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A NURSING SERVICES GUIDEBOOK

FOR THE PROFESSIONAL WORKER  
EMPLOYED BY MIGRANT HEALTH PROJECTS  
IN NORTH CAROLINA

This Guidebook was prepared by the Nursing Consultant of the  
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Carolina

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## INTRODUCTION

It has become increasingly apparent that the task of rendering efficient, effective health services to and for the migrant agricultural worker demands definitive guidelines. Guidelines stating the philosophy, policies, and objectives of the migrant projects. Such a guide is viewed as a means to encourage flexibility by the professional worker. More appropriately, the guidelines for the professional worker are intended to complement implementation of the philosophy and objectives of the migrant health projects in North Carolina.

Since it is the intent of the guidelines to act as "guidelines" to all migrant health projects in North Carolina, it is not appropriate nor possible to detail migrant health operations for each area. The Migrant Health consultant staff of the North Carolina State Board of Health has prepared separate sections which look toward identifying the role, the responsibilities, and the conduct of a professional worker concerned with provision of health services to migrant workers. Also, the consultant staff has identified guidelines pertaining to areas of administrative policies, to afford the professional worker with knowledge of the perimeters within which he will function.

All of us concerned with migrant agricultural workers are striving continually to improve the health services being offered in North Carolina. We are as effective as our tools permit us to be. It is the intent of the North Carolina State Board of Health migrant health consultant staff, that these guidelines will encourage comment and aid in crystalizing the professional workers' thoughts as to the methods which will continue to improve our services.

**PART I**

## NURSING SECTION

### Migrant Health Services

The professional nurse concerned with rendering nursing services to the migrant agricultural worker will experience an exciting challenge to her professional ability as well as extreme demands for mature, responsible judgment. She will be called upon to function without close supervision and required to demonstrate considerable initiative during the discharge of her duties. The professional nurse, "the migrant nurse," must act swiftly to develop a nursing diagnosis of health problems. She must also determine the health needs and establish priorities of the migrant community--the population with which she is concerned. In determining priorities, she must establish the most effective means for aiding families and individuals to seek resolutions of their health needs. The nurse must recognize the brief time the migrant worker will be in a given area and develop with the migrants a skillful nursing plan of care which utilizes efficiently the community's resources. The nurse must be cognizant of the time when she has assisted the individual migrants to the extent of her capabilities and call upon others for professional guidance and assistance. It may be necessary for her to initiate a referral to a distant point detailing the extent of services given to the migrant worker or it may be that help needed is additional counseling or guidance from supervisory or consultant personnel.

It is not feasible to detail here the multitudes of experiences the professional nurse working with migrant workers will encounter. It is feasible to strongly reiterate to the professional nurse who qualifies and accepts employment with migrant health projects in North Carolina that she will be called upon to demonstrate her professional acumen.

The professional nurse employed by migrant health projects in North Carolina will have the opportunity to demonstrate an above average concept

of "team effort." The composition of the team may vary from professional membership: an M.D., a sanitarian or health educator to a community volunteer, a trained health aide, or a youth group concerned with rendering a service to the community. The nurse as a professional team member is charged with coordinating, informing, and appraising other team members of problem areas which may affect implementation of the migrant health project objectives. She will be available as a consultant to give current advice and counseling to other members of the team.

Competence needs to be demonstrated in the areas of therapeutic and preventive health, with attention given to aspects of nutrition, accident control, rehabilitation, mental health, environmental sanitation, communicable disease control, etc.

Other skills needed are in the areas of 1. counseling, interviewing, and group work. 2. An ability to recognize and interpret the concepts of physical, mental and social health are needed. 3. Recognize and interpret normal growth and development, family relationships and the effects of various cultural patterns as they pertain to the health status of the individual and group.

