

Epidemiology, Preparedness & Resilience - PHN

Background

This position is a split-role Public Health Nurse (PHN) within Saint Paul–Ramsey County Public Health, with responsibilities divided equally between:

- Emergency Preparedness & Response (EPR) Team (0.5 FTE)
- Immunization Clinic Services (0.5 FTE)

The role is designed to strengthen alignment between public health preparedness and clinical service delivery, particularly in the context of vaccine-preventable diseases, outbreak response, and mass vaccination efforts.

Nature of duties

Emergency Preparedness & Response Responsibilities (0.5 FTE)

Planning & Preparedness

- Support development, review, and updating of public health emergency plans (e.g., medical countermeasures, mass vaccination, infectious disease response)
- Assist with operational planning for Points of Dispensing (PODs) and other response strategies
- Contribute to integration of health equity and climate considerations into preparedness planning

Training & Exercises

- Participate in and support planning for drills and exercises
- Assist with After Action Reports (AARs) and Improvement Plans (IPs)
- Maintain readiness through required trainings (e.g., ICS, emergency response roles)

Response Activities

- Support activation of public health response (e.g., EOC, ICS roles)
- Participate in mass dispensing or vaccination efforts during emergencies
- Assist with coordination of volunteers (e.g., MRC) and staffing support

Coordination & Partnerships

- Collaborate with internal teams (epi, clinic, environmental health) and external partners (healthcare systems, MDH, community organizations)
- Support communication and coordination during preparedness and response activities



Immunization Clinic Responsibilities (0.5 FTE)

Clinical Services

- Provide immunizations across the lifespan in accordance with clinical guidelines
- Conduct vaccine screening, administration, and documentation
- Monitor for and respond to adverse events

Client Education & Equity

- Provide culturally responsive education to clients and families
- Promote vaccine confidence and address hesitancy using evidence-based approaches
- Support equitable access to immunization services

Clinic Operations

- Support daily clinic flow and operations
- Maintain vaccine storage, handling, and inventory standards
- Participate in quality improvement activities

Integrated Role Expectations

This position is intentionally designed to bridge preparedness and clinical practice. Key expectations include:

- Supporting mass vaccination planning and implementation
- Translating clinic workflows into scalable emergency response operations
- Bringing real-world clinical insight into preparedness planning
- Supporting continuity between routine immunization work and emergency response
- Advancing health equity across both preparedness and clinical service delivery

Schedule & Flexibility Considerations

This position strengthens the connection between clinical care and public health emergency response, ensuring Ramsey County is prepared to deliver safe, effective, and equitable services during both routine operations and public health emergencies:

- Schedule will be coordinated across both roles
- Flexibility required for:
 - Emergency response activations
 - Occasional evening/weekend clinic or response activities
- During activations, responsibilities may temporarily shift to prioritize response needs

