

**BELL COUNTY PUBLIC HEALTH DISTRICT
POSITION DESCRIPTION
REGISTERED NURSE**

Bell County Public Health District (BCPH) is seeking a qualified Registered Nurse who is responsible for performance of general outpatient nursing services in the primary areas of immunizations, sexually transmitted diseases, and family planning. Work is performed under the supervision of the Director of Clinical Services and Systems and/or Health Authority/Medical Director. This is a full-time position.

Starting Date: Immediate.

Duties and Responsibilities:

- Provide individualized care for clients attending specific clinics, including Family Planning, STD and Immunization clinics.
- Perform appropriate tasks in all clinics, to include obtaining appropriate medical history, vital signs, rooming patient and assisting Advance Practice Nurse (APN) with examinations and procedures.
- Perform screening tests for which he/she has been prepared by education and experience, including but not limited to venipuncture, finger sticks, urine pregnancy tests and urine dipsticks.
- Provide nursing and clinical services and support for public health nursing programs such as TB and Breast & Cervical Cancer programs.
- Document appropriate information in EMR.
- Utilize the nursing process to identify physical, social, and emotional health needs of individuals.
- Provide medication according to agency policy and as ordered by a nurse practitioner per standing delegation orders - oral and injectables.
- Oversee Licensed Vocational Nurses and Medical Assistants in the clinic(s) and outreach activities.
- Provide comprehensive patient education and post-visit counseling according to standing delegation orders.
- Notify patients of normal laboratory results.
- Perform follow-up of abnormal conditions per policies/procedures, under direction of APN.
- Assist in completing referrals to other departments or agencies under the direction of APN.
- Triage incoming patient calls to determine appropriate level of care.
- Oversee/ assist in training and orientation of new nursing staff and medical assistants.
- Precept students when requested.
- Utilize community relationships to assist clients in navigating health services.
- Maintain inventory and restock clinic supplies.
- Assist in coverage at other clinic site(s) as needed to ensure appropriate staff coverage.
- Participate in Quality Assurance and Quality Improvement committee and activities per Director of Clinical Services.
- Serve as part of public health emergency response efforts as needed.
- Responsible for additional duties as assigned which are reasonably within the scope of the duties enumerated above.
- Fulfills professional role responsibilities by adhering to punctuality and attendance policies.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and ability to perform nursing procedures as appropriate for the scope of a Registered Nurse.
- Ability to perform phlebotomy.
- Appropriate delegation of tasks to other nursing staff.
- Must be able to communicate thoughts clearly, both verbally and in writing.
- Ability to record observations completely, accurately, legibly, and concisely within electronic medical records systems.
- Knowledge of medical and professional nursing ethics and patient privacy rights.
- Ability to work within the team concepts in relation to nursing.
- Ability to interact effectively and in a supportive manner with persons of all backgrounds.
- Must complete required continuing education and training specific to employment at the BCPHD and required by the grants under which the district is funded, e.g. Title X.
- General computer skills required.

SPECIAL CONSIDERATIONS/REQUIREMENTS/RECOMMENDATIONS:

- Required to maintain current Basic Cardiac Life Support Certification.
- Remaining current and up to date in continuing education and all other board licensure requirements.
- Moving clinic supplies, educational materials, and equipment/ machines as appropriate.
- Ability to stand or sit for prolonged periods as required; ability to reach, stretch, bend, or lift up to 40 pounds as needed.
- Increased risk for exposure to and possible transmission of vaccine-preventable diseases and/or tuberculosis.
- Must have appropriate immunizations according to BCPHD Staff Member Immunization Policy.

MINIMAL QUALIFICATIONS:

- Diploma, Associate Degree, or Bachelor's Degree in Nursing from an accredited college or university.
- Current unencumbered license to practice as a Registered Nurse in the State of Texas or a nurse licensure compact.
- Current CPR certification.
- One year of experience as a Registered Nurse (preferred).