Frequently the professional nurse involved with migrant health services may be the only professional person seeing a particular group of migrants. For this reason, she needs to be observant for the total state of health of the migrant. This includes awareness as to the health knowledge of the migrant and how the migrant family relate health knowledge to their environment, their individual health, and the collective health of the group. The professional nurse will be responsible for providing other members of the team with knowledge of health problems as they exist or health hazards that may potentially cause a health problem. For example the professional nurse may in her visits to migrant camps observe a sanitation problem. In the event the sanitarian has not visited that particular camp, it will be the nurse's responsibility to

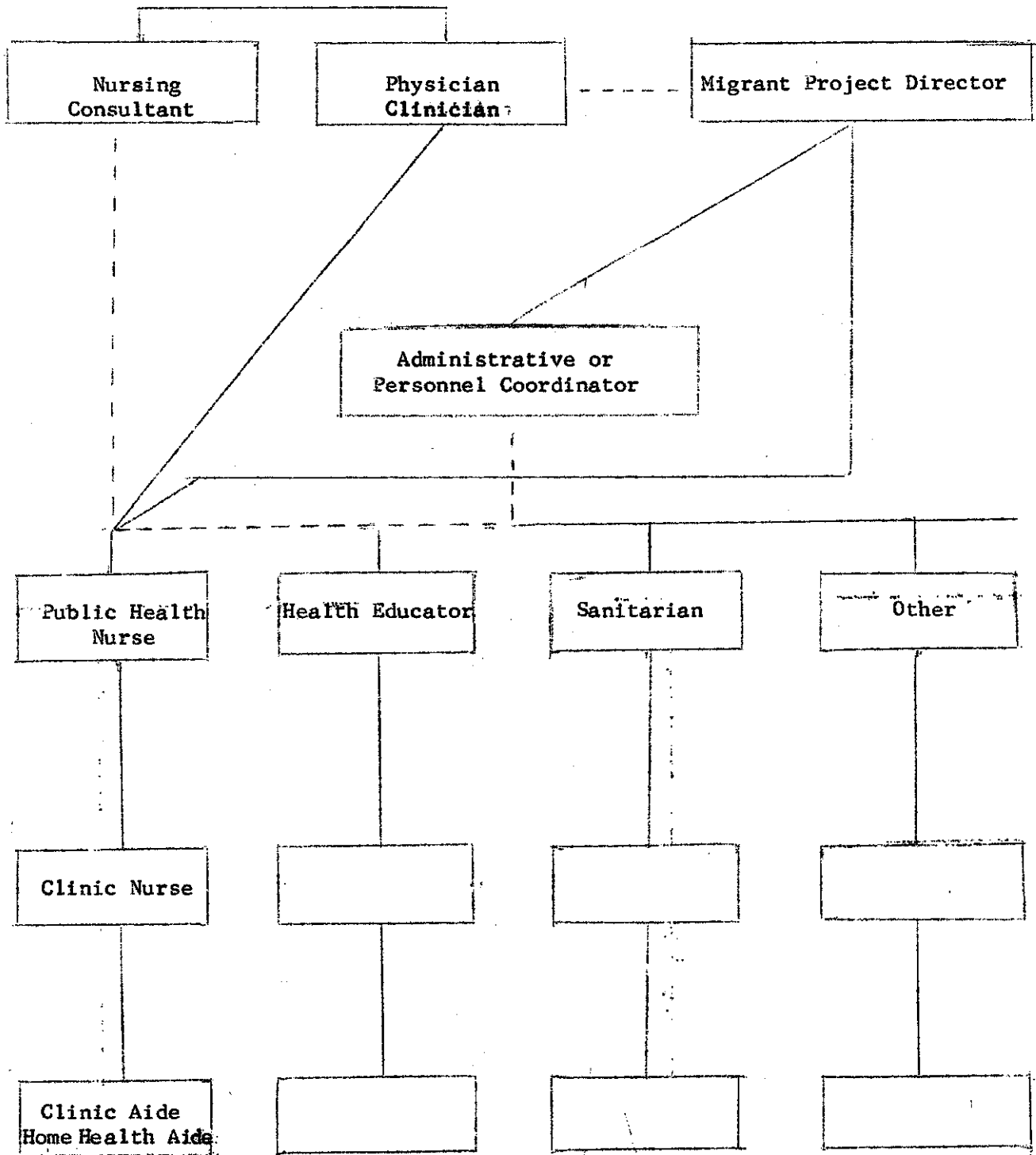
advise the sanitarian in the migrant project of the problem as she has observed it. She should apprise the sanitarian of the camp location, the persons involved, or affected, etc. Similarly, most migrant health projects in North Carolina will have on the staff a health educator or health education aide. One of the most important objectives of the migrant health projects is to encourage the migrant family and individuals to seek and accept responsibility for their own health care. This means a great deal of health education must take place, for there are few migrants with firm concepts of health and health maintenance. The professional nurse may work more effectively by coordinating her efforts with those of the health educator, maintaining close liaison to determine approaches which are effective and by sharing information with the health educator pertaining to field and clinic visits with the migrant.

