



Hoosier Uplands Economic Development Corporation

## **TB Regional Nurse Consultant – Health, Education & Aging**

The purpose of this position is to decrease the transmission of TB in Indiana through the provision of information, technical support, oversight of case management and contact investigation for all suspected and verified cases of TB. The incumbent serves as a TB public health field staff expert providing onsite technical support to local health departments, infection control practitioners in hospitals, long term care facilities and congregate settings such as schools and jails, physicians, TB patients, family members, work site administrators, contacts of TB patients and the general public. This position plays a key role in any TB outbreak or expanded screening and provides surge capacity to the local health departments in this role.

**Position Title:** *TB Regional Nurse Consultant*  
**Department:** *Health, Education & Aging*  
**FTE/Classification:** *40 hours/week, Non- Exempt*  
**Reports to:** *TB/Refugee Chief Nurse Consultant & Director of Health, Education & Aging at Hoosier Uplands*  
**Location:** *ISDH – TB/Refugee Health Division*  
**Funding Sources:** *ISDH TB Operations Contract*

### Duties and Responsibilities

1. The Incumbent builds rapport with local health department public health nurses, health officers and other medical providers. He/she contacts and trains new public health nurses on the responsibilities of the local health department in reporting, isolating, treating, managing and investigating TB. He/she also provides TST training to public health nurses and assists with locating forms and educational material. He/she will cover the Indiana counties of: Bartholomew, Brown, Clark, Clay, Crawford, Daviess, Deaborn, Decatur, Dubois, Floyd, Franklin, Gibson, Greene, Harrison, Jackson, Jefferson, Jennings, Knox, Lawrence, Martin, Monroe, Ohio, Orange, Owen, Parke, Perry, Pike, Posey, Putnam, Ripley, Scott, Spencer, Sullivan, Switzerland, Vanderburgh, Vermillion, Vigo, Warrick and Washington.
2. He/she provides oversight of TB Case Management by reviewing treatment plans for appropriate drugs, dosages, schedule and length, reviewing laboratory results to identify isolation requirements, monitor for conversion of sputa to AFB smear and culture negative, assures HIV testing, reviews chest x-ray for cavitory disease, assists nurse case manager in assessing the need for incentives or enablers, and documents per protocol in the TB database. He/she monitors timely submission of reports, accompanies nurse case managers on home visits, assists public health nurses to access incentives and enablers to ensure treatment completion.
3. The nurse provides oversight of Contact Investigation and assists public health nurses to identify high-risk contacts by using the concentric circle approach in the

investigation. He/she assists in the identification of outbreaks, helps with screening of contacts in local jurisdictions and ensures that all high risk contacts are placed on window prophylaxis. The incumbent determines if the investigation needs to be expanded and provides information on the contact investigation at case/cohort review and to his/her supervisor.

4. The incumbent monitors timely submission of reports and evaluates the need for changes in the case management plan for the patient. He/she reviews charts for quality assurance purposes in Local Health Departments for accuracy and completeness of reported surveillance information. He/she participates in Case/Cohort Review by presenting or having the local health department present suspects and cases of TB and communicate any suggestions for change in treatment or management to the local health department.
5. The incumbent monitors suspect cases for appropriate treatment, changes in health status related to treatment, prepares documentation for timely disposition and ensures that LTBI treatment is offered to the patient if appropriate.
6. The nurse builds rapport with hospital infection control personnel, contacts or makes site visits to hospitals at least yearly to share updated information about TB treatment, prevention and control.
7. The incumbent will be knowledgeable about TB and remain current on new trends, treatments, best practice models, and legislation concerning TB at both the State and National level.
8. He/she will perform other activities as assigned including surge capacity to local health departments.

#### Preferred Experience

Three (3) years of experience as a registered nurse, plus one (1) year of experience in a leadership role in nursing as a supervisor, a consultant, working leader, or a teacher; **OR** a bachelor degree from an accredited college (major in health administration, health education, nursing, or public health). Possession of a valid Nurse License issued by the Indiana Health Professions Bureau required. (Proof of valid license must accompany application.)

