

New Employee Checklist

EMPLOYEE INFORMATION

Name: _____ Start Date: _____
Position: _____ Position #: _____
Supervisor: _____ Program: _____
 Full-time Hourly Benefited Part-time

SUPERVISOR DOCUMENTATION

Personnel Action Form Job Description ADA Checklist Auth. for Reference Check
 Confidential Reference Check Interview Summary Log-In Request (IT Dept.) Access Card (IT Dept.)

NEEDED DOCUMENTATION

Driver's License (live only) Social Security Card CPR Card Professional Credentials
 High School Diploma / Transcript College Diploma / Transcript

PRE-EMPLOYMENT DOCUMENTATION

Employee File Information Conditions of Employment Conflict of Interest
 Disclosure of Prior Service Residency Verification
 Signature Page (Conviction Agreement, Commitment to Ethical Behavior, Assurance of Confidentiality, Substance Abuse Agreement, & Policy Agreement)

EMPLOYMENT REQUIREMENTS

Forms:

Background Check Authorization
 Motor Vehicles Authorization
 Pre-Employment Drug Screening Authorization
 I-9 Employment Verification

Verifications:

AOC Check Date: _____ Sex Offender
 DMV Check Date: _____
 Drug Test Date: _____ Results
 E-Verify Date: _____

PUBLIC HEALTH PREPAREDNESS & RESPONSE (PHP&R)

Call Down System ICS Training (ALL 100 & 200) Family Care Plan

DEDUCTIONS / BENEFITS

Direct Deposit W-2 Election W-4 (Federal Tax) NC-4 (State Tax)
 Benefits Reviewed:
• FMLA • Dental Insurance • Universal Life
• Retirement • Life Benefit • Cancer
• 401K / 457 • Vision • Accident
• Medical Insurance • ST / LT Disability • Legal Shield

MEDICAL / IMMUNIZATIONS

Proof of Immunizations Hepatitis B Declination

EMPLOYEE SETUP


Added to MUNIS (EE # _____) Accruals Added Retirement F/M (live only)
 Added to State Health Plan/e-Enroll (ID _____) ICS Data to Employee Training
 Enrolled into Guardian Added to AET Site
 3 Month Evaluation (Date _____) 6 Month Evaluation (Date _____) 9 Month Evaluation (Date _____)

HR DEPARTMENT FOLLOW-UP

New Hire Checklist / Resources ORBIT Enrollment Resource Transit Driver Notification System

From: [E-GRO Systems Online Training](#)
To: [Ashley H. Stoop](#)
Subject: It is time for you to complete ANNUAL EMPLOYEE TRAINING!
Date: Tuesday, November 1, 2016 4:00:17 AM

As you know, ARHS conducts our Annual Employee Training (AET) via computer. AET is an important part of your employment relationship with ARHS as it provides you with updates and reminders on various agency policies and programs. Each employee is required to complete this annual training during their anniversary month (the month you were hired) during each year of employment with the agency. **This month is your anniversary month. Please complete this training prior to the end of the month using the process outlined below.**

1. Go to <http://arhs-training.egrosystems.com>
2. Enter your username and password:
 - **Username:** ashley_stoop
 - **Password:** 
3. Please note that you can either complete all 4 modules at one time (or 5 modules if you are a Clinical employee), or complete a module, and return at a later time to complete the remaining modules. You must complete an entire module to save that work.
4. You will be asked to complete test questions after each module. If you answer incorrectly, you will have an opportunity to try that question again, until you select the correct choice.
5. Once all modules are complete, you will receive an email notification that you have successfully completed AET. Your supervisor will also receive an email notification that you are compliant with this requirement.

You do not need to send a copy of your certificate to HR as they can access the records through the system.

In addition, during your anniversary month, your supervisor shall complete your annual performance evaluation. During this process, you will be asked to review your job description, update your ID cover, review agency policy, and ensure your personal record is up to date (i.e. driver license, proof of auto insurance, required training, vaccination, annual required PPD, etc).

* If you have trouble with sound, please contact ARHS IT.