#### Statement Regarding Administrative and Professional Relationships

The professional nurse employed in Migrant Health Projects in North Carolina is administratively responsible to the Migrant Project Director or Project Coordinator. She will be responsible to the Clinician and/or doctor in whom medical responsibility is vested for medical direction. Professional supervision, guidance and counseling will be the responsibility of nursing supervisory and consultant staff of the Migrant Project and the State Board of Health.

The Migrant Project Director is responsible with the advice and counsel of nursing supervisory and consultant staff for the employment, training, retention, and/or discharge of nursing personnel.

An example of the organizational chart for Migrant Health Projects detailing lines of authority, responsibility and communication is illustrated.





### Relationship to Consultant Staff

1. The Local Health Division, North Carolina State Board of Health, has a migrant health consultant team. The team is composed of a nursing consultant, a health educator, and a sanitarian. The consultant team is available as a resource to all migrant health project areas as groups or available to the individuals of migrant health projects. The services of the consultant staff may be requested, following approval of the Migrant Project Director, by telephone or by letter.

2. The State Board of Health has additional consultant staff including nutritionists, medical social workers, physical therapists, records analysts and physicians.

3. The State Board of Health also offers, through the consultant staff, a film library and professional reference library. These services may be requested through the local project director or arrangements may be made with the appropriate member of the consultant staff following approval of the project director for such requests.

### Correspondence

1. Correspondence initiated from the State Board of Health consultant staff to any member of the nursing staff of migrant health projects will be directed to the individual concerned with a carbon copy sent to the project director.

2. Correspondence initiated from any nursing member of migrant health projects may, with knowledge and consent of Migrant Project Director, be sent directly to the Nursing Consultant, Migrant Project, State Board of Health.

### Additional Personnel Policies

1. Transportation will be provided by the employee. The Migrant Health Project will pay a mileage allowance. (Record forms are available for maintaining a daily, weekly, and monthly mileage record for reimbursement purposes.)

The Migrant Health Project will also reimburse individual staff members for cost of living expenses when attending in-service meeting or training requiring the staff member to be away from the normal base of operations.

2. Employment interview will be conducted by the Project Director or person designated by the Project Director. Personal and professional interviews will be conducted by nursing, supervisory and/or consultant staff to evaluate previous experience and suitability for employment in the Migrant Health Project. Letters of reference both professional and personal will be requested to assist in making an evaluation of the applicant's professional and personal qualifications.

3. Adequate office space, equipment and other resources required to do an effective job will be provided by the Migrant Project.

PART II

## PUBLIC HEALTH NURSE I AND II

### Relationship to Other Staff

The public health nurse functioning in the Migrant Health Project is expected to become acquainted with and understand the philosophy of the Migrant Project. She is expected to understand the policies of the project and give her full support to those policies. She is expected to seek counsel and advice from her immediate supervisor, for clarification and interpretation of policies whenever necessary.

