



Disability Services
Safety and Claims Management
Department of Executive Services
Human Resources Division
500 4th Avenue, Room 500
Seattle, WA 98104
(206) 477-3350
(206) 296-0514 FAX

Employee :

Claim # :

JOB ANALYSIS

Job Title:	Public Health Nurse		
Department:	Public Health	Division:	Prevention
DOT Title:	Nurse, Staff	DOT #:	075.124-014
SVP:	7	Requestor:	Teresa Fager
Worksite Address:	401 5 th Avenue, 12 th floor Seattle, WA 98104	Office Contact Name/ Phone/ Email:	Shelly McKeirnan shelly.mckeirnan@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 3/22/2019
Update Analyst:			Update Date: 1/16/2020

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

The position works in close collaboration with other members of the disease investigation team including Section Subject Matter Experts (PPM III, Public Health Veterinarian), Public Health Nurses (PHN) , Disease Research Investigation Specialists (DRIS) and epidemiologists on disease investigations. Major areas of responsibility include performing case and outbreak investigations for cases this PHN position is primarily responsible for (e.g., vaccine preventable diseases, zoonotic diseases, etc.), implementing disease control measures and provide technical assistance to health care providers and the public. This position reports to the Subject Matter Experts in the Communicable Disease Epidemiology & Immunization (CD/IMMS) Section of the Prevention Division.

ESSENTIAL FUNCTIONS ACCORDING TO THE EMPLOYER:

All King County jobs require ability/essential function to:

Demonstrate predictable, reliable, and timely attendance.

Follow written and verbal directions to complete assigned tasks on schedule.

Read, write, and communicate in English & understand basic math.

Learn from directions, observations, and mistakes and apply procedures using good judgment.

Work independently or as part of a team and interact appropriately with others.

1. Conducting notifiable disease surveillance and investigation, including gathering case information and implementation of disease control measures (includes conducting in-person and telephonic case interviews, collecting specimens for investigation at a King County health care facility, other facility including a shelter or private residence, providing education and implementing disease control measures) in *case and outbreak investigations* that occur in various sites such as a shelter, restaurant, health care facility, apartment complex, etc.
2. Participating in Section's response during outbreaks and emergencies. This Section is mandated to investigate these legally notifiable conditions and investigations typically need to be initiated immediately or within 24 hours of receipt of report, as assigned by the supervisor; also assisting with after-hours disease investigation and response activities, as assigned and approved by the supervisor.
3. Administering vaccinations or collecting specimens for communicable disease testing in a field setting such as a vaccine clinic at a facility including a shelter, school, private business etc., or in a private



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- residence.
4. Assisting or leading onsite training and mentoring of other Section staff, including new and surge staff (PHN and DRIS staff).
 5. Participating in on-site trainings and updates, to keep current on King County required training, and communicable disease issues and case/outbreak investigation updates.
 6. Providing information and technical assistance to other Section staff and Departmental programs, health care providers and the public, including attending meetings (scheduled and impromptu, including Incident Command Structure/ICS meetings-intent is to have all participants for the operational period at the meeting to discuss incident action plan for next operational period, in this case, that day or week with Section and Departmental staff on communicable disease issues.
 7. Conducting presentation for audiences in field setting (hospitals, clinics, schools, homeless providers, etc.).
 8. Participating in onsite meetings and outbreak investigations (including health care associated infections) with King County acute care hospitals, long term care facilities and clinics.
 9. Educate health care providers on appropriate specimens to collect and on testing and specimen handling procedures.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

Thorough knowledge of disease surveillance and investigation methods; public health nursing principles and processes; human systems; infectious disease management and control; health care systems structure and function; communication strategies; and adult learning and health care education.

Demonstrated ability to carry out assignments and responsibilities reliably in a thorough, accurate, and timely manner.

Demonstrated ability to maintain confidentiality of protected health information at all times.

Demonstrated ability to clearly and effectively communicate orally and in writing with supervisor, co-workers, healthcare providers, and the general public for the purposes of relaying time-sensitive information and making presentations, proposals, and recommendations.

Demonstrated ability to provide consultation and clinical support to health care providers and the community.

Demonstrated ability to work in community settings without on-site supervision with culturally and socio-economically diverse populations.