- Extensive knowledge of all aspects of TB pathogenesis, diagnosis, treatment, control and prevention.
- Extensive knowledge of and ability to interpret federal and state laws, rules, regulations and policies pertaining to TB.
  - Ability to identify, communicate and work effectively with medical providers, local health department staff, and patients.
  - Ability to communicate effectively in English both verbally and in writing.
  - Ability to independently assess, evaluate and respond to situations appropriately and professionally, seek guidance when needed and keep supervisor current on cases and their status.
  - Proficient in using Microsoft Office and the ability to quickly learn other database applications.
  - Ability to promote cultural competences in health providers working with foreign-born individuals.
  - Ability to maintain the confidentiality and security of TB patient data.
  - Applicant must possess a current and valid RN license in the State of Indiana, at least 3 years experience in public health and one year experience in working with

TB control and prevention. A B.S.N. from an accredited college or university, an MPH or masters in another health related field preferred.

- Must have a valid Indiana Drivers License, reliable transportation and availability to travel extensively within the state including overnight travel. Occasional out of state travel is required.
- Must have or obtain within 3 months of hire, TST and HIV testing and counseling validation from an approved source.
- The incumbent must have the ability:
  - To rapidly assess situations and respond appropriately to prevent undesirable outcomes.
  - To stay current on new technologies and advances in TB prevention and control, interpret and evaluate research for its efficacy.
  - To apply policies and protocols to the diagnosis of TB, case management and contact investigation while in the field with minimum or no supervisory oversight or input.
  - To provide current and accurate information about TB diagnosis, treatment, management and prevention.
  - To train local health department staff and implement new protocols for TB control and prevention.
  - To identify issues needing supervisory input and be proactive in reporting to supervisor.
  - To maintain high level of confidentiality on all patient and staff personal protected information.

#### Supervisory Responsibilities/Direct Reports

This position has no direct reports. However, many supervisory activities are performed in the oversight of case management and contact investigation activities at the local health department level.

#### Difficulty of Work

This position requires autonomy in decision making with supervisory input and assistance on only the most critical or unusual issues and situations. The incumbent must be able to apply and make judgments and decisions based on their in-depth knowledge of TB pathogenesis, treatment, control and prevention, surveillance, and the application of the ten essential services. He/she must be able to interpret chest x-rays and lab results in order to provide technical support to public health nurses and make critical decisions about isolation. This nurse must be able to effectively communicate and influence medical providers/public health staff and patients to comply with best practice models. He/she must understand and enforce state and federal laws and standards for isolation, treatment completion and directly observed therapy. He/she may frequently work with health care providers/public health staff that are reluctant to follow best practice models in the treatment and prevention of TB. Work requires management and synthesis of multiple streams of information and the ability to seek out needed information, make quick, accurate and evidence based decisions or judgments. This person must be able to rank and manage multiple and competing priorities. Critical thinking and excellent decision making skills are required with a clear understanding of the scope of public health nursing. The incumbent is privy to sensitive personal health information of patients which must be kept confidential. Failure to perform work appropriately could result in preventable transmission of TB, death of a patient or a law suit.

#### Personal Work Relationships

Incumbent works closely with all TB/Refugee Health Division staff, staff from other ISDH divisions, local health departments, public health nurses, health officers, physicians, infection control practitioners, contractors/grantees, business owners, as well as the general public to explain, interpret and enforce TB program policy and practices. He/she must influence others to meet

program expectations/outcomes without authority for compliance, communicate and provide technical information in a professional manner that encourages on-going collaboration.

Required Licenses/Certifications

Current Driver's License and proof of current vehicle insurance coverage

Working Conditions

Work environment requires incumbent to work from a home office, or hotel/motel office during outbreaks, expanded screenings and site visits. He/she must bring work laptop and cell phone to all worksites, including ISDH. May require travel during inclement weather and the need to flex work schedule, or work long hours in order to respond to a critical situation.

Physical Effort

The position requires extended periods of sitting and driving, visual acuity for driving and use of a computer, auditory acuity to successfully use the telephone, dexterity of hands for keyboarding, and the occasional lifting of up to 50 lbs. of training materials, equipment or supplies.

Hoosier Uplands Economic Development Corporation is an Equal Opportunity Employer.

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Resumes may be sent via mail to:     Hoosier Uplands  
   Attn: Deborah Coleman  
   500 W. Main Street  
   Mitchell, IN 47446

Resumes for this position only may be e-mailed to [medwards@hoosieruplands.org](mailto:medwards@hoosieruplands.org)