### Membership In Professional Organizations

Active participation in professional organizations is desirable.

### Position Description: Public Health Nurse I and II

Nature of Work: Public Health Nurses employed in these classes are expected to provide public health nursing service for individuals and families through demonstration, by direct service to the individual and/or family, and by counseling in the practices of health maintenance. The public health nurse in these classifications will cooperate with the agencies concerned and with other professional and non-professional staff in making and carrying out plans to improve the health status of the migrant agricultural worker.

### Knowledge, Skills, and Abilities

Knowledge of and skill in the application of the nursing techniques employed in the fields of chronic disease, communicable disease and maternal and child health. Knowledge of and ability to apply and practice the philosophy and principles of public health nursing. Knowledge of current social and economic problems relating to public health and of the resources local, state, and national for public health work, also knowledge of the professional organizations pertinent to public health work.

An ability to secure the cooperation of patients and to elicit needed

information, record accurately the services required and the services as rendered; and to interpret and explain records, reports and medical instructions; and to deal tactfully with others and to exercise good judgment in appraising situations and making decisions.

Acceptable Training and Experience for Public Health Nurse I

Successful completion of an educational program approved or having reasonable assurance of approval from a state accredited school of nursing with one year's public health nursing experience in a generalized public health program.

or

Certification from a university with an accredited public health nursing program that the candidate is eligible for admission in the graduate public health nursing program.

or

Graduation from an approved school of professional nursing and completion of a training program of its equivalence in public health nursing as certified by the Migrant Project Director and/or the Nursing Section of the North Carolina State Board of Health.

Acceptable Training and Experience for Public Health Nurse II

Successful completion of an education program approved or having reasonable assurance of approval for public health nursing by the National League for Nursing and one year of experience in public health nursing.

or

Certification from a university with an accredited public health nursing program that the candidate is eligible for admission in the graduate program for public health nursing and one year of experience in public health nursing.

Necessary Special Qualifications for Public Health Nurse I and II

Eligible for licensure to practice as a registered professional nurse in North Carolina and so licensed before appointment.

Professional and Personal Competence as Shown by the Capacity to:

1. Express ideas clearly in an acceptable manner.
2. Accept people in a non-judgmental way.
3. Gain satisfaction through the development and growth of others.
4. Stimulate others to constructive action.
5. Value and use contributions of other professional groups, volunteers and the general public, and relate these to nursing practice.
6. Adjust pace to realities of the situation.
7. Accept responsibility in professional and civic organizations.<sup>1</sup>

Personal Qualifications

1. Appearance

Well-groomed, poised, properly attired in appropriate public health nursing uniform. Uniforms may be chosen from those designated as officially acceptable public health nursing uniforms, i.e., Brucks, D'Armigene, or white blouse and navy or black skirt with low heeled tailored black or navy shoes.

2. Health

Good physical and mental health is necessary for effective function and as a protection to the nurse and to the individuals served. Physical examination may be requested by the Migrant Project Director, prior to or following employment interview, at the expense of the Migrant Health Project. It is recommended the physical exam include a chest X ray and/or tuberculin test.

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<sup>1</sup>American Nurses' Association, Public Health Nurses Section, FUNCTIONS, STANDARDS AND QUALIFICATIONS FOR PUBLIC HEALTH NURSES, Recommended Qualifications for Public Health Nurses Employed by Departments of Health, Boards of Education and Voluntary Agencies, p. 14, 1955

### 3. Personality

Emotionally mature, flexible and capable of working positively with all nationalities and socio-economic levels of people. Maintain confidentiality, accept supervision and evidence a concern for and interest in improving the general health status of the migrant agricultural worker.

