

Handbooks with information on immunizations are provided to all hospitals for distribution to new parents. The Immunization Program is committed to promoting culturally-competent, family-centered and community-based services.

- b. Describe the purpose of this position, and how it functions within this program, by completing this statement:
The purpose of this job/position is to . . .

The purpose of this position is to provide a nurse epidemiologist expertise and perspective to activities in the Immunization Program. This position will, both alone and in collaboration with other OHS staff, coordinate the planning, development, conducting, and preparation of reports on epidemiological studies related to vaccine-preventable diseases; will monitor and analyze surveillance data; provide on-call support for local health departments, physicians, nurses, and the lay public regarding immunization and vaccine-preventable diseases; assist in training local health department personnel; and represent Health Services on matters pertaining to vaccine-preventable diseases and epidemiology.

SECTION 3. DESCRIPTION OF DUTIES

List major duties. Note percentage of time duties are performed. If this is an existing position, mark "N" for new duties or "R" for revised duties.

%	of	
Time		N/R DUTIES

Provides telephone, written and/or on site nursing consultation, technical assistance and epidemiologic information to local health department staff, hospital infection control personnel, physicians and other health care providers, school and day care personnel, and the general public on vaccine-preventable diseases, surveillance and case investigation, in coordination with the Acute and Communicable Disease Program and local health departments (LHDs) when appropriate, in the following areas:

ESSENTIAL DUTIES

- | | | |
|-----|---|---|
| 55% | R | <p>VACCINE-PREVENTABLE DISEASE EPIDEMIOLOGIC ACTIVITIES:</p> <ol style="list-style-type: none"> 1. Conducts outbreak investigation of vaccine-preventable diseases (VPDs) using epidemiology methods/strategies. 2. Recommends diagnostic techniques, treatment, prophylaxis, and intervention measures. 3. Supports and monitors public sector reporting of VPDs. Reviews VPD reports received from providers and labs, doing referral and/or follow-up as necessary. Reports surveillance and outbreak data to CDC, as required. 4. Analyzes data on VPDs; describe the epidemiology thereof. 5. Designs studies to identify risk factors for vaccine-preventable disease in Oregon that will enable effective public health measures to be taken. 6. Reports findings to state officials, local public health officials, physicians, nurses, federal grantors, and the media. 7. Writes articles in the CD Summary and for other publications as appropriate. |
| 20% | R | <p>PERINATAL HEPATITIS B CASE MANAGEMENT PROGRAM</p> <p>Develops, coordinates and evaluates the statewide activities of the Perinatal Hepatitis B Prevention Program, including:</p> <ol style="list-style-type: none"> 1. Technical assistance to assure that LHDs comply with all aspects of perinatal hepatitis B tracking, that hospitals have screening policies in place for pregnant women and vaccination policies for newborns, and appropriate case-management is carried out. 2. Prepare narrative and statistical reports on the scope and cost of the programs to the CDC. |

3. Reviews case management reports for completion and reimbursement.

10% R TECHNICAL ASSISTANCE AND TRAINING

1. Provides clinical assistance by giving immunizations and training clinical staff on giving immunizations routinely when requested.
2. Training and teaching as requested for students of schools of medicine, nursing, etc.
3. 3. Member of after hours emergency vaccine response team.

10% R VACCINE INFORMATION

1. Provides back up to the Public Health Nurse. Includes providing expert nursing consultation and information on vaccines; current recommendations, nature and use of vaccine, types of vaccine, and contraindications to medical community, local health departments, health care providers, general public, professional organizations, and media.
2. Provides nursing input into revision of immunization laws and rules, handbook, articles, curriculum, reports, press releases, and audiovisual presentations.
3. Takes rotation of the "telephone on call" assignment.

The following items are expectations for all Immunization Program staff:

On-going E N Regular attendance and punctuality are essential functions required to meet the demands of this job and to provide necessary services.

On-going E N This position works collaboratively in a team setting. Good team player skills are necessary, including the willingness to collaborate, share information, and contribute to the team's success as necessary. The position also requires excellent customer service skills for both internal and external customers, and the ability to demonstrate initiative and independent judgment on an on-going basis. Contribute to a positive respectful and productive work environment.

On-going E N Assure that all written and verbal communications of this position are culturally sensitive.

OTHER DUTIES

- 5% R
1. Serves on various committees and work groups as assigned or as volunteers.
 2. Assists in the development of educational information, guidelines, surveys.
 3. Backs up hard drive and essential disks and keeps log of such.
 4. Other duties as assigned.

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

As much as 75% of work is office oriented. During the remaining time, the employee is required to make field visits. This necessitates field trips of 1-5 days duration. Working hours may be other than 8-5, including week-ends.

SECTION 5. GUIDELINES

- a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

ORS and OAR's pertaining to immunization
OPEU contract
OHD Resource Manual
OHD policies and procedures
OHD Immunization Handbook
MMWR/ACIP recommendations and guidelines
Current AAP Red Book
Current Health Information for the International Travel
Current Control of Communicable Disease in Man
Year 2000 and 2010 Objectives
Current year Immunization Grant
Immunization Policy Manual
Current Oregon Investigative Guidelines for Reportable Diseases
Current Guide for Adult Immunization
Oregon Benchmarks
Other

- b. How are these guidelines used to perform the job?

They establish parameters for grant activities, consultations, and recommendations. Also, the above guidelines are used as references and procedures that address specific job-related duties.

SECTION 6. WORK CONTACTS

With whom outside of co-workers in this work unit must this position regularly come in contact?

<u>Who Contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often?</u>
General Public	in person/phone	training/info/investigations	frequently
County Health Departments	in person/phone/elec	training/investigations	daily
Media	in person/phone	public announcements as required	
Laboratory Personnel	phone/electronic	training/investigation	as required
CDC	phone/electronic	project details/technical support	as required
Other state health depts.	phone/electronic	investigations	occasionally
Schools/facilities	in person/phone	program specific/disease/vaccine	frequently
State agencies	in person/phone/elec	program specific/disease/vaccine	periodically
Physicians/Nurses/Parents	in person/phone	VPD information/program specific	frequently
OPIC members	in person/phone	varies	occasionally

SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate affect of these decisions where possible.

1. Day-to-day management of epidemiologic activities related to vaccine-preventable disease.
2. Recommendations regarding control of vaccine-preventable diseases.
3. Position requires decision making is issues related to assessment of vaccine records, giving nursing/technical consultation and in areas of program specific work including standards of nursing involving safety of administration of vaccines in clinical settings and in VPD's outbreaks.

