

# Job Analysis Form

Alternate Format Available



King County

## SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

A more detailed form is available on the web at <http://www.metrokc.gov/ohrm/kcjabank/>

PATIENT NAME: \_\_\_\_\_

JOB TITLE: Public Health Nurse (TB Clinic)

DEPARTMENT: Public Health

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Works in a variety of settings including patient homes, clinics, schools, health and human service agencies, and the general community to provide public health services to individuals, families, community groups, health and human service personnel, and the community at large.

WORK ENVIRONMENT: Clinic and field.

ESSENTIAL FUNCTIONS: Performs comprehensive individual and family assessments which include health history, physical assessment, growth monitoring, developmental assessment, psycho-social assessment, assessment of family functioning, assessment for substance abuse or domestic violence issues, and assessment of basic needs including food, housing, income, resources and supports, and access to health care. Provides case management, care coordination, referral and follow-up to individuals and families who are members of a vulnerable population and/or high-risk group. Evaluates outcomes, effectiveness of plan, and makes changes as necessary on micro and macro levels. Uses epidemiological surveillance methods in community outreach, screening, and case findings of communicable and infectious diseases that threaten the health of the community. Engages clients and families in a plan of care that addresses their identified health deficits and issues. Provides education and counseling to individuals, families and community groups that are adapted to their unique needs, lifestyle, cultural and socio-economic situation. Participates in community assessment; can distinguish between quantitative and qualitative community assessment data; understands incidence and prevalence data; knows how to access basic community epidemiological data. Provides leadership and acts as a liaison with other community agencies and professionals; advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available programs and services and are assisted in the utilization of those services.

### Exposures:

- Outside weather
- Non-weather related temp below 55°
- Non-weather related temp above 75°
- Humidity/dampness
- Moving mechanical parts
- Exposed high places
- Vibration
- Toxic or caustic chemicals
- Confined spaces
- Wet
- Gasses
- Fumes
- Odors
- Dusts
- Mists
- Radiation
- Explosives
- Noise Level 70 DBL
- Bloodborne Pathogens

### Special Requirements:

- CDL
- Respirator use

\*\*\* Continued on next page.

Demonstrates support of Public Health's mission to protect and promote the health of all residents through implementing primary prevention strategies which prevent health problems from starting, spreading, or progressing. Obtains and completes appropriate patient "Consent for Care" forms, ensures patient confidentiality and maintains orderly medical records. Follows established Public Health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information. Documents patient assessment and intervention data in medical records. Uses established medical record forms and documentation practices. Provides training, orientation and education to staff, students and other health and human service professionals in the community regarding public health practices. Delegates and supervises tasks assigned to paraprofessional staff. Responds to emergency situations with basic life support and first aid skills. Summons other health care providers and emergency response personnel in a timely and appropriate manner. Participates in research and demonstration projects that seek to improve the health of communities and determine new ways to address health issues. Participates in program development, implementation, coordination and support; may facilitate multidisciplinary and/or interagency teams. Participates in quality management activities using quality improvement and evaluation approaches.

Ensures compliance with practice guidelines, community standards of care, and Federal and State laws and regulations. Ensures a safe working environment by adhering to the standards set by Occupational Safety and Health Administration and Washington Industrial Safety and Health Administration (OSHAWISHA).

Participates in Department and possibly community emergency response training and drills in support of disaster preparedness. Maintains home preparedness in order to respond to work in the case of a disaster.

Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.

I have reviewed the following Job Analysis for the above-named candidate.

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Physician's Signature

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Date