#### Salaries, Hours of Work and Leave Policies

1. Salary as currently recommended by Merit System, effective date July 1, 1965.

Public Health Nurse I,	\$4980	\$5220	\$5484	\$5748	\$6024	\$6324
Public Health Nurse II,	\$5220	\$5484	\$5748	\$6024	\$6324	\$6960

2. Due to the nature of the migrant health program, the hours must necessarily be flexible. There will be evening work, and periodically it may be necessary to travel or work on Saturdays and Sundays. The variation in each project area of program operation will indicate the hours to be worked. The work week is defined as averaging forty (40) hours.

3. At present the Migrant Health project does not offer leave, either compensatory or annual, nor is sick time accrued. Any change of this policy will be at the discretion of the Migrant Project Director.

#### Functions of Public Health Nurses in Migrant Health Projects

The public health nurse will provide nursing care, treatment and health counseling to families and individuals. She will provide these services in the home, clinic setting, day care center, and school. She will work to organize families and individuals within the migrant population to consider ways of improving health standards, thus supporting the concept of prevention of disease and promotion of health.

The public health nurse will, under medical direction: 1. provide and carry out the nursing skills which contribute to effective and efficient treatment and such rehabilitation measures as deemed necessary to improve the migrant workers health status.

2. Be responsible for planning the nursing services to individuals and families and coordinating the services with other disciplines. 3. Provide health counseling embracing the concepts of physical, mental, and social well being to individuals, families, and groups of migrant health workers.

In carrying out her functions, the public health nurse:

1. Recognizes the right of the individual to make his own decisions.
2. Safeguards the integrity of the individual and the family.
3. Realizes fully the depth and breadth of those functions that are independent responsibilities of nursing.
4. Recognizes the final responsibility of the physician in matters relating to medical care.
5. Understands and utilizes the contributions of other professional disciplines and community resources.
6. Accepts and works within the boundaries of her professional competence.
7. Includes constant analysis and appraisal directed toward the improvement of nursing practice in every aspect of her work.
8. Considers the family and group, as well as the individual in every phase of nursing service.
9. Recognizes the opportunity and obligation to influence community health and welfare programs through public health and welfare programs and through public health nursing service.
10. Recognizes preventive health care, health promotion and rehabilitation as an integral part of all public health nursing practice.
11. Recognizes that public health nursing as an integral part of public health practice, influences such practice."<sup>1</sup>

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<sup>1</sup>American Nurses' Association, Public Health Nurses Section, FUNCTIONS, STANDARDS AND QUALIFICATIONS FOR PUBLIC HEALTH NURSES, Proposed Standards of Practice for Public Health Nurses Employed by Departments of Health, Boards of Education and Voluntary Agencies, p. 12, 1955



### Daily, Weekly, Monthly Activities

#### A. Daily Activities

1. Each working morning, the public health nurse(s) will be in the office as designated by the project director.

2. The public health nurse(s) will review any pertinent information regarding the previous day's activities, requiring additional attention. She will review patients' records seen in clinic during the p.m. sessions and determine the appropriate action to be taken, the medical directives to be followed and establish her priorities for the day's activities.

3. The public health nurse will advise, and/or share information with other team members as appropriate. She will also make herself available to the clinic nurse for consultation and sharing of information regarding patients seen in the evening migrant health clinics or home visits.

4. The public health nurse will maintain her family and individual health records in a current manner. She will maintain in a file of family folders indicating the service required, the service rendered and any proposed plans for additional care during the period the migrant worker is in the areas.

5. The public health nurse, after determining priorities for visits for that day, will make a schedule of proposed visits. This may be done with carbon paper, giving one copy to the office clerk or secretary and keeping one copy. (The visits should be in the order the public health nurse is planning to visit the camps in the event an emergency arises, other members of the project staff can contact the public health nurse.)

### Field Activities

1. The public health nurse should prepare an individual health record for each person seen. The individual health record, when appropriate, should become a part of a "family health record."

2. The public health nurse should note the service rendered, i.e.,

health counseling the focus of the counseling, and/or nursing ministrations rendered to the patient. In addition, the public health nurse should record any other observations or health problems and the proposed plans for providing continuity of care to the patient.

