

INFLUENZA DATA TECNICIAN

GRADE: 7

GENERAL DESCRIPTION

Under the supervision of the Planning Coordinator and Chief Administrative Officer supports all Public Health Emergency Response Division (PHER) grant activities. Assists with office functions, performs data entry and serves as a resource. Assist with coordinating vaccine planning with other local preparedness and response partners. Assist with the planning and implementing of mass H1N1 vaccination clinics. Will be responsible for medical data entry and inventory management systems. Prepares and conducts presentations as needed. Assist with educating local preparedness and response partners and the community on disease prevention. Will create fact sheets, brochures, and educational literature regarding H1N1 and influenza. Duties include but are not limited to fulfilling the Public Health Emergency Response grant goals. Responsibilities are performed with minimal supervision and with considerable latitude for use of initiative and independent judgment. Shall respond to all H1N1 and Influenza related public health emergencies. If called on by DSHS or CDC may have to assist with in the state. Will be required to be “on-call” as assigned or during an event.

EXAMPLES OF WORK PERFORMED

Provides public health services under the direction of the Public Health Emergency Response planner and Chief Administrative Officer

Enters data on cases of vaccine adverse effects in the Vaccine Adverse Events Reporting System (VAERS). Follows-up with client on vaccine adverse effects reported to the program

Enters data in Imm Trac and/or the National Epidemiological Disease Surveillance System (NEDSS) as needed

Become familiar with the CDC and DSHS website

Assist with the inventory management system in place to track the receipt, storage, and reordering of a possible vaccine

Assist with verifying immunization providers are stocked with sufficient vaccine to meet their needs, but not over-supplied

Become knowledgeable in the monitoring of doses administered

Become familiar with vaccine storage and handling as defined by state/local requirements

Assist with ensuring private providers comply with data reporting requirements for doses administered

Become familiar with the dispensing and distribution of medication and inventory management of pharmaceutical supplies

Participates in the coordination of laboratory specimen collections with private and/or regional laboratories

Collects epidemiologic data according to general guidelines for routine or special surveillance of influenza

Verifies and inputs vendor data into system

Assists with coordinating resources in a public health emergency

Assures assigned reports are submitted on time

Responsible for answering faxes, pulling records for review by nurse or epidemiologist or as needed by staff when on a telephone call

Public Health Emergency Response member must be available to respond in the event of an emergency

Assists in planning, preparing, and disseminating written and oral presentations to the general public health audiences as assigned. Creates fact sheets and/or brochures

Monitors incoming data to ensure accuracy and completeness. Creates database structures and enters data. Performs database quality assurance review measures and data checks. Performs data queries for cleaning data. Maintains hard copy files.

Assists with data analysis. Prepares statistical data reports using a variety of software applications including Word, Word Perfect, Power Point, Excel, EpiInfo, and Access.

Performs other duties as necessary to fulfill Public Health Emergency response grant requirements

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Must be a Certified Medical Assistant. College level courses in health, science, or nursing a plus. Minimum two (2) years experience in health, public health, or related work. Official transcript required.

CERTIFICATES, LICENSES, REGISTRATIONS

Official Certifications and/or documents supporting your education and experience

Employee must have a current valid Texas Motor Vehicle Operator's License

Knowledge, Skills, and Abilities

Knowledge of H1N1 and Influenza

Ability to maintain confidentiality and knowledge of HIPPA requirement

Knowledge of medical terminology, epidemiology, and Texas public health laws

Ability to work under pressure and time schedule

May be required to work other than normal hours including weekends and holidays

Bilingual English/Spanish required

Skill in preparing technical reports in a clear and concise manner

Skill in interpreting diagnostic laboratory results and information from medical charts

Ability to work on multiple projects at the same time

Skill in communicating effectively orally and in writing

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

IMMUNIZATION/TB SCREENING REQUIREMENTS:

Employees may be required to receive immunizations recommended by the ACIP, ACP and DSHS based on anticipated disease exposure (e.g. influenza, hepatitis B, rabies, and possible anthrax and smallpox vaccines). TB skin testing will be required initially and periodically.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- 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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