Fluency in Microsoft Office applications (Outlook, Word and Excel)

Washington State Driver's License or the ability to provide transportation to work locations with limited or no public transportation services is required.

Licensing/Certification Requirements:

Current Washington State Registered Nurse license in good standing.

Bachelor's degree in nursing science from a school of nursing accredited by the National League of Nursing or the equivalent.

Desired Qualifications:

The most competitive candidates will have:

- Experience with communicable disease case investigation.
- Experience with developing or implementing communicable disease surveillance systems or prevention programs.
- Two years clinical experience (inpatient or outpatient).
- Master's degree in public health or related field



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- Interviewing skills (phone and in person)
- Proficiency in phlebotomy (and/or willingness to obtain proficiency training).

Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Computer, phone, fax, printer, copier, scanner, laptop, hand cart, headset, smart phone, syringes, vials, , tourniquet, vaccines/immunizations, pen/pencil and immunization supplies (alcohol pads, band aids, cotton pads etc.), venipuncture/phlebotomy collection supplies. Lab testing such as venipuncture, buccal testing (mumps), nose or throat swabs (influenza, pertussis), etc.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input checked="" type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 49 min. – 2 hr 40 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min)	<input type="checkbox"/> Heavy	8-12 Hours Per Day
C = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	3-5 Days Per Week
Work Pattern (continued)		FLSA Exempt <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

This job is considered MEDIUM by the US Department of Labor, but adjusted to SEDENTARY for this position.

Field work is performed approximately 10% of the time. The amount of fieldwork can be unpredictable in nature, as it can be in response to an outbreak which requires an increase in activities such as venipuncture, specimen samples, nasal swabs, immunizations, etc. The majority of the overall work is performed in an office environment, but the employee must be able to participate in fieldwork as needed for outbreak response.

Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		1-10 *20				Up to 1 min./time, 15 min. total while manipulating file folders of case reports, boxes of case reports/files, venipuncture (blood collection) kit, boxes of immunization equipment (1 lb.), files (1-5 lbs.) presentation materials (5 lbs.), work bag (10 lbs.). *Rarely may move a box of files up to 20 lbs..
Lifting waist–shoulder		1-10 *20				Up to 1 min./time, 15 min. total while manipulating file folders of case reports, boxes of case reports/files, venipuncture (blood collection) kit, boxes of immunization equipment (1 lb.), files (1-5 lbs.) presentation materials (5 lbs.), work bag (10 lbs.). *Rarely may move a box of files up to 20 lbs..
Lifting above shoulder	X					



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Job Demand	Frequency and Weight (lbs.)				Activity Description
Carry (Distance/Surface)		1-10			Up to 1 min./time, 15 min. total while transporting items for field work or within the clinic (for immunization clinic work): file folders of case reports, boxes of case reports/files, venipuncture (blood collection) kit, boxes of immunization equipment (1 lb.), files (1-5 lbs.) presentation materials (5 lbs.), work bag (10 lbs.).
Pushing/Pulling (Distance/Surface)		1-6			Up to 10 sec./time, 5 min total while opening doors and drawers.

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X*	Up to 2 hrs./time, 7 hrs. total, on an office chair, while performing computer duties, talking on the phone (triage work), driving and attending meeting. *A sit/stand workstation is present so the employee can alt. as needed while in the office.
Standing		X*				Up to 1 hr./time, 2 hrs. total while conversing with coworkers, providers and patients; conducting presentations and performing site visits. Using printer, fax, copier and scanner. *A sit/stand workstation is present so the employee can alt. as needed when in the office.
Walking			X			Up to 1 hr./time, on flat linoleum/carpeted surfaces, 2 hrs. total while traversing within the office as well as performing site visits (could include clinics, schools, private residences, hospitals, shelters, long term care facilities, community centers, etc.).
Perform Work on Ladders	X					
Climbing		X				Up to 1 flight of stairs 2x/shift.
Balancing	X					Rarely traverse uneven ground or slippery surfaces at a site visit for up to 10 min./time, 20 min. total.
Stooping / Bending		X				Up to 5 min./time, 45 min. total while administering immunizations and blood draws, taking temperature and obtaining objects from low shelves and drawers. Can alt. with squat/kneel as needed.
Twisting at Neck		X				Up to 5 min./time, 30 min. total, while driving, conducting presentations, performing blood draws and immunizations.
Twisting at Waist		X				Up to 5 min./time, 30 min total when performing blood draws and immunizations; getting in/out of a car.
Squatting / Kneeling		X*				Up to 30 sec./time, 5 min. total while administering immunizations and obtaining objects from low shelves and drawers. *Can alternate with bend/stoop as needed.
Crawling	X					
Reach waist to shoulder				X		Up to 1.5 hr./time, 4 hrs. total while driving, reaching for phone, utilizing file cabinets, administering immunizations, etc.