** If you have trouble with system access, please contact ARHS HR.

Evaluation Emails:

Annual :

The following is a list of employees whose evaluations are due NO LATER THAN **Month DD, YYY:**

Employee Name

Employee Name

As you are aware, the evaluation form has been made into an electronic fillable form. Please note that a third page has been added for evaluation signatures, review of the employee's job description and signature, review of agency policy and signature, and a personnel record check where you will ensure HR has copies as applicable for the employee.

Attached for each employee listed above is a Job Description Cover, Training Transcript, as well as the current Job Description and ADA checklist we have on file.

****PLEASE NOTE:** We have attached a word template of the Job Description for your employee(s) based on their classification, along with the previous job description we have on file. Please update the job description using this template, deleting all comments once complete (Right click on the comment to delete). The word version shall be returned to HR with eval documentation so we can maintain in our files as well. If you have any questions, or need any assistance, please contact Ashley Stoop.

Please check the transcript to ensure we have current certifications and licensure. We must maintain a current copy in the employee's record.

- Professional Certifications (CPR, Nurse License, EHS Licensure, etc.)

As always, if at any time you have questions about the information requested or need additional documentation, please do not hesitate to contact anyone in Human Resources:

Ashley Stoop, astoop@arhs-nc.org or 252-337-6716

Suzanne Ott, suzanne.ott@arhs-nc.org or 252-338-4489

Laurie Jeffries, ljeffries@arhs-nc.org or 252-338-4487

Thanks!

3, 6, or 9 Month:

The following is list of employees whose # month evaluations are due NO LATER THAN **Month DD, 2015:**

Employee Name

As you are aware, the evaluation form has been made into an electronic fillable form. Please note that a third page has been added for evaluation signatures, review of the employee's job description and signature, review of agency policy and signature, and a personnel record check where you will ensure HR has copies as applicable for the employee. We do not need copies of any records at this time unless there has been a change. Updated Versions of the Employees Job Description and ADA Checklist will be requested during their Annual/12 Month evaluation.

Ashley Stoop, astoop@arhs-nc.org or 252-337-6716

Suzanne Ott, suzanne.ott@arhs-nc.org or 252-338-4489

Laurie Jeffries, ljeffries@arhs-nc.org or 252-338-4487

Thanks!

STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
POSITION DESCRIPTION FORM (PD-102R)

APPROVED CLASSIFICATION:

EFFECTIVE DATE:

ANALYST:

(This Space for Personnel Department Use Only)

1. Present Classification Title of Position:	7. Present 15 Digit Position Number:	Proposed 15 Digit Position Number:
2. Usual Working Title of Position:	8. Department, University, Commission, or Agency Albemarle Regional Health Services	
3. Requested Classification of Position:	9. Institution & Division:	
4. Name of Immediate Supervisor:	10. Section and Unit:	
5. Supervisor's Position, Title & Position Number:	11. Street Address, City and County: PO Box 189, Elizabeth City, NC 27909	
6. Name of Employee:	12. Location of Workplace, Building and Room Number:	

Supervisor's Certification: I certify that (a) I am the immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: _____ Title: _____ Date: _____

Employee's Certification: I certify that I have reviewed this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ Title: _____ Date: _____

Section or Division Manager's Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ Title: _____ Date: _____

Human Resources' Certification: I certify that this is an authorized, official position description of the subject position.

Signature: _____ Title: _____ Date: _____

**Albemarle Regional Health Services
Performance Evaluation**

Employee Name:		Title:	Program/Department:
Date Completed:	Supervisor:		Review Period: <input type="checkbox"/> 3 Month Review <input type="checkbox"/> 6 Month Review <input type="checkbox"/> 9 Month Review <input type="checkbox"/> Annual Review

Employee Performance Rating Definitions

Level 1	Performance is below an acceptable level. Substantial improvement in accomplishment of responsibilities and objectives is needed.
Level 2	Performance is generally acceptable in most aspects of the job but improvement is needed in one or more areas to meet the requirements expected of a fully qualified/experienced employee.
Level 3	Performance consistently meets the primary responsibilities and objectives of the position. Performance is at the expected level of a fully qualified/experienced employee.
Level 4	Performance consistently meets and often exceeds the desired position objectives and results. Overall performance is clearly above the level of performance expected of a fully qualified/experienced employee.
Level 5	Outstanding performance that exceeds expectations in <u>all</u> elements of the job. Uniformly superior work resulting in substantial accomplishments, which are obvious to all.

