

**TOWN OF WAYLAND  
POSITION DESCRIPTION**

<b>Title:</b>	Public Health Nurse
<b>Department:</b>	Public Health Department
<b>Appointing Authority:</b>	Board of Health
<b>Affiliation:</b>	AFSCME
<b>Grade:</b>	G-7A
<b>Personnel Board Approved:</b>	9/24/07
<b>Personnel Board Revised:</b>	2/11/21

**Summary of Duties**

Performs administrative, supervisory and technical work in providing community health care services to include health promotion, disease prevention, health maintenance, health education, emergency and pandemic preparedness and coordination; all other related work, as required.

**Supervision Received**

Works under the general direction of the Public Health Director, and in accordance with established state mandates, department rules, regulations, policies and procedures; works independently to complete assigned tasks.

Performs varied and responsible functions requiring a thorough knowledge of Public Health regulations; exercises judgment and initiative; refers more difficult issues or situations to the appropriate supervisor.

**Supervision Exercised**

With general direction from the Public Health Director, supervises the Lead School Nurse, and oversees the Community Health Nurses and substitute nurses as needed.

**Job Environment**

Work is generally performed under varying office or clinic, conditions with normal interruptions during the workday; may be required to work outside of normal hours to accommodate Health Department and Board of Health initiatives. Potential exposure to blood, other bodily fluids and infectious diseases.

Performance of duties requires composure during emergencies and/or high incident volume periods. Employee is exposed to various weather conditions when traveling for the job.

Utilizes and operates diagnostic testing equipment; medical equipment, computers and other office equipment as needed; operates a motor vehicle.

Makes frequent contacts with Community Health Nurses, Town residents, local and state public health officials and department personnel; communication is through personal discussion or written communications. Contacts require patience, tact and discretion.

Has access to confidential health information, including communicable disease information and sensitive medical information, which requires appropriate judgment, discretion and professionalism.

Errors could result in injury or death, endangerment of public health and safety, delay or loss of services, poor public relations and legal repercussions.

### **Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Supervise through the Lead School Nurse, directs, trains, reviews, and establishes work schedules and assignments for Community Health Nurses and substitutes assigned to Wayland Public Schools; Responsible for annual performance reviews of Community Health Nurses; acts as a liaison between school personnel and the Town / State Health Department

Develops and implements policies and procedures for all public health and school health areas of responsibility; coordinates the distribution of such information; ensures implementation.

Ensures that all mandates and waivers regarding school health are performed in accordance with relevant ~~the~~ regulations.

Works in conjunction with the Lead School Nurse, Public Health Director, Wayland Public School administration, and appropriate staff to develop goals, objectives, regulations, compliance and operating practices for the Community Health Nursing Program; provides feedback to the Board of Health, School Committee, the Public Health Director, and the Wayland Public Schools administration on the program's effectiveness; coordinates communications, as necessary with school officials, the Board of Health, and Public Health Director.

Oversees and through Lead School Nurse, all Community Health Nurses and public health nursing administrative functions; recruits and coordinates substitute nurses; coordinates with additional healthcare professionals who may be needed to assist in providing program services.

Identifies career growth and skills enrichment opportunities and seeks ongoing continuing education opportunities.

In coordination with the Public Health Director, follows up on communicable and reported diseases; enforces quarantine and isolation regulations; communicates with the Public Health Director, Board of Health, appropriate personnel and physicians for successful disease intervention, surveillance and prevention of outbreaks.

Enforces the immunization or revaccination of Public School students for public health and safety; maintains and implements up-to-date guidelines and procedures.

Directly manages Wayland's vaccine program per MA Department of Public Health (MDPH) provider regulations which accepts MDPH and privately purchased vaccine; maintains required documentation and coordinates vaccination clinics which include but are not limited to yearly seasonal flu and pneumonia vaccination clinics; coordinates all vaccination and screening clinics. Inventories, maintains and manages dispensing of vaccines provided by the Massachusetts Department of Public Health.

