

## Public Health Nurse Job Aid

**READ THIS ENTIRE JOB AID BEFORE TAKING ACTION**

<b>Reports to:</b>	Nursing Lead
<b>Reporting to you:</b>	Patient Care Assistant
<b>General job overview:</b>	Assists clients with basic health needs to enable clients to maintain independence while in shelter. Upholds infection prevention control practices. Addresses and advises on public health issues as needed
<b>Knowledge and training:</b>	<p><b>Minimum Required Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Unencumbered NC RN license or approved to practice via the Enhanced Nurse Licensure Compact (eNLC)<sup>3</sup></li> <li>• Current CPR and AED Certification</li> <li>• Red Cross Shelter Training (Shelter Fundamentals &amp; Nurse Courses)</li> <li>• ICS-100, ICS-200, ICS-300, ICS-400, ICS-700, ICS-800</li> </ul>
	<p><b>Recommended Training:</b></p> <ul style="list-style-type: none"> <li>• Basic First Aid refresher-online.</li> <li>• Mental Health First Aid or Psychological First Aid</li> </ul>
	<p><b>Just-in-Time Training includes:</b></p> <ul style="list-style-type: none"> <li>• How to complete cot-to-cot assessments using the C-MIST worksheet 4 to monitor for declining health, unmet needs, etc.</li> <li>• CHA standing orders, if applicable</li> <li>• Tour of the facility and review of emergency and security plans</li> <li>• Documentation requirements and protocols for ensuring HIPAA compliance</li> </ul>
<b>References</b>	<ol style="list-style-type: none"> <li>1. NC Board of Nursing Positions Statement on Standing Orders. Retrieved from <a href="https://www.ncbon.com/vdownloads/position-statements-decision-trees/standing-orders.pdf">https://www.ncbon.com/vdownloads/position-statements-decision-trees/standing-orders.pdf</a></li> <li>2. North Carolina Board of Nursing/Nursing Practice Act. Retrieved from <a href="https://www.ncleg.net/enactedlegislation/statutes/html/byarticle/chapter_90/article_9a.html">https://www.ncleg.net/enactedlegislation/statutes/html/byarticle/chapter_90/article_9a.html</a></li> <li>3. North Carolina Board of Nursing/licensing and eNLC. Retrieved from <a href="https://www.ncbon.com/licensure-listing-nurse-licensure-compact">https://www.ncbon.com/licensure-listing-nurse-licensure-compact</a></li> <li>4. American Red Cross C-MIST form. Retrieved from <a href="http://www.drc-group.com/library/exercise/osc/OSC-CMISTWorksheet.pdf">http://www.drc-group.com/library/exercise/osc/OSC-CMISTWorksheet.pdf</a></li> </ol>

## INITIAL ACTIONS

<input type="checkbox"/> Begin an ICS 214 form documenting work start and end times, any notable occurrences and activities completed during your shift.
<input type="checkbox"/> Review <ul style="list-style-type: none"> <li>• Cabarrus County Sheltering SOG</li> <li>• Shelter Rules</li> <li>• Public Health Nurse Job Aid</li> <li>• Patient Care Assistant Job Aid</li> <li>• C-MIST Worksheet (American Red Cross Form)</li> </ul>
<input type="checkbox"/> Ensure all necessary supplies are within the public health shelter kit(s). Notify Nursing Lead if additional supplies are needed.
<input type="checkbox"/> Determine the public health needs of the shelter population and take appropriate protective measures.
<input type="checkbox"/> Identify unmet needs among the shelter clients and make appropriate referrals to maintain clients' independence.

## DAILY SHELTER OPERATIONS

<input type="checkbox"/> Sign in and out at the Staff Area, including leaving for breaks.
<input type="checkbox"/> Complete an ICS 214 documenting your shift start and end times, any notable occurrences and activities completed during your shift.
<input type="checkbox"/> Work at the Health Services area, screening/triage station and isolation room(s) (if applicable).
<input type="checkbox"/> Complete CMIST worksheets with shelter families to determine needs.
<input type="checkbox"/> Engage with FAST teams to ensure independence of access & functional needs (AFN) shelter residents
<input type="checkbox"/> Monitor client population's health (presence of chronic disease, communicable disease and injuries).
<input type="checkbox"/> Consult with the Nursing Lead (your supervisor) if questions or issues arise.
<input type="checkbox"/> Assisting with disease surveillance activities.
<input type="checkbox"/> Initiate isolation/quarantine protocols for clients with suspected communicable illness.
<input type="checkbox"/> Referral and discharge planning for persons discharged from general population shelters.
<input type="checkbox"/> As needed, make adult clients aware of the availability of over-the-counter (OTC) medications. Note, PHN's are not responsible for recommending or distributing OTC medications.
<input type="checkbox"/> Assess clients' mental health status and notify Nursing Lead for assistance in making appropriate referrals.
<input type="checkbox"/> Report unmet dietary needs of clients with special dietary needs to Nursing Lead.
<input type="checkbox"/> Report need for replacement of lost/damaged medications or Durable Medical Equipment (DME) (i.e. wheelchair, raised/handicap accessible toilet seat, cane, or walker) to Nursing Lead.
<input type="checkbox"/> Request interpretation or translation assistance for clients.
<input type="checkbox"/> Assist Nursing Lead with providing basic first aid, if needed.
<input type="checkbox"/> Refer shelter clients to Red Cross Client Services (when available) to establish recovery plan.
<input type="checkbox"/> Maintain documentation in all records and reports
<input type="checkbox"/> Assure documentation and referrals are in accordance with ARC confidentiality policies. ARC is exempt from HIPAA law.

## SHELTER CLOSING ACTIONS

<input type="checkbox"/> Upon discharge of clients ensure all needs have been met by the Shelter Team and ensure client has transportation or ensure transportation arrangements are made with the transportation agency.
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- Demobilize shelter equipment.
  - Use list below as a guide to ensure all shelter equipment is accounted for.
  - Clean and disinfect equipment as necessary.
  - Make note of any items from supply list below that will need to be restocked.
  - Report any missing or broken equipment to the Nursing Lead
- Notify Nursing Lead of any assistance needed with demobilizing Health Services Area especially as related to removing and transporting equipment.
- Ensure that the Health Services Area has been thoroughly cleaned.
- Perform final walk through of Health Services Area.
- Notify Nursing Lead of any damages to the shelter facility that cannot be resolved prior to closure.
- Ensure all client paperwork is filed securely.
- Turn in equipment received and completed ICS 214 forms and sign out.
- Provide input to the Nursing Lead for the After-Action Report and Corrective Action Plan.

## PUBLIC HEALTH NURSE SUPPLY LIST

Item	Quantity
Agency ID	
Stethoscope	
Blood pressure cuff	
Masks & gloves of preference	
CPR face masks (pediatric & adults) with extra filters	
Clothes appropriate for weather; dress in layers	
Comfortable shoes	
Change of clothes as back-up	
Any personal medical related items that you feel like you might need	
Personal prescription & over-the-counter medicines needed for duration of shift	
Snacks based on dietary needs or preference	
Cell phone, charger, earbuds	
List of important phone numbers	
Flashlight & batteries	
Coloring books/crayons, deck of cards, board games, puzzles, or other stress reducers you do not mind leaving behind when demobilized.	

*All clinical equipment necessary for nurses to fulfill their role in a general population shelter will be provided in CHA's stocked shelter kits. Complete list of items included in each shelter kit can be found in the Sheltering SOG materials*