General Factors for Review

Check the
appropriate rating

1	2	3	4	5
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1. Communication Skills: Written and oral communication is clear, concise, organized. Also the ability to listen.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Productivity: Volume of work produced is at a level necessary to perform all aspects of the job. Time is managed such that productivity goals are met. Agency resources are appropriately managed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Timeliness of Work: Work is consistently completed and submitted within expected timeframes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Thoroughness and Accuracy of Work: Work is completed accurately requiring minimum follow up and revision.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Attitude: The willingness and cooperation with which assignments and policies are suggested, accepted, communicated, and implemented.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Teamwork: Cooperates with other individuals and groups internally and externally. As appropriate, solicits, understands, and respects the opinion of others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Flexibility and Adaptability: Adjusts to new assignments and changing workloads. Working to his/her maximum potential.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Initiative: Originates or develops ideas and gets things started. Shows willingness to tackle new challenges, seeks additional assignments, and responds well to unusual or particularly demanding situations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Customer Service (Internal and External): Provides excellent customer service both internally and externally.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Overall Work Quality: Produces work that is "Right the First Time, On Time, Every Time."	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments on General Performance:

Summary of Performance

Key Accomplishments and Strengths:

Opportunities for Improvement:

Performance Improvement Action Plan:

Employee Comments:

I HAVE BEEN APPRISED OF MY PERFORMANCE BY MY IMMEDIATE SUPERVISOR. MY SIGNATURE CONFIRMS THE INTERVIEW WAS CONDUCTED, BUT DOES NOT NECESSARILY MEAN I AGREE OR DISAGREE WITH ALL COMMENTS GIVEN.

Employee Signature

Date

Immediate Supervisor

Date

Division/Department Head

Date

JOB DESCRIPTION REVIEW (Please ensure the attached job description cover page is updated and signed as well.)

As a part of this performance evaluation, my supervisor and I have reviewed my job description, dated _____.

My Job Description:

- is applicable to the position as written.
- requires the attached changes. An updated job description will be placed in my file upon approval.

Employee Signature

Date

Immediate Supervisor

Date

Division/Department Head

Date

POLICY STATEMENT

By signing below, I acknowledge that I am required to read the policies/procedures of the agency and those of the programs to which I am assigned. By signing below, I acknowledge that I have read and understand the policies and procedures for Albemarle Regional Health Services and any other program's policy and procedure manual in which I am working that are in effect as of the date of my signature. I also acknowledge my understanding that agency policies are posted on the computer network and are also available via hard copy in the Personnel Office. I understand that I am expected to perform within these guidelines at all times and, further, deviations from these policies will be so documented in my personnel record and disciplinary action taken accordingly.

I also understand it is my responsibility to ensure the applicable personnel data listed in the box below is kept current with ARHS Human Resources.

Employee Signature

Date

PERSONNEL RECORD UPDATES/ CHECKS

Please review and ensure the following documentation has been submitted to Human Resources for your personnel record and attach any updated documentation, *if applicable*. Contact Human Resources with any questions.

- Professional Licensure
- Certifications as required by job description (i.e. CPR)
- Current Driver's License
- Proof of Insurance
- Family Care Plan/ Call Down/ Contact Updates
- Training Certificates
- Up-to-date Vaccination Record
- Annual PPD Test (Required for all employees)

Public Health Nurse II

519-50-XXX

Commented [A1]: This is the POSITION Number and NOT the employee number. Please see HR if this is not complete.

I. A. Primary Purpose of Organizational Unit:

This position is one of the positions that comprise the operations and services of Albemarle Regional Health Services (ARHS), a seven-county health district serving the citizens of Pasquotank, Perquimans, Camden, Chowan, Currituck, Gates, and Bertie County. The mission of the agency is as follows:

The Public Health professionals and programs of ARHS are dedicated to disease prevention and the promotion of a healthy environment to reduce morbidity, mortality, and disability through quality service, education, and advocacy.

B. Primary Purpose of Position:

The Public Health Nurse in this position plans, manages, and supervises the Family Planning, Breast Cervical Cancer Control, Adult Health, and WiseWoman programs. Other programs may additionally be assigned. The Public Health Nurse may also provide direction to other staff as directly related to these services. The Public Health Nurse in this position also assists in establishing clinic goals, policies, procedures, and guidelines for these programs. Daily and weekly work is self-planned and coordinated with team. Makes plans and adapts to meet client and agency goals.