3. The public health nurse should refer any migrant worker in need of medical attention to the appropriate community agency, migrant clinic, or hospital in accord with the policies of the migrant project. A referral slip may be given to the patient indicating the time, place and date the patient should report for medical evaluation. This information should be noted on the health record.

4. The public health nurse will be expected to call the migrant project office between (Example \_\_\_\_\_) for the purpose of determining any changes in orders, or new patients requiring attention. (Telephone calls should be made from a non-pay phone when possible, but should it be necessary to use a pay phone, the public health nurse should note the date of call and submit a request for payment in accord with policies of the migrant project.)

5. The public health nurse will be responsible for informing the migrant health clinic of patients seen and referred to the migrant medical clinic. Health records of the patient being seen should be complete as to the nursing visits, problems, accomplishments, and proposed plan of continued nursing care.

6. The public health nurse should plan her day to allow adequate office and record time each day to maintain her records and referrals in current order. It is advisable for the public health nurse to complete each health record as quickly as possible following services rendered to the patient.

#### Weekly Activities--Public Health Nurse(s)

1. The public health nurse should plan her week's activities leaving adequate "office time" to summarize records, prepare referrals for interstate movement of patients, and other written reports as requested by the project director. It would be advisable for the public health nurse to determine with the project director the written reports required by the Migrant Health Project, the content of such reports and the manner recommended for the collection of data pertinent to the preparation of reports.

2. The public health nurse should prepare a brief weekly summary, highlighting the activities of the week, health problems, number of migrants served, etc., noting any particular activity that may assist the project director in developing plans to modify and/or improve the health services offered.

3. The public health nurse should be fully familiar with the techniques and procedures as outlined in the Nursing Manual, North Carolina State Board of Health. (A copy of this manual will be made available to all project areas.)

4. The public health nurse should have knowledge of in-service programs or staff meetings being planned and allow adequate time in the day's scheduling to attend such programs. These meetings are viewed as an internal part of the migrant project activities.

#### Monthly Activities--Public Health Nurse(s)

1. The public health nurse should submit to the project director a monthly narrative report with supporting data of the nursing services performed during the month.

2. The public health nurse should prepare on appropriate report forms accounts of expenses, mileage, travel, and reimbursible expenses accrued during the month and submit such reports to the migrant project director.

### PART III

## CLINIC NURSE

### Relationship to Other Staff

The clinic nurse in Migrant Health Projects is expected to become acquainted with and understand the philosophy of the Migrant Project. She is expected to understand the policies of the Project and give her full support to these policies. She is expected to seek counsel and advice from her immediate supervisor or senior public health nurse for clarification and interpretation of policies whenever necessary. Administrative and technical guidance is received from the clinic physician, the health director, or a higher level public health nurse. Work will be evaluated for professional quality and for effectiveness of services rendered to patients.

### Nature of Work

The clinic nurse will be called upon to skillfully apply a high degree of specialized knowledge together with a broad understanding of operational procedure. The nursing service provided by the clinic nurse will require frequent professional judgment applied to a variety of situations, and will require the ability to provide supervision of others. Maximum emphases will be placed on the communication process in planning day to day care of patients with other professional nurse practitioners.

### Knowledge, Skills and Abilities

Knowledge of and skill in the application of nursing techniques employed in the fields of communicable disease, chronic diseases, maternal and child health.

Ability to apply scientific principles as she skillfully performs delegated medical care. Ability to understand the purpose of the prescribed medical regimen, knowledge of expected and actual patient responses to the treatment. Ability to secure the cooperation of the patients and to elicit needed information, record accurately services rendered and to interpret records

and reports. Ability to plan and execute work effectively, exercise good judgment in appraising situations and making decisions, and to deal tactfully with the public.

