

**GRADE: 11**

**DIVISION: Office of Preventive Health Services - Immunizations**

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***POSITION SUMMARY:***

Primarily responsible for providing basic nursing services in the Immunization Clinic, including immunizations, laboratory tests, and making referrals for health-related services.

***PRINCIPAL DUTIES AND RESPONSIBILITIES:***

The following functions represent the majority of the duties performed by the position but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

***ESSENTIAL JOB FUNCTIONS: (100% of Time)***

1. Conduct client Interviews and obtains appropriate medical history, assess immunization needs, and explains benefits and side effects of vaccines.
2. Administers immunizations according to the Centers for Disease Control and the Physician Approved Protocols.
3. Updates client's immunization record and completes data entry into the Oklahoma State Immunization Information System (OSIIS).
4. Conducts routine tuberculosis screenings and obtains specimens for testing.
5. Provides clients with appropriate referrals to ensure that their health care needs are met.
6. Dispenses medications to clients per the Physician Approved Protocols.
7. Maintains an inventory of biologics and supplies.
8. Participates in staff meetings and quality assurance activities.
9. Completes required training in support of duties and responsibilities of this position.
10. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

***QUALIFICATIONS/SPECIFICATIONS:***

**Education:** Graduate of an accredited Licensed Practical Nursing program.

**Experience:** Two years as a licensed practical nurse preferred. Additional experience in pediatric healthcare desirable.

**Skills & Knowledge:**

- Knowledge of the principles and practices of professional nursing, particularly relating to public health nursing.
- Experience with vaccine administration, immunization schedules and recommendations, and OSIIS data entry preferred
- Skills in interacting with patients of various cultures and socioeconomic backgrounds.
- Attention to detail and completing forms and records and retaining confidential client information.
- Good communication and listening skills in counseling, providing health education and explaining medications.

**Licenses:** Possession of a valid temporary or permanent professional nursing license issued by the Oklahoma State Board of Nursing required.

***INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:***

- Frequent internal contact with nurses and other Health Department personnel to secure assistance for clients and gather information on clients.
- Frequent contact with external social service and health agencies to secure materials or services for clients; with school nurses and day care centers regarding client records.

***PHYSICAL EFFORT:***

Must be able to lift materials and supplies weighing up to approximately 25 pounds; reach filing cabinets at a height of five feet, stooping, bending, twisting, squatting while giving examinations.

***SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:***

**Direct Supervision** - None.

**Indirect Supervision** - None.

**Budget/Money/Material** – Responsible for assigned equipment.

**Reports to** – Manager, Immunizations/Satellite Centers

***WORKING CONDITIONS:***

Potential exposure to communicable infections and body fluids specimen collection for laboratory analysis. High volume and fast-paced clinic.

***SPECIAL REQUIREMENTS:***

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel.

***FLSA Status: Non-Exempt***