Commented [AHS2]: Please ensure that this primary purpose of the position reflects the role and primary org the employee's time is coded to. (i.e. Environmental Health, Maternal, Child Health, etc.)

C. Work Schedule:

The routine work schedule for this position is 8:00 a.m. to 5:00 p.m., Monday through Friday, with an evening clinic on Thursdays until 7:00 p.m., staffed on a rotating basis. The Public Health Nurse will be expected to work after hours for meetings and/or special clinics; to attend out of town meetings and workshops; and, to work in the Red Cross Emergency shelters and other Preparedness activities and events, as instructed by Supervisor.

Public Health is a first responder agency for natural disasters (i.e. hurricanes, tornadoes, floods, winter storms), naturally occurring infectious disease outbreaks (i.e. influenza, novel viruses), technological hazards (i.e. hazardous material releases, critical infrastructure disruptions), and terrorist incidents. This position, like all other positions throughout the agency, may be required to participate in any emergency response activity as deemed necessary by the Health Director or his/ her designee. Availability during emergencies and exercises may be required.

This is an exempt position based on the Professional Exemption duties test per the Fair Labor Standards Act.

Commented [A3]: This statement will vary by position. If the employee makes above a certain salary threshold and passes the duties test, they will be exempt. The duties test must be noted. Please see FLSA policy and HR for additional info. Duties tests are as follows:

A. Executive Exemption:

1. Regularly direct the work of at least two employees, AND
2. Have a primary duty of management, AND
3. Have hiring, firing, or promotion authority, or recommendations about hiring, firing, and promotions are given particular weight.

B. Administrative Exemption:

1. Have a primary duty of office or non-manual work directly related to management or general business operations of the employer, AND
2. Perform work requiring the exercise of discretion and independent judgement on matters of significance.

C. Professional Exemption:

1. Must perform work requiring advanced knowledge
 - a. Intellectual in character
 - b. Requires consistent exercise of discretion and independent judgement
2. Advanced knowledge must be in a field of science or learning
 - a. For example, law, medicine, teaching, accounting, actuarial science, engineering, architecture, pharmacy and physical, chemical and biological sciences.
 - b. The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.
3. Professional Exemption for Computer Employees. Work must focus on:
 - a. The application of systems analysis, techniques, and procedures to determine hardware, software, or system functional specifications (this may include consulting with users);
 - b. The design, development, documentation, analysis, creation, testing or modification of computer related systems or programs, either based on and related to user or system decision specifications, or related to machine operating systems; OR
 - c. A combination of the two.

D. Change in Responsibilities or Organizational Relationship:

This is an existing position, with new staff in the position.

This is an existing position and staff, with updated responsibilities.

Commented [A4]: Please choose the applicable statement

II. A. Description of Responsibilities and Duties:

Commented [AHS5]: This is in table format, but the gridlines will not print. If you cannot see the gridlines for a guide, please place your cursor in the table and select the LAYOUT tab. From there you can select VIEW GRIDLINES to assist with edits, insertion, and deletion of rows.

Percentage Responsibilities/ Duties

95%

- Plans, manages, and coordinates services for Family Planning, Breast Cervical Cancer Control Program, Adult Health, and WiseWoman. Supervises activities of other public health nurses providing services in programs. Provides nursing services in other clinics as assigned.
- Assists in establishing new policy and procedures for programs. Reviews and updates all policies and procedures yearly.
- Reviews yearly Agreement Addendum for various programs. Assists in performing Process/ Outcome Objectives, Non-Medicaid Service Deliverables, other program deliverables, and Quality Assurance deliverables.
- Assists in collecting and reviewing statistical data to aid in evaluation of effectiveness of services.
- Assesses client's total health needs utilizing nursing skills, health history, laboratory tests, anthropometric standardization chart, immunization record, nutritional assessment, and psycho-social assessment.
- Responsible for reviewing charts for completeness and accuracy of documentation.
- Maintains up to date educational materials, clinic supplies, and medicines used for programs.
- Make appropriate referrals to primary care provider according to physician. Inform client of available financial and community resources.
- Maintain a follow-up system to monitor abnormal findings according to policy guidelines.
- Manage follow-up of abnormal lab tests in programs. Supervises activities of public health nurses if applicable in follow-up care of patients with abnormal lab tests as needed.
- Works with clinician in reviewing abnormal tests and coordinating recommended follow-up care.
- Supervises activities of public health nurses during clinics if applicable.
- May perform repeat pap tests per agency Category II policy and procedure.
- Administers stat medications via Standing Order as an RN in the health department following policies and procedures established by the agency. Provides Immunizations via Standing Order.
- Attends workshops, inservices, and meetings, to increase knowledge and keep up to date in all programs as assigned. Provides inservice to professional staff from educational offerings attended if requested.
- Assist pediatrician if assigned.