Acceptable Training and Experience for Clinic Nurse

Eligible for licensure to practice as a registered nurse in North Carolina and so licensed before appointment. Personal and professional competence as shown by the capacity to:

1. Identify and assess the probable needs as identified by the patients. behavior, evidence of physical pain, etc.
2. Develop a nursing diagnosis within the realm of delegated medical care and apply nursing measures which will alleviate discomfort and encourage improved health care.
3. Evaluate patients in terms of treatment modalities, reaction to therapy regimen and emotional and physical response.
4. Evaluate these responses for reassessment and the need to effect change as required in the continuum process of patient care.

Personal Qualifications

1. Appearance

Well groomed and attired in appropriate uniform, nursing cap, shoes and hose.

2. Health

Good physical and mental health is necessary for effective function and as a protection to the nurse and the individuals served.

Physical examination may be requested by the Migrant Project Director prior to or following employment interview at the expense of the Migrant Project. It is recommended that such physical examination include a chest X ray and/or tuberculin test.

### 3. Personality

Emotionally mature, flexible and capable of working positively with all nationalities and socio-economic levels of people. Maintain confidentiality, accept supervision, and evidence a concern for and interest in improving the general health status of the migrant agricultural worker.

### Salaries, Hours of Work, and Leave Policies

1. Salary as currently recommended by Merit System, effective date July 1, 1965.

Clinic Nurse: Salary Range \$3924-\$5220

2. Due to the nature of the Migrant Health Program, the hours must necessarily be flexible. The Migrant Projects offer a family type medical clinic three evenings a week. The length of each clinic varies in relation to the demand for services.
3. At the present time the Migrant Project does not offer leave, either compensatory or annual, nor is sick time accrued. Any change of this policy will be at the discretion of the Migrant Project Director.

### Functions of Clinic Nurse in Migrant Health Projects

The clinic nurse will provide therapeutic nursing care, treatment and health counseling to families and individuals. She will provide these services in a clinic setting under medical direction.

She will interview patients and record personal data and information relevant to their illness in the clinic record. Prepare the patients and assist the examining physician in conducting physical examinations. Make physical inspections which do not require the attention of the physician. Administer preventive immunization and medications to patients as prescribed by a physician. Prepare drugs, supplies and equipment for the clinic. Order

drugs, supplies and equipment as required for clinic operation and as authorized by the clinic physician and Project Director. Under the direction of a physician, make simple diagnostic tests and interpret the results of the tests. Ascertain the equipment and supplies required for clinic operation and see that such supplies and equipment are properly maintained and available for clinic operation. Perform related work as required.

Daily, Weekly, Monthly Activities

A. Daily Activities

Office Routine

1. Each working morning, the clinic nurse will be in the office as designated by the Project Director.
2. The clinic nurse will review the records of the patients seen in clinic, initiate referrals on those patients as indicated. Brief the public health nurse on patients requiring field visits and the service to be rendered. Appropriate nursing notations that should be entered on the clinic record as to plan of care and action taken to implement the nursing plan.
3. The clinic nurse will advise and share information with other staff members as may be indicated.
4. It will be the responsibility of the clinic nurse to see that physicians' orders are current, accurate, and signed. She will also make herself available to the health nurse for review of patients' records seen in clinic for the purpose of sharing information.
5. The clinic nurse will be responsible to see that each patient seen in the Migrant Health clinic receives a Personal Health Record with the appropriate notations as to the service rendered. The clinic nurse will be expected to request this record each time a patient visits the clinic to encourage maximum effectiveness of the individual health record.
6. The clinic nurse will maintain the clinic records with physician



and nursing notations in a current manner. The clinic records should be in a designated file and indicate the service required, the service rendered, proposed plans for additional care and other data as relevant to the service required by the patient while in the area.

7. The clinic nurse will be expected to review any incoming referrals, verbal or written from Project staff, and see that the information is incorporated in the clinic record.

