



POSITION DESCRIPTION Occupational Health RN

POSITION SUMMARY:

The occupational and environmental health nurse is responsible for the provision and delivery of health and safety programs to workers, worker populations and community group focusing on promotion and restoration of health, prevention of illness and injury and protection from work related and environmental hazards.

POSITION DESCRIPTION – Occupational Health RN

STANDARD

Environment of Care: Demonstrates knowledge and practice of:

1. **Safety** - Department specific and facility wide safety risks
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency codes
5. **Fire Safety** – Role/response in fire actual/drill
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

Infection Control: Demonstrates knowledge and practice of:

8. Department specific policies and procedures
9. Facility-wide policies and procedures
10. Location/use of personal protective equipment
11. CDC Hand Washing Guidelines

Performance Improvement: Demonstrates knowledge of:

12. Facility-wide approach to Performance Improvement
13. How department is involved in facility-wide PI program

Patient Rights: Demonstrates knowledge and practice of:

14. Patient Rights and Responsibilities
15. Confidentiality Policy – HIPAA
16. Ethical Issue Resolution
17. Organizational Ethics Policy

Risk Management: Demonstrates knowledge and practice of:

18. Occurrence Reporting
19. Identify and report a sentinel event
20. Sexual Abuse/Allegation Reporting
21. Root Cause Analysis/FEMA

Certifications

22. BLS card Exp date:
23. Other Certification Exp date:

Patient Safety

24. Non-punitive medical/healthcare reporting
25. National patient safety goals
 - Accuracy of patient identification using patient's name and birth date
26. Fall prevention measures
27. Environmental risk factors

STANDARD

28. Medication safety

- Look alike, sound alike medications
- Dangerous abbreviations list
- Safe storage and use of medications

29. Verbal order/critical test results repeated and verified

30. Preventing needle sticks and sharps injuries

Department Core Competencies

31. Demonstrates skills of accurate assessment, reassessment, development and implementation of plan

- Obtains occupational and environmental health history; conducts post offer health assessments
- Conducts job analyses; assess employees with work restrictions or limitations and conducts health risk assessments for worker populations. Makes recommendations for accommodations.
- Conduct health surveillance of individuals/groups for specific health hazards (hearing conservation, laser safety, respiratory protection)
- Identify physical requirements to fulfill essential job functions

32. Documents in an accurate, timely manner

33. Identify and document educational needs and implement ongoing education relevant to those needs

34. Provides treatment of work related injuries or illnesses. Maintains OSHA required logs and documents.

35. Demonstrates knowledge of specific conditions, disease and treatment therapies for the specific worker population

36. Assist in investigation of environmental health issues, e.g. air quality, mold

37. Demonstrates responsibility/accountability for completion of assignments in a timely manner

38. Identifies cultural and religious needs, language barriers, physical and psychological limitations.

39. Provides health promotion, disease prevention and screening tests

40. Implements plan of care in a safe, accurate and appropriate manner

41. Evaluates patient response to plan of care, prioritize and implement the appropriate changes to care

42. Identifies, assesses, and implements strategies for workplace hazard, ergonomic and safety issues

43. Ability to assign/delegate patient care appropriately based on staff competency and needs

44. Provides direct supervision and assist in evaluation of staff performance

45. Performs complex nursing procedures and prescribed medical treatments

46. Observes and assesses patients conditions and behavior; assures patient safety and stability

47. Report significant changes to supervisor or physician

48. Interviews and observes patients to ascertain medical history and current condition; review patient records

49. Administers injections and medications. Follows procedures for authorized medication administration and narcotic control.

50. Analyzes patient records and participates in interdisciplinary collaboration with professional staff to assure appropriate diagnostic testing and treatments are performed.

51. Reviews and validates physician's orders, develops and executes patient care plan and reports progress and unusual occurrences.