- Perform Adult Health Physical Assessment on patients receiving Adult Health exams when trained. Physical Assessments to include Pap tests, CBE, and Prostate Screening, as indicated.
- Provides services to clients attending Child Health Clinic, including interviews for health history, instructs and counsels for growth and development, performs vision and health screening, performs laboratory procedures, and gives immunizations as required.
- Provides services in General Clinic, including but not limited to immunizations, height, weight, Hgb, TB tests, head checks for insect infestations, and other responsibilities as indicated.
- Assist with managing Immunization Inventory according to State guidelines. Utilize NCIR.
- Provides services in Prenatal Clinic, including interviews for health history, performs laboratory procedures, provides nutrition counseling, and provides information and counseling for potential problems related to pregnancy (if assigned to a county with Prenatal services). Assists medical doctor with examination if assigned.
- Performs laboratory procedures under the direction of the Lab Director.
- Participates in quality assurance evaluations on a routine basis as a member of the Quality Assurance Committee (chart review).
- Once appropriate training complete, will be able to perform STD physical exams per STD protocol. This will include obtaining gonorrhea, chlamydia, herpes, and other needed cultures. Once training complete, will also include obtaining and reading wet mounts.
- Assists with Pregnancy Care Management and Care Coordination for Children if assigned.

5%

- Other duties as assigned.

B. Other Position Characteristics:

1. Accuracy Required in Work: A high level of proficiency is required. Maximum accuracy is required in managing programs affecting patient care. Technical knowledge of job skills is pertinent. PHN must maintain patient and family satisfaction while complying with state and local regulations. Correct documentation and adherence to local, state, and federal regulations and standards is essential.
2. Consequence of Error: The employee's work and decision making have a direct affect on population served. An error, poor judgment, or delay in providing services could result in less than optimal outcomes for patients. Errors in position could result in impaired patient care, including morbidity and mortality.

Commented [A6]: Edits in this section should be minimal and replicated for all like positions.

3. Instructions Provided to Employee: The Health Director, Nursing Director, District Nursing Supervisor, and Regional Consultants provide verbal and written instructions for performing PHN responsibilities and duties. The Nursing Supervisor will provide ongoing verbal and written instructions, supervision, and evaluation. Policies and procedures, standing orders, and instructions from the Department of Health and Human Services will be used routinely.
4. Guides, Regulations, Policies, and References Used by Employee: Materials, including but not limited to, the ARHS Policy and Procedure Manual; ARHS Clinical Policy Manual; Breast Health; A guide for Health Departments, Pap Smear Screening; A Guide for Health Departments, Sexually Transmitted Disease Examination, Prevention, and Treatment Protocols; Nurse Practice Act, Laboratory manuals; OSHA Bloodborne Pathogen Standards, and Physicians' Desk Reference.
5. Supervision Received by Employee: In the absence of the County Nursing Supervisor, the District Clinical Supervisor/Director of Nurses provides supervision in all aspects of medical care. The clerical support supervisor provides additional guidance in the area of administrative procedures and clerical duties. While Regional Nurse Consultants do not provide supervision for public health nurses, they are a tremendous source of information and guidance.
6. Variety and Purpose of Personal Contacts: The employee will have contact with clients requesting health department services, with DPH consultants, Disease Intervention Specialists, Medical/Health Director, local physicians, school health nurses, and other public health nurses for the purpose of coordinating services for clients; with community members who attend educational offerings; with Department of Social Services for coordination of clients' needs for programs; with contacts of clients who might need services to prevent the spread of sexually-transmitted communicable disease.
7. Physical Effort: Employee's position will require daily walking, speaking, full use of hands and feet, visual observation, writing, and running in an emergency. Employee will be required to drive an automobile. Home visits are required to be made in all types of weather, including rain, snow, heat, or cold.
8. Work Environment and Conditions: Most health department spaces are used for dual purposes; offices are small and employee must be able to adapt to ever changing needs of the client and agency. Home visits are often made to isolated rural areas and sanitation and safety conditions may vary with each home.
9. Machines, Tools, Instruments, Equipment, and Materials Used: Employee must be able to operate an automobile, use a stethoscope, sphygmomanometer, audiometer, Titmus Visual Tester, scales, fetal monitor, venipuncture equipment, blood cholesterol, hemoglobin, and glucose machines, computer, telephone, calculator, copy machine, and TV/VCR.
10. Visual Attention, Mental Concentration, and Manipulative Skills: The employee must be able to concentrate and make appropriate decisions and judgments. Requires good vision for

