

**GENERAL DESCRIPTION OF CLASS**

The COMMUNICABLE DISEASE INVESTIGATOR, in compliance with Public Health laws, investigates reports of communicable diseases to reduce the incidence of communicable diseases and their complications. Communicable Disease Investigators assure that infected individuals are treated appropriately and determine other individuals who may be infected and refer them to a medical provider for evaluation.

**DISTINGUISHING FEATURES**

This is a single classification and not currently part of a series of classes.

**DUTIES AND RESPONSIBILITIES**

- 1. Patient Counseling and Investigation.** Typical tasks: documents report of a communicable disease by reviewing medical records or requesting a record review from a medical care provider; communicates with medical providers to determine if patient has been treated and establish concurrence on the need for patient counseling; discreetly contacts patient (infected individual) to make an appointment for a counseling session; counsels the patient regarding previous medical history, recent risk behavior, and nature of the diagnosed infection; determines other individuals who need evaluation; establishes compliance to therapy and appropriate follow-up action; discusses prevention strategies to avoid future infections; designs referral methods specific for each partner or patient; locates, motivates, and refers partners or patients to an appropriate medical care provider for evaluation; utilizes community, agency, or medical resources (e.g., school health nurse, Department of Motor Vehicles, or neighbors) to help locate individuals.
- 2. Technical Assistance.** Typical tasks: explains agency rules and procedures to the public and private medical care providers and encourages their use to reduce the incidence of infections; consults with local health departments and private medical providers to interpret laboratory findings, suggest treatment regimens, and provide epidemiologic support; presents in-service programs to professional groups or general information presentations to schools or community groups.
- 3. Miscellaneous.** Typical tasks: keeps accurate and confidential records of disease intervention activities; provides statistical data regarding disease morbidity and trends to local and State health officials; attends meetings, conferences, and in-services as directed; may serve on local health department protocol and policy committees. Employees in this class will make decisions and recommendations that may effect the health of individuals and effect the success of statewide disease control objectives.

**RELATIONSHIPS WITH OTHERS**

Employees in this class are in regular contact, in person or by phone, with individuals diagnosed as having a communicable disease, (e.g., syphilis, gonorrhea, AIDS and other Human Immunodeficiency Virus conditions) to counsel them regarding their infection and to determine others who maybe at risk of infection. They are in regular contact with those exposed to infection to notify them of their exposure and refer them to a medical care provider for evaluation. They are in regular contact with physicians, nurses, laboratories,

hospitals, and clinics to obtain or share medical information, provide technical assistance, and to assure compliance with State public health rules. They are in periodic contact with other agencies, schools, and the general public to elicit information to locate patients or their partners. These employees deal regularly with highly sensitive information, so communication with patients, partners, and others must be confidential, discrete, sensitive, and persuasive.

### **SUPERVISION RECEIVED**

Employees in this class receive general supervision from an administrative superior who reviews work through review of control records, epidemiologic report forms, direct observation, and feedback from physicians and nurses to assure compliance with State statutes and rules, Federal policies and guidelines, and county protocols. Work is generated by morbidity reports, physician requests for epidemiologic support, or as assigned by the program office. All employees in this class regularly work through county health departments and may receive limited local supervision. The employee is responsible for the organization and timely completion of the work.

### **GENERAL INFORMATION**

Positions in this class may require the willingness to travel to various locations in the State, including overnight stays. They may require the willingness to work extended hours, including evenings and weekends.

### **KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

General knowledge of microbiology, medical terminology, and disease processes.

General knowledge of epidemiologic methods.

General knowledge of epidemic behavior patterns.

General knowledge of different interviewing techniques.

Skill in communicating orally with a variety of people, answering questions, and explaining information.

Skill in analyzing and interpreting laws, rules, and regulations and applying them to specific circumstances.

Skill in ascertaining and evaluating facts and determining appropriate action.

Skill in preparing accurate and concise written reports.

Skill in working with angry patients to achieve organizational goals.

Skill in obtaining socio-sexual information.

Skill in gaining confidence of alternative lifestyle individuals.

Skill in adjusting to varying situations.

Skill in confidential investigations.

Skill in presenting disease and disease prevention education.

Ability to interview clients from various socioeconomic and cultural backgrounds, including those who may be hostile.

Ability to organize and schedule disease control activities for assigned area.

Ability to establish and maintain effective working relationships with the public, fellow workers, and professional individuals.

Ability to learn and apply methods and techniques used in the prevention and control of disease.

Ability to plan and direct the work of local health unit nursing and clerical personnel on portions of work pertaining to the State disease control program.

Ability to maintain confidentiality, self-control, and composure under trying circumstances.

Ability to counsel patients regarding highly sensitive and emotional medical problems.

Ability to prioritize work assignments.

Ability to complete CDC interviewing course.

Some positions in this class may require one or more of the following:

Ability to make effective oral presentations of technical or sensitive subject matter.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.