#### Weekly Activities

1. The clinic nurse should set aside a specific period of time each week to prepare a summary of the weekly clinic activities. The guide as developed by the Migrant Branch, United States Department of Health, Education, and Welfare can be utilized as a basis for summarizing the numbers of patients seen, type of service rendered, referrals, etc.

2. The clinic nurse should prepare a brief weekly written report which would serve to inform the Project Director of problems encountered, accomplishments, etc. This will serve as a basis for evaluating the need to alter various facets of the clinic operation, and provide the clinic nurse with a basis for evaluating her own functions.

3. The clinic nurse should have knowledge of in-service programs being planned and allow adequate time to participate and/or attend such programs. These meetings are viewed as an integral part of the Migrant Project activities.

4. The clinic nurse should plan a period of time prior to each clinic to review with the clinic aide the functions of the aide, problems encountered, measures that may be taken to improve the service.

#### Monthly Activities

1. The clinic nurse should submit a monthly narrative form, compiled from the weekly activities of the total services rendered in the clinic operation. The report should incorporate areas as set forth in the statistical

reporting section of the Migrant Health Project Guide, United States Department of Health, Education, and Welfare. (A copy of the guide is attached in the section on records).

PART IV

## CLINIC AIDE - HOME HEALTH AIDE

"The clinic aide is an active participating member of the nursing team. She works under the guidance of the professional nurse while performing activities which enable the nursing needs of the patient to be met, thus extending the services of the health department."<sup>1</sup>

### Relationship To Other Staff

The clinic aide will be responsible to the public health nurse for training, guidance, evaluation and supervision. The public health nurse will have responsibility for nursing services in Migrant Health Projects. In this capacity, the public health nurse will select task oriented activities within nursing service, which may be safely delegated to the clinic aide.

In the event the Migrant Project does not have a public health nurse employed as a staff member, the clinic aide will be responsible to the clinic nurse for immediate guidance, supervision and evaluation. However, a written plan detailing the scope of activities, and duties must be submitted to the Nursing Consultant, Migrant Health Project, prior to employment of the clinic aide.

### Position Description

The clinic aide is a title assigned to an auxiliary worker, employed to assist the public health nurse and the clinic nurse. The clinic aide will be trained to perform certain specified tasks in the process of rendering services to patients. These tasks will be directed and carried out under the supervision of qualified professional nurses. The performance of these tasks does not constitute the practice of nursing.

The clinical aide should have the ability to:

1. Learn the customs, social mores, etc. of various national and socio-economic groups.

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<sup>1</sup>The Clinical Aide Manual, North Carolina State Board of Health, 1965, p.3

2. Demonstrate sincere acceptance of people in a non-judgmental manner.
3. Establish a helping relationship with people.
4. Accept guidance and supervision from professional nurse.
5. Prepare simple reports for both written and oral presentation.
6. Verbalize needs of self and patients as identified in the process of providing services.
7. Demonstrate by personal exemplification aspects of good personal hygiene.
8. Maintain a cooperative attitude to individuals and groups.
9. Recognize the confidential aspects of patients' records.

#### Qualifications

1. Experience in providing nontechnical assistance with people, i.e., employment in a health department, hospital, school, etc.
2. No specific age limitation. The candidate must provide evidence of good physical and mental health. (See Personnel Policies)

#### Personal Qualifications

##### 1. Appearance

Well groomed, cleanly attired in a tailored washable dress, other than the color worn by the public health nurse and clinic nurse. Shoes should be low heeled, closed toe and heel, and a dark color.

##### 2. Health

Good physical and mental health is necessary for effective function and as a protection to the aide and to the individuals served. Physical examination may be requested by the Migrant Projector Director prior to or following the employment interview. It is recommended that such physical examination include a chest X ray and/or tuberculin test.

##### 3. Personality

The candidate for employment as a clinic aide should be capable of demonstrating, by her personal and previous employment record, examples of a conduct and behavior which would indicate a mature person.