examinations and observations skills. Must be alert and attentive in driving. Clear speech is needed for good communication. Adequate hearing is required for good listening skills. Use of hands, fingers, and feet to provide examinations.

11. **Safety for Others:** Employees must follow OSHA Bloodborne Pathogen Standards when disposing of sharps, needles, and dressings. Employee must follow policies and procedures in the Laboratory Safety Manual which relate to chemical hygiene, infection control, and general safety. Employee must use all caution when operating an automobile while performing duties for Albemarle Regional Health Services.

12. **Dynamics of Work:** Changes in technology and procedures are constantly making changes in the way health departments are providing services to clients. The rapid growth of managed care has changed the way services are delivered and the services that are available in health departments. The employee must be able to adapt to this ever changing health care environment.

III. A. **Knowledge, Skills, & Abilities:**

- Considerable knowledge of, and skill in, the application of nursing theory, practice, principles, and techniques employed in the field of public health and related programs;
- Considerable knowledge of and ability to apply the principles and practices of public health; knowledge of available resources and organizations and the ability to coordinate these as needed;
- General knowledge of current social and economic problems relating to public health, including health disparities;
- Ability to plan, coordinate, and oversee the work of others;
- Ability to deal tactfully with others and to exercise good judgment in appraising situations and making decisions;
- Ability to work in partnership with patients and with other service providers to elicit needed information and to maintain effective working relationships;
- Ability to record accurately services rendered and to interpret and explain records, reports, and medical instructions;
- Adequate computer skills to allow communication, patient record documentation, and accessing of information.

Commented [A7]: Please note – NO EDITS ARE ALLOWED IN THIS SECTION!!!! This section is required by General Statute and based solely on the State Spec for the position. NO EDITS ARE ALLOWED!

B. **Minimum Training & Experience:**

1. **Required Minimum Training:** Graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation and one year of Public Health Nursing experience; or Master's in Public Health and graduation from a school of professional nursing and one year of professional nursing experience; or graduation from a school of professional nursing and two years of professional nursing experience including one year of Public Health Nursing experience; or an equivalent combination of training and experience.

NOTE: All degrees shall be from an accredited institution.

Commented [A8]: Please note – NO EDITS ARE ALLOWED IN THIS SECTION!!!! This section is required by General Statute and based solely on the State Spec for the position. NO EDITS ARE ALLOWED!

2. Additional Training/Experience: Introduction to Principles and Practices of Public Health and Public Health Nursing, HIV Counseling and Testing, Family Planning Orientation, Parts I and II, Adult Health Physical Assessment Course, STD Nurse Clinician Training, Annual Breast and Cervical Cancer Updates.

3. License or Certification Required by Statute or Regulation: A current license to practice as a Registered Nurse in North Carolina by the N. C. Board of Nursing.

Commented [AHS9]: Edits are allowed in this section, however proof of these trainings must be included in the personnel record if outlined.

Commented [AHS10]: This course/ training can be deleted if a BSN; only RNs need.

