

TB PROGRAM MANAGER

GRADE: 18

GENERAL DESCRIPTION

Functions as a program specialist for the TB Control & Elimination Program in the Health Department under the direction of the DON, Chief Physician and TB Physician; Is responsible for analyzing, developing, implementing, educating, and coordinating TB Program Services in the County (which include identified high risk groups such as County Jail, Shelters, Nursing Homes, etc.); Performs functions as per department policies and DSHS TB standards; Supervises the TB RN Supervisor; Assists other duties as assigned by DON and Chief Administrative Officer.

EXAMPLES OF WORK PERFORMED

Assures compliance of DSHS TB Program Performance measures

Assists the TB RN Supervisor in coordinating the overall operational facets of the Pulmonary Clinic

Coordinates infection control measures policies and procedures to health care facilities (i.e., hospitals, nursing homes etc.) as per DSHS/CDC standards

Coordinates and Implements targeted TB screening activities to identified high risk populations (i.e. detention centers, shelters)

Coordinates surveillance activities with local health care providers

Coordinates with department Epidemiologist the collecting and analyzing of TB surveillance data

Coordinates and implements TB Training Programs for department personnel and professional groups (i.e., county/state & health facilities)

Develops & conducts TB educational activities to community groups (i.e., schools, universities, churches & workforces)

Implements and participates in TB Program QA functions (i.e, monthly TB program reviews, TB client record audits and TB personnel evaluations)

Assists DON with the yearly TB Program Grant renewal applications

Completes and submits, with the DON's approval, the semi-annual and annual TB reports as per DSHS requirement

Assists and/or participates in other assigned activities by the DON and/or the Chief Administrative Officer

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Currently licensed in the State of Texas as a Registered Nurse; Formal education and training as a Registered Nurse plus 5 years of full-time experience as a practicing RN, plus one year Public Health Nursing job experience, specifically with TB Program; BSN may be substituted for two (2) years of the required experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Licensed to practice as an RN in Texas

Current CPR certification

Certifications for Pedi Assessments, and HIV counselor is a plus

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

Must be able to be insured by County Insurance carrier

Knowledge, Skills, and Abilities

Knowledge of professional nursing theory, nursing process, nursing sciences and clinical skills

Knowledge of public health sciences and health care management skills

Skilled in assessment of clients with complex health problems

Ability to function independently; utilize supervisor and consultant resources; communicate effectively orally and in writing; use supervisory and management skills; incorporate principles of teaching, planning and evaluation in case management

Maybe be required to work other than normal or scheduled hours including weekends and holidays

Bilingual required (English/Spanish)

Able to provide services to other assigned clinics as needed

Willingness to work unusual hours as needed

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.

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
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- 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

TB RN

GRADE: 17

GENERAL DESCRIPTION

Works under the supervision of the RN TB Clinic Supervisor and the TB physician. Functions as a tuberculosis clinic nurse. Responsible for monitoring all facets of TB Case Nursing Management (compliance of treatment, contact investigation etc.) and those on treatment for latent TB infection. Assists with TB orientation and training of new personnel.

EXAMPLES OF WORK PERFORMED

Monitors assigned TB Cases for DOT/DOPT compliance, Toxicity, TB contact investigations, and follow-up per standing protocols

Monitors tuberculosis activities in jails and other correctional facilities

Monitors and when necessary, develops ways of preparing and collecting data required by DSHS special population program

Assists special population TB LVN with completion of reports

Assures reports are submitted in a timely manner

Assists in identifying TB Program needs to plan effective strategies and implement change

Understands and interprets public health laws and regulations as they pertain to tuberculosis control activities

Assists in orienting and evaluating staff performance based on TB Program objectives as needed

Participates in TB Q&A

Other duties as assigned per RN TB Clinic Supervisor or DON/ADON

Assists with monitoring of infection control in the Pulmonary clinic

Follows protocols on lab collection (blood and sputum) and reports abnormal labs to TB M.D., and makes appropriate referrals

Assists with other TB duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Formal nursing education leading to RN license plus three years related experience

CERTIFICATES, LICENSES, REGISTRATIONS:

Licensed RN in Texas

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

Must be able to be insured by County Insurance carrier

Knowledge, Skills, and Abilities

Bilingual English- Spanish required

Maybe be required to work other than normal or scheduled hours including weekends and holidays.

PHYSICAL DEMANDS:

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