

## Public Health Nursing Lead Job Aid

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

<b>Reports to:</b>	Shelter Manager
<b>Reporting to you:</b>	Nurse, Patient Care Assistant
<b>General job overview:</b>	Providing clinical management, disease surveillance and assistance with staffing for general population shelters. Supervises clinical staff. Monitors infection prevention control practices. Addresses and advises on public health issues as needed. Works closely with local Boards of Health, the Department of Public Health and the Center for Disease Control to monitor public health.
<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> <li>• At least 3 years of management experience</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 Nursing Lead Job Aid</li> <li>• Public Health Nurse Job Aid</li> <li>• Patient Care Assistant Job Aid</li> <li>• C-MIST Worksheet (American Red Cross)</li> </ul>
<input type="checkbox"/> Setting up and providing clinical management, disease surveillance and assistance with staffing for general population shelters.
<input type="checkbox"/> Determine the public health needs of the shelter population and take appropriate protective measures.
<input type="checkbox"/> Providing communicable disease prevention and non-communicable disease management education, resources, and guidance to shelter staff and residents.
<input type="checkbox"/> Monitor and communicate with Boards of Health, the Department of Public Health and the Center for Disease Control.

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"/> Manages the assessment/triage station.
<input type="checkbox"/> Monitor public health and communicate with Boards of Health, the Department of Health and the Center for Disease Control.
<input type="checkbox"/> Coordinate Health Services Team to conduct CMIST assessment worksheets with shelter clients to determine needs.
<input type="checkbox"/> Monitor infection control practices, conduct communicable disease outbreak monitoring & reporting, as needed. Issue orders as needed to ensure public health.
<input type="checkbox"/> Monitor client population's health (presence of chronic disease, communicable disease and injuries).
<input type="checkbox"/> Assessing for and monitoring potential environmental threats (external/internal) to shelter or shelter population.
<input type="checkbox"/> Making recommendations to the shelter manager when presenting residents fall outside of the medical management capabilities of the general population shelter. Engage appropriate partners to facilitate client referral to location that can accommodate medical management needs of client.
<input type="checkbox"/> Referral and discharge planning for persons discharged from general population shelters.
<input type="checkbox"/> Applying basic first aid, if needed.
<input type="checkbox"/> Assessing clients' mental health status and making appropriate referrals.
<input type="checkbox"/> Report unmet dietary needs of clients with special dietary needs to Shelter Manager.
<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 Shelter Manager.
<input type="checkbox"/> Requesting interpretation or translation assistance for clients.
<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"/> Engage with FAST teams to ensure independence of access & functional needs (AFN) shelter residents.
<input type="checkbox"/> Maintaining documentation in all records and reports.

- Assuring documentation and referrals are in accordance with ARC confidentiality policies. ARC is exempt from HIPAA law.
- Setting up, managing, directing, staffing and evaluating mass immunization clinics.

## SHELTER CLOSING ACTIONS

- Attend closing brief with Shelter Manager to receive instructions and timelines for shelter closure.
- Communicate with Boards of Health, the Department of Health and the Center for Disease Control on shelter closure.
- Continue to monitor public health status
- 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 Logistics Supervisor.
- Notify the Logistics Supervisor of any assistance needed with demobilizing Health Services Area especially as related to removing and transporting equipment.
- Ensure that the Registration Area has been thoroughly cleaned.
- Perform final walk through of Registration Area
- Notify Shelter Manager/Supervisor of any damages to the shelter facility that cannot be resolved prior to closure.
- Turn in all CMIST and any other medical related forms along with ICS 214 forms to the Shelter Manager.
- Participate in debrief. Contribute to AAR report, Plan of Improvement as requested by EM.

## PUBLIC HEALTH NURSING LEAD 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 will be included in the Sheltering SOG materials.*