



Job Code: 1974
Grade: FF-None
HCWR: N

Job Title
Public Health Nurse IV

Department
Public Health/Integrated Health Support Services/TB
Control Program

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

Under direction, is responsible for the coordination and management of Tuberculosis (TB) Control Program services including clinic, case management, and field services delivered by nursing and nursing support staff.

Typical Duties

- Coordinates with other Service Units e.g., Communicable Disease, Health Promotions, Medical staff in the implementation of public health TB services.
- Develops, implements, and evaluates policy and protocol for clinics within the guidelines of the Nurse Practice Act, the Illinois Department of Public Health/Illinois Department of Human Services, and the Cook County Bureau of Health Services.
- Establishes and monitors inventory of clinical and pharmaceutical supplies.
- Ensures that clinic schedules and templates are maintained on the Global system.
- Ensures that staff is scheduled to TB clinic, case management, and field services to ensure safe patient care and compliance with established protocols and policies.
- Coordinates use of commercial registry staff for clinics including orientation, scheduling, and evaluation of services and staff Ensures that budget for commercial registry is not exceeded.
- Reviews and analyzes evaluative data provided for clinic services including but not limited to Global, Illinois Department of Public Health, and the Centers for Disease Control and Prevention.
- Participates in quality assurance initiatives including case management reviews, chart audits, time studies, and client surveys to assess adherence to policy and procedure, identify deficiencies, and evaluate outcomes. Develops corrective action plan for staff assigned to their supervision.
- Organizes and conducts coordination meetings for nursing staff in the TB Control Program including the establishment of agenda items and documentation within the Cook County Department of Public Health (CCDPH).
- Prepares and submits mandatory reports for grant funders, regulatory agencies, the Cook County Bureau of Health Services, and the Cook County Board.
- Represents the Director of the Integrated Health Support Services and CCDPH at events and meetings and actively participates to further the goals of IHSS and CCDPH.
- Writes and submits grant applications on behalf of CCDPH for assigned program areas.
- Selects and supervises direct service nursing staff assigned to TB Control Program.



Minimum Qualifications

- Licensed as a Registered Professional Nurse in the State of Illinois
- Master's degree in Community Health Nursing or related degree
- Five (5) years of administrative and supervisory experience in public health programs such as STD, Family Planning, TB, or Immunization
- Experience in successful grant submission, implementation, and evaluation.
- Experience in supervision of professional staff including nurses and support staff.
- Must have access to an insured vehicle and possess a valid Illinois driver's license for field duties
- Must be trained and certified in the National Incident Management System through the Federal Emergency Management Agency (FEMA) courses IS-100, 200, 700, and 800 within six (6) months of employment.
- Must be available for "on-call" duty as required

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of quality assurance methods and epidemiological concepts
- Knowledge and experience in successful grant submission, implementation, and evaluation
- Knowledge and experience in supervision of professional staff including nurses and support staff
- Proficiency in the utilization of basic word processing, spreadsheet, and database programs
- Effective verbal and written communication skills
- Demonstrated positive interpersonal skills, including ability to interact with persons of different social and ethnic backgrounds
- Demonstrated successful program management in public health nursing programs including Family Case Management
- Ability to adapt to change in carrying out assigned duties

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.



The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.