**CHECKLIST FOR PHYSICAL ACTIVITIES AND REQUIREMENTS, VISUAL ACUITY,
AND WORKING CONDITIONS OF THE POSITION**

CLASSIFICATION: Public Health Nurse II WORKING TITLE: _____

1. The physical activity of this position (Please check ALL blocks that apply)

- A. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- B. Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kinds of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- C. Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- D. Kneeling: Bending legs at knee to come to a rest on knee or knees.
- E. Crouching: Bending the body downward and forward by bending leg and spine.
- F. Crawling: Moving about on hands and knees or hands and feet.
- G. Reaching: Extending hand(s) and arms(s) in any direction.
- H. Standing: Particularly for sustained periods of time.
- I. Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- J. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- K. Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
- L. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- M. Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling.
- N. Grasping: Applying pressure to an object with the fingers and palm.
- O. Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- P. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- Q. Hearing: Perceiving the nature of sounds at normal speaking levels with our without correction. Ability to receive detailed information through oral communication and to make fine discriminations in sound.
- R. Repetitive motions: Substantial movements (motions) of the wrists, hands and or fingers.

2. The physical requirements of this position (Please check only ONE block)

- A. Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time.
- B. Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. If the use of arm and or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time the job is rated light work.
- C. Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
- D. Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force constantly to move objects.
- E. Very Heavy work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

3. The visual acuity requirements including color, depth perception and field of vision. (Please check ALL blocks that apply)

- A. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.
- B. The worker is required to have visual acuity to perform an activity such as: operates machines such as Lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks or a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.
- C. The worker is required to have visual acuity to operate motor vehicles or heavy equipment.
- D. The worker is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

4. The conditions the worker will be subject to in this position (Please check ALL blocks that apply)

- A. The worker is subject to inside environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- B. The worker is subject to outside environmental conditions. No effective protection from weather.
- C. The worker is subject to both environmental conditions. Activities occur inside and outside.
- D. The worker is subject to extreme cold. Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
- E. The worker is subject to extreme heat. Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
- F. The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- G. The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
- H. The worker is subject to hazards includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- I. The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dusts, mists, gases or poor ventilation.
- J. The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
- K. The worker is required to wear respirator.
- L. The worker frequently is in close quarters, crawl space shafts, manholes, small enclosed rooms, small sewage and water line pipes and other areas, which could cause claustrophobia.
- M. The worker is required to function in narrow aisles or passageways.
- N. The worker is exposed to infectious diseases.
- O. The worker is required to function around prisoners or mental patients.
- P. None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

Employee's Signature _____ Date _____

Immediate Supervisor's Signature _____ Date _____

Division Director's Signature _____ Date _____

Health Director's Signature _____ Date _____

Employee Training Transcript

PH NURSE II

Certifications / Credentials

<u>Type</u>	<u>Number</u>	<u>Expiration Date</u>
CPR CERTIFICATION REGISTERED NURSE		02/12/2017
CREDENTIALS / LICENSE REGISTERED NURSE		09/30/2016
PERSONAL VEHICLE INSURANCE PERSONAL VEHICLE INSURANCE	0	06/16/2015

Training

<u>Type</u>	<u>Status</u>	<u>Completed Date</u>	<u>Hours</u>
2015 FIT TESTING	COMP	04/23/2015	0.00
2016 FIT TESTING	COMP	04/11/2016	0.00
FAMILY PLANNING CHILD ABUSE & NEGLECT	COMP	11/19/2014	0.00
FAMILY PLANNING HUMAN TRAFFICKING	COMP	03/09/2016	0.00
INTRODUCTION TO INCIDENT COMMAND SYSTEM	COMP	02/19/2011	0.00
INTRODUCTION TO NIMS	COMP	02/21/2011	0.00
INTRODUCTION TO PUBLIC HEALTH NURSING			0.00

Driver's License

(If not listed below, please provide. Please provide as well if your driver's license has expired.)

<u>State</u>	<u>Type</u>	<u>Number</u>	<u>Commercial</u>	<u>Expiration Date</u>
NC	CLASS C		N	09/20/2018

Call-Down System Contact Information

Please do NOT list your agency phone or agency e-mail below.

Phone:

CD 1 [REDACTED]
CD 2 [REDACTED]
CD 3 -

Text:

SMS [REDACTED]
SMS2 -

Alternate E-mail:

[REDACTED]