3B8)
* Cultural Competency Skills (4B1, 4B2, 4B3, 4B3, 4B5, 4B6, 4B7, 4B8)
* Community Dimensions of Practice Skills (5B2, 5B3, 5B4, 5B5, 5B6, 5B7, 5B8, 5B9, 5B10)
* Public Health Sciences Skills (6B1, 6B2, 6B3,6B4, 6B5, 6B7, 6B8,6B9, 6B10)
* Financial Planning and Management Skills (7B2, 7B3, 7B4, 7B5, 7B8, 7B11, 7B12, 7B13, 7B14, 7B15, 7B16)
* Leadership and Systems Thinking Skills (8B1, 8B2, 8B3, 8B4, 8B5, 8B6, 8B7, 8B9, 8B10

# Professional Competencies

The Director of Nursing will adhere to all health checklists, policies and procedures for Scioto County Health Department Public Health Nurse Employees.

Employee - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

(signature) (date)

Supervisor - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

(signature) (date)