Directly manages and conducts community-wide vaccination clinics for residents and Town employees who meet the Center for Disease Control and MDPH guidelines; oversees insurance reimbursement for MDPH and private vaccine purchases for Medicare roster billing and health insurance plan reimbursements for administration costs of state allocated and associated costs for privately purchased vaccine; plans and conducts all school based vaccination clinics for students and staff; coordinates volunteers and staff involvement with respect to vaccination clinics sponsored by the Health Department.

Schedules and administers immunization clinics when needed.

Reviews, helps prepare and helps administer the school nursing and public health budget; prepares reports; makes recommendations for contracted services.

Assesses the community's Public Health nursing needs and initiates programs, interventions and solutions to meet needs.

Works cooperatively with other health care providers, professionals and community groups to assure that community health needs are identified. Makes recommendations for programs and services.

Responds to citizen inquiries and concerns related to disease transmission, disease prevention and health promotion; identifies community questions and concerns and provides targeted community education.

Prepares reports, surveys and proposals required by the Massachusetts Department of Public Health (MDPH) the Board of Health, the Public Health Director and Town

Administrator to support and maintain programs and services; maintains statistics for ongoing Board of Health reporting requirements and the annual Town report; prepares reports and information for Wayland schools required by the MDPH; coordinates and communicates monthly MDPH School report; coordinates comprehensive annual reports.

Assists in the Health Department's inspection of recreational camps by auditing medical related records and procedures mandated by state regulations.

In cooperation and conjunction with other local, state and federal organizations, coordinates and implements Medical Reserve Corps (MRC) and volunteer management related plans; participates in the Local Emergency Planning Committee as it relates to public health, volunteer and sheltering responses; primary coordinator for the Health Department for town-wide emergency and pandemic preparedness matters for the town and Region 4A, and other areas as necessary.

Develops and implements, as necessary, emergency town-wide immunization clinics for large-scale pre-event or post-event exposure to bioterrorism events; participates in Bioterrorism Epidemiology/Infectious Disease Response Planning.

May provide routine and emergency health care to students and staff due to illness or injury within the scope of state laws and departmental policies.

Performs similar or related work as requires or as the situation dictates.

### **Recommended Minimum Qualifications**

#### **Education:**

Bachelor's Degree in Nursing from an accredited institution.

#### **Experience:**

Over four (4) years of experience in public health nursing or community health nursing experience; prior supervisory experience and familiarity with public health, emergency preparedness, and school nursing programs is highly preferred.

#### **Substitution:**

Comparable nursing experience may be substituted for the public health or community health nursing requirement.

#### **License/Certificate:**

Current Registered Professional Nurse in the Commonwealth of Massachusetts.

Currently certified or obtains certification within the probationary period in cardiopulmonary resuscitation (CPR) and first aid.

Must possess a valid driver's license.

### **Knowledge, Abilities and Skills**

Thorough knowledge of public health and school nursing principles, practices and procedures.

General knowledge and familiarity of state and local programs and resources.

Knowledge of federal, state and local laws and regulations pertaining to public health programs and reporting requirements.

Working knowledge of drug and immunization interactions and adverse side effects.

Ability to deal tactfully and communicate appropriately with town residents, town employees, other agency's personnel, the general public, and other personnel and convey medical information when necessary.

Ability to assess community health needs.

Ability to maintain detailed records.

Ability to read and interpret laws, rules and regulations pertaining to health programs.

Ability to direct, schedule supervise and motivate employees, and work effectively with minimal supervision.

Ability to multi-task, organize, work independently, accomplish tasks and meet deadlines despite frequent interruptions.

User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment.

Good communication skills with the ability to communicate effectively both verbally and in writing at all times.

Excellent customer service skills.

### **Physical Requirements**

Minimal to moderate physical effort required in performing duties under typical school, office and community conditions. Frequently required to stand and walk over various surfaces. Ability to utilize and operate medical and office equipment. Vision and hearing at or correctable to normal ranges. Ability to sit, stand, reach, walk and hear. May be required to carry, lift or assist in an emergency.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*