

HIDALGO COUNTY

HEALTH ADMINISTRATION

Job Title: Flu Surveillance Technician

FLSA Status: Non-Exempt

Dept. Code:

Civil Service Status: Non-Exempt

SUMMARY:

Under the supervision of the Public Health Preparedness Coordinator and Director of Nurses, participates as a member of the Public Health Emergency Preparedness Division (PHEP), assists with Flu disease surveillance. Coordinates and ensures complete reporting/data exchange/specimen submission. Participates in outbreak investigations. Conducts other communicable disease surveillance. Participates in the training, planning, development, interpretation and assessment of natural or simulated responses (exercises/drills) to biological attack or infectious disease outbreaks. Prepares graphics and slides of epidemiologic data. Duties are performed with minimal supervision and with considerable latitude for use of initiative and independent judgment. Creates surveillance and case investigation forms, fact sheets, and brochures regarding notifiable conditions and bioterrorism response. Participates as a member of the Public Health Emergency Preparedness Division (PHEP); shall respond to all bioterrorism events or large disease outbreaks and other Public Health emergencies anywhere in the state. Will be required to be "on call" 24 hours a day, 7 days a week, 365 days a year.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, the Flu Surveillance Technician must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to work as a Flu Surveillance Technician.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures proper Flu reporting from healthcare providers to Hidalgo County Health & Human Services Department.
- Is knowledgeable and ensures proper Flu specimen packaging, shipping and submission by healthcare providers as indicated by Texas Department of State Health Services (DSHS). Is familiar with viral transport medium (VTM) and rapid flu tests, and storage/dispensing.
- Works with health care providers to ensure DSHS Flu procedures/protocols/guidelines are followed.
- Sorts Flu confirmed and probable cases for Hidalgo County reported from DSHS and other sources.
- Submits required DSHS reports in relation to Flu surveillance.
- Assists in Flu Emergency Operations Center (EOC) and is familiar with Incident Command System.
- Becomes familiar with Centers for Disease Control and Prevention and DSHS Flu resources and websites.
- Educates Hidalgo County health care providers and citizens on Flu.
- Maintains list of hospitalized confirmed and probable cases for Hidalgo County. Becomes familiar with Flu lab interpretation.
- Completes Flu DSHS investigations forms, enters to NEDSS, faxes to DSHS.
- Enters and maintains list of "Other Public Health Interest" patients with Influenza-Like-Illness (ILI) spreadsheet.
- Works with Influenza Surveillance Coordinator and assists with weekly influenza surveillance reports.
- Works with pharmacies on Flu State Provided Antiviral use.
- Requests Medical Records from health care providers as needed.

- Participates as a member of the Public Health Emergency Preparedness Division (PHEP) and may respond to a bioterrorism event or disease outbreak. Assists in developing effective relationships and networks of communication to promote teamwork and collaboration in implementing bioterrorism response activities. Responds to written and verbal requests for disease reporting and bioterrorism defense information.
- Conducts routine disease surveillance activities. Contacts physicians, hospitals, laboratories and others to identify and collect data for persons with specific symptoms or disease. Works collaboratively with health care professionals to coordinate data collection procedures. Monitors incoming data to ensure accuracy and completeness and when necessary, contacts submitters to collect or correct data. Creates database structures and enters morbidity data. Performs database quality assurance review measures and data checks. Performs data queries for cleaning data. Conducts on-site evaluations of hospital and laboratory reporting. Reviews records to assess degree of recording. Maintains hard copy files.
- Assists with epidemiologic investigations. Interviews patients/case controls and reviews medical, laboratory, and other records from hospitals and physicians. Obtains patient consent and arranges specimen collection and submission when needed. May label lab samples and fill out lab submission slips. Contacts private labs to ensure specimens are forwarded to TDH lab as needed.
- Responds to written and verbal requests for morbidity data and information. Assists with data analysis. Prepares statistical data reports using a variety of software applications including Word, Word Perfect, Power Point, Excel, EpiInfo, Access, Harvard Graphics.
- Assists with surveillance and bioterrorism preparedness training. Prepares presentations and creates fact sheets and/or brochures.
- Performs other duties as necessary to fulfill Public Health Preparedness Response grant requirements.
- Performs other duties as assigned

EDUCATION AND EXPERIENCE:

- High school graduate or GED, college level health, science, or nursing courses are a plus.
- Minimum 1 year experience in health, public health, or related work is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by County Insurance carrier.

OTHER SKILLS AND ABILITIES:

- Knowledge of H1N1
- Basic knowledge of medical terminology, epidemiology, and Texas public health laws
- Basic knowledge of computer Software
- Skill in problem solving
- Skill in communicating effectively orally and in writing.
- Bilingual English/Spanish required
- Skill in preparing technical reports in a clear and concise manner.
- Skill in proofreading and editing documents.
- Basic skill in interpreting diagnostic laboratory results and information from medical charts.
- Ability to maintain effective working relationships with managers, co-workers, the public and professional groups.
- Ability to organize and prioritize workload and meet deadlines.
- Ability to work independently.
- Ability to work on multiple projects at the same time.
- Ability to maintain confidentiality.
- May be required to work other than normal hours including weekends and holidays.
- Must provide your own dependable transportation (automobile)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and listen. The employee frequently is required to stand, walk; sit, use hands and fingers, handle or feel objects tools or controls; reach, climb or balance, bend, stoop and kneel.

The employee must occasionally lift and/or move objects weighing up to 25 pounds. Visual acuity required by this job includes near and distant vision, depth perception, color perception, and the ability to adjust focus/vision to equal or be corrected to 20/20.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low. Work is usually performed in an office or clinical setting but may require outdoor work/home visits.

IMMUNIZATION/TB SCREENING REQUIREMENTS:

Employees may be required to receive immunizations recommended by the ACIP, ACP, and TDH based on anticipated disease exposure (e.g. hepatitis B, rabies, and possible anthrax and smallpox vaccines)

TB skin testing will be required initially and periodically.

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and

Responsibilities which may include the following:

- Walking on even and uneven surfaces
- sitting for extended periods of time
- frequent standing, bending and reaching
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- handling financial affairs effectively and honestly
- maintaining confidentiality
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all department safety regulations.