

CHICKASAW COUNTY PUBLIC HEALTH AND HOME CARE SERVICES

Title: Immunization Clinic Nurse Coordinator

Reports To: Administrator/
Assistant Administrator

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- I. The duties of the Immunization Clinic Nurse Coordinator are as follows:
 - A. Participates and coordinates Immunizations clinic services provided by CCPH and HCS.
 - B. Manage vaccine in
 - C. Maintains and utilizes the electric health record in documentation of patient care and vaccine.
 - D. Participates in the annual school immunization audits under the guidelines of Iowa Dept of Public Health.
 - E. Enters immunizations into the IRIS.
 - F. Coordinates and schedules annual flu clinic sites in Chickasaw County communicating with local community sites and businesses on dates and times provided
 - G. Maintains security, privacy and confidentiality of patient health information according to HIPAA guidelines and computer security guidelines.
 - H. Manages medication and vaccines.
 - I. Provides Well Being Visits under the guidelines of Iowa Dept of Public Health as patients are referred onto the program
 - J. Follows up on Communicable Disease referrals that are received from the Iowa Dept of Public Health
 - K. Assist with public health programs as needed by agency administrator
 - L. Reviews and carries out provider's orders.
 - M. Serves as a resource nurse for all staff and citizens of Chickasaw County regarding immunizations recommendations from CDC.
 - N. Serves as the Mass Emergency Preparedness Nurse Coordinator during an event with vaccinations are needed at the Plan of Dispensing area. Assist with planning of updates with administrator as needed regarding future preparedness for the county.
 - O. Prepares Immunization Grant application with assistance of agency administrator and staff members yearly with required documentation identified for the Grant.
 - P. Follows Duties of the Registered Nurse
 1. The duties of the Registered Nurse are as follows:

- A. Makes the initial evaluation visit
- B. Regularly re-evaluates the patient's nursing needs
- C. Initiates the plan of treatment and necessary revisions
- D. Provides those services requiring substantial specialized nursing skill
- E. Initiates appropriate prevention and rehabilitative nursing procedures
- F. Participates in clinic services as assigned
- G. Provides health promotion home visits as needed

NURSE'S MEDICARE/MEDICAID RESPONSIBILITIES

1. Determines eligibility and coverage for patients and required forms for third part payer.
2. Prepares for certification visits. Develops plans for implementing recommendations and corrections of deficiencies.

Chickasaw County is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.