52. Performs assessment and triage of telephone and walk in patients; evaluates symptoms and determines essential care required

53. Prepares patients for physician's physical examination and assists in examination and treatment of patients

54. Prepares facility and equipment for use by physician

55. Assures sterilization and cleanliness of instruments and the environment

56. Appropriate response to emergency situation

57. Maintains records, inventory and physical security of drugs and medical supplies; orders and request as needed.

58. Provides case management for workers compensation, short and long term disability, FMLA

59. Collects and enters patient care data into patient charts and computer systems; reviews for accuracy.

60. Provides assessment, reassessment and implementation for safety and industrial hygiene issues:

- Safety walk through
- Splash exposure
- Sampling (area/personal)
- Indoor air quality
- PPE
- Engineering controls – automation/substitution/isolation/distancing
- Administrative controls – rotation or shift adjustments/training
- Other safety hazards

61. Provides consultation and information on continuity of care, complex treatment modalities and additional health and social services available to patient.

62. Performs administrative duties; receives, logs in and file reports, clients charts, client interactions and other documents

63. Assures that consents are obtained and signed

STANDARD

64. Understands and complies with standards and regulations:

- Hazard communication
- MSDS
- DOT
- Confined space
- Lock out/tag out
- OSHA Standards
- ADA
- FMLA
- HIPAA
- Blood borne pathogens

65. Arranges for transfer of patients to hospital; arranges referrals as needed.

Age Specific Competencies**Knowledge**

66. Demonstrate knowledge of growth and development

67. Criteria to identify victims of abuse and neglect

Skills

68. Performs age specific nursing assessments and develops interdisciplinary plan of care

69. Provides age appropriate nursing care

70. Assists in age specific medical data collection for nursing assessments

71. Plans care with frequent breaks for elderly patients

72. Performs age specific treatments utilizing proper equipment

73. Assesses age specific safety issues

74. Demonstrate age appropriate communication skills

75. Demonstrates ability to provide age specific teaching and discharge planning for patient and family/significant others

Service Standards

76. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.

77. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.

78. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.

79. Gives all customers their full attention and treats them with dignity, respect and understanding.

80. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.

81. Safeguards patient confidentiality in all forms of communication.

82. Works effectively with others toward achieving common goals including morale and teamwork.

83. Interacts compassionately and in a timely manner with all customers.

Equipment – Demonstrate Safe and Effective Use

84. Setup of portable oxygen

85. Electronic thermometer

86. EKG machine

87. Vision screening charts

88. Spirometry

89. Dinamap

90. PFT machine

91. Defibrillator/AED

92. Audiometry

93. Glucometer

94. Copier

95. Fax

96. Computer/printer

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Occupational Health Nurse

Department: Occupational Health

EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
- Degree – RN/LPN
- 4 year/Bachelor's Degree
- Post Graduate Degree
- License/Certification – current RN/LPN license in state of practice
- Knowledge of state, federal, JCAHO regulations

EXPERIENCE

- One year OH experience
- One year ambulatory care/clinic experience

SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

PRE-PLACEMENT

TESTING

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

AGE OF PATIENTS SERVED

(For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Peds (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

The minimum requirements of this position require the individual to:

- Stand for 4 hour(s) per day
- Sit for 2 hour(s) per day
- Walk for 2 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

Evaluate the requirements and activity percentage in time for this position based on the following:

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 3 Bending
- 3 Crouching
- 3 Squatting
- 2 Crawling
- 3 Kneeling
- 4 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 3 Reaching above shoulder
- 3 Twisting at waist
- 4 Push/pull (up to 75 lbs.)
- 3 Lift/carry (up to 75 lbs.)
- 2 Lift from floor level up
- 3 Lift from waist level up
- 2 Lift above shoulders/head

POSITION (MINIMUM) REQUIREMENT CHECKLIST

LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. TB mask (if respirator fit tested)
4. Goggles
5. Mask
6. Booties
7. Respirators
8. Hearing protection

LIST OTHER MINIMUM REQUIREMENTS:

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

COMPRESSED GAS USAGE

- Yes
- No

DEFINITIONS:

SEDDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

Employee Signature

Date

