

WEBB COUNTY  
JOB DESCRIPTION

CERTIFIED

**TITLE:** NURSE  
(under Standing Delegation Order of DSHS Region 11)  
**DEPARTMENT:** Indigent Health Care Services  
**SLOT NUMBER:** 2861  
**REVISION DATE:** January 15, 2015

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By Webb County  
Civil Service Commission

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**JOB SUMMARY:**

The County Nurse will perform professional, technical, and administrative nursing duties, primarily in rural areas of Webb County, that include, but are not limited to: immunizations, tuberculosis testing and treatment, communicable diseases, and preventive care. The County Nurse will work under the direction of the Webb County Indigent Health Care/ Public Health Services Department Director and under the direct clinical supervision of the Department of State Health Services Region 11 Medical Director or designee.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Coordinate services consistent with Department of State Health Services policies and procedures, Standing Delegation Orders, and Protocols.
- Provides education, counseling and guidance, as well as educational material, on the prevention of disease and maintenance of health depending on needs of patient.
- Interviews patient to obtain appropriate health history and document accordingly. Responsible for updating demographic information, history and other pertinent information as needed.
- Reports any abnormal finding to Regional Medical Director or designee as appropriate.
- Assists in coordinating treatment and follow up with other health agencies to promote and provide a complete system of health care delivery to patient.
- Chart temperature, pulse, and respirations (TPR), blood pressure and blood glucose as required.
- Responsible for maintaining and documenting appropriate medical records and reports.
- Review physician's orders.
- Receive verbal orders from the physician and transcribe the physician's order sheet.
- Order prescribed medications, supplies and equipment.
- Must maintain complete CONFIDENTIALITY in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and any other applicable Federal, State and Local rules and regulations regarding an individuals' personal and health information.
- Must maintain a considerate and respectful attitude toward individuals receiving services.
- And any other duties and responsibilities assigned by management.

**Tuberculosis / Communicable Diseases**

- Monitors assigned TB Cases for DOT/DOPT compliance Toxicity, TB contact investigations, and follow-up per standing protocols.
- Monitors and when necessary, develops ways of preparing and collecting data required by DSHS Region 11.
- Assures reports are completed and submitted in a timely manner.
- Assists in identifying TB Program needs to plan effective strategies and implement change.
- Understands and interprets public health laws and regulations as they pertain to tuberculosis control activities.
- Follows protocols on lab collection (blood and sputum) and reports abnormal labs to Region

11 Regional Medical Director or designee, and makes appropriate referrals.

- Prepare/administer medications as ordered by the physician.
- Verify the identification of the patient before administering medications or treatments.
- Requisition and arrange for diagnostic and therapeutic services as ordered by the physician.
- Review medication sheet for completeness of information, accuracy in the transcription of physician orders and adherence to policies.

### **Immunizations**

- Assists in the management of epidemiological data gathering and analysis for preventable disease control and prevention as needed.
- Prepares equipment and supplies necessary for the administration of immunizations for Immunization Clinics in adherence with the DSHS Immunization Standing Orders and Physician Orders.
- Monitors clinical services and performance by participating in Quality management activities and collaborating to continue improvement in services provided.
- Assists other professional healthcare personnel in the immediate control of acute disease epidemics.

### **KNOWLEDGE SKILLS AND ABILITIES**

- Strong organizational skills.
- Counsel patients and family members as needed.
- Knowledge of nursing techniques and procedures, health care laws and regulations, medical diagnoses and procedures, accepted medical treatment patterns, community health and nursing care principles, practices, and procedures, program regulations and procedures, and utilization review and control measures.
- Possess leadership ability and the willingness to work with and supervise professional and nonprofessional personnel.
- Ability to explain public health laws and regulations in an easy to comprehend manner to patients and family members.
- Ability to organize, coordinate, and evaluate nursing activities and delivery of public health services.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.
- Experience in immunization administration and reporting and/or the treatment and monitoring of tuberculosis is strongly preferred.

### **QUALIFICATION STANDARDS:**

- Graduate of an accredited school of nursing or an approved Licensed Vocational Nurse and/or Registered Nurse program.
- Current nursing licensure in the state of Texas or a state that recognizes reciprocity through the Nurse Licensure Compact.
- Minimum of three (3) years of experience in nursing work.

### **SKILLS AND ABILITIES:**

- Ability to communicate in English and Spanish.
- Ability to speak in public and give presentations to groups regarding the public health laws and regulations.
- Must have knowledge of standard office equipment including personal computer and software programs.
- Must be able to follow oral and written instructions.

**PHYSICAL REQUIREMENTS:**

- Must be able to sit, stand, bend and/or type for prolonged periods of time.
- May be required to work during times other than normal working hours when needed (before/after hours, weekends, holidays).
- Must be able to carry up to 20 lbs.

**OTHER REQUIREMENTS/INFORMATION:**

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, motor vehicle record (MVR) and criminal background checks are required.
- This position is *not* covered under Civil Service; however, all other Webb County Policies apply.

**SUPERVISORY:**

Supervised directly by Indigent Health Care/ Public Health Services Department Director  
Direct clinical supervision by DSHS Region 11 Regional Medical Director or designee.

**ACKNOWLEDGEMENT:**

**The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.**

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EMPLOYEE SIGNATURE

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SUPERVISOR SIGNATURE

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