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	N	S	O	F	C	
Reach above shoulder		X				Up to 1 min./time, 10 min. total while accessing objects and supplies on upper shelves and in cabinets. Rarely may attend a conference or training off-site which may include additional driving or taking an airplane, train, bus, etc..
Reach below waist		X				Up to 5 min./time, 30 min. total while performing venipuncture, administering immunizations, accessing items on lower shelves or in low drawers.
Keyboarding				X		Up to 10 min./time, 4 hrs. total while performing computer duties.
Wrist Flexion/Extension		X				Up to 1 min./time, 10 min. total while administering immunizations and performing blood draws.
Handle/Grasp		X				Up to 1 min./time, 10 min. total while manipulating files, work bag, laptop, phlebotomy equipment, stapler, medical supplies, etc.
Forceful Grasp	X					
Fine Finger Manipulation					X	Up to 1 hr./time, 6 hrs. total while performing computer duties, performing venipuncture, writing, manipulating documents/files, administering immunizations.
Hand Controls				X		Up to 1.5 hr./time, 4 hrs. total while driving, performing immunizations, utilizing venipuncture equipment and using a computer mouse.
Foot Controls	X					
Repetitive Motion	X					Body Part: Cycles/hr:
Vibratory Tasks – High	X					
Vibratory Tasks – Low	X					
Talking			X			Up to 10 min./time, 2.5 hrs. total while performing interviews, triage duties (patients and providers on the phone) as well as when conversing with coworkers, patients and providers.
Hearing					X	Up to 2.5 hrs./time, 8 hrs. total while working in a public health clinic that has patients that may have behavioral or mental health issues. Listens for telephone, coworkers and patients.
Visual – Near Acuity					X	Computer screen, smart phone, written materials, standardized forms, etc.
Visual – Far Acuity		X				Persons within clinic, driving.
Visual – Depth Perception		X				Administering immunizations.
Visual – Color Discrimination		X				Preparing immunizations, venipuncture, etc.
Visual – Accommodation	X					
Visual – Field of Vision		X				Interacting with patients.
Exposure to Weather	X					
Extreme Cold	X					
Extreme Hot	X					
Wet and / or Humidity	X					



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	N	S	O	F	C	
Proximity to Moving Mechanical Parts	X					
Exposure to Explosives	X					
Atmospheric Conditions		X				
Exposed Heights	X					
Exposure to Electricity	X					
Exposure to Toxic / Caustic Chemicals		X				
Exposure to Radiation	X					
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Loud <input type="checkbox"/> Very Loud					
Other:		X				Employee is potentially exposed to biohazards or communicable diseases during the following types of activities: field work such as venipuncture, immunization clinics, interviewing patients in health care facility or home setting, conducting laboratory testing for communicable diseases or immunity (e.g. mumps, testing. buccal swab, venipuncture for blood for immunity testing, influenza testing (nasal or oral swab) or when administering immunizations with hypodermic needles. The employee may work in the field which can include homeless shelters, hospitals, private residences, etc., which could include noisy people or moderately loud machinery/vehicles.



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Analyst's Comments:

Possible Employer Modifications:

Update Comments (if applicable):

Note: The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

Analyst:

Update (if applicable):

Kyle Pletz, VRC, CDMS

Vocational Consultant

Date

Vocational Consultant

Date

Employer Verification:

Employee Verification: (optional)

Shelly C. McKeinon
Name

4/7/20
Date

Name

Date



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MEDICAL PROVIDER:

- ☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work. Date employee is released to return to work if different from today's date: _____
- ☐ I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a ☐ permanent basis or ☐ temporary basis.
- ☐ The employee **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- ☐ The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- ☐ Attending Physician ☐ Consulting Physician ☐ Pain Program Physician
- ☐ IME Physician ☐ PCE Therapist ☐ OT / PT Therapist ☐ PEP Physician