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| **Job Title:**  **Occupational Health Nurse** | **Department:**  **Clinical Services** | |
| **Reports To:**  **Chief Clinical Officer** | **Review Date:** | **\_\_X\_ Exempt**  **\_\_\_ Non Exempt** |
| **I have reviewed and agree to the contents of this job description**  **(Signature & Date)** | | |

1. **Position Summary**

The Occupational Health Nurse promotes health and safety to all employees by performing independent, responsible and professional occupational /employee health nursing and consultation services that include post job offer / pre-employment medical examinations, disease detection, prevention, evaluating and administering first aid for employees injured on the job; manages workplace injury program in collaboration with Human Resources including following up employee illnesses and injuries; conducting employee health screenings; administering or arranging for employees to receive vaccinations and Tuberculosis (TB) screening. Individual will be monitoring lab and incident reports, conducting contact tracing for Covid and non-Covid staff exposures, reporting to county and state health departments and the federal government, develop and implement policies and procedures.

1. **Principle Accountabilities**:

* **COVID- 19 Responsibilities Frequency: Daily Weight**: **60%**

1. NSH Tracking & Reporting
   1. Daily Reporting
   2. Weekly Reporting
2. Employee Routine Testing
   1. Ordering Test Supplies
   2. Point of Care Test Reporting to WLR
3. Monitoring for test compliance
4. Maintain Employee Triage Line
   1. Monitoring Staff exposure
5. Maintain COVID Line List
   1. List of Staff & Residents out for COVID symptoms/exposures
   2. Monthly Summary of Line List
6. Facility Outbreak Management
   1. Process oversight and guidance during outbreak
   2. Collaborate with Health Department
7. COVID Policy Oversight, Management, Updates
8. Maintain COVID Vaccination Status of Staff
9. Oversee Annual Employee Influenza Vaccinations
10. Collaborates with Infection Control in the management of infection control and medical surveillance programs
11. Provides infection control clinical services: such as, for example, tuberculosis screening and coordinates tracking and monitoring of infection control and medical surveillance programs, ensuring timely follow-up and updating of databases in collaboration with support staff

* **Workers Compensation Frequency: Daily Weight: 15%**

1. Manage injury and illness recordkeeping, communicating work restrictions to supervision, maintaining accurate medical records of reported injuries and illnesses, maintaining confidential medical records of disabilities, and maintaining accurate and confidential employee health and medical charts
2. Coordinates employee return to work program for workplace injuries
3. Assist with the accident investigation program to identify root cause analysis of all incidents and near misses
4. Assess healthcare needs, then implement and manage healthcare programs to improve health and facilitate return to work, maintain OSHA records/reports and worker medical files
5. Assist departments with identifying, evaluating, and implementing accommodations and return to work options for workers with restricted duty
6. Contribute in the design of controls for injury prevention and health surveillance related to actual and potential hazards in the work environment
7. Provide or manage the required physical evaluation programs and services to meet regulatory requirement; such as OSHA, CDC, etc.
8. Basic knowledge of disability benefits, workers' compensation
9. Basic knowledge of ADA accommodation and work status review
10. Medical case management of assigned Workers' Compensation claims, conducting medical records check of employees' chart for supporting medical information, written summaries of applicable medical information to support claim plan development, following-up with employees, monitoring and documenting medical rehabilitation progress, maintaining contact with medical care providers, and communication with supervision, workers' compensation coordinator, insurance coordinators
11. Assist in the development and administration of efficient and professional operations of occupational health services in accordance with company policies, practices, procedures, and applicable regulations to achieve the desired goals and objectives

* **Employee Health Frequency: Daily Weight: 15%**

1. Coordinate for cause substance abuse testing
2. Provide health promotions information to all employees and participate and assists in company wellness activity coordination
3. Supports safety initiatives of Human Resources Department and Safety Committee
4. Coordinate pre-employment physical and substance abuse screening program
5. Provide general training as needed such as First Aid/CPR/AED
6. Provides and certifies required job-specific medical clearances such as respirator
7. Provides intervention and counseling to employees experiencing personal or health issues that impact their ability to work. Make referrals to company EAP and community resources
8. Coordinate's immunization programs including flu shots
9. Collaborate with outside resources for program development, such as healthcare providers, third-party administrators, legal advisors, medical director, regulatory agencies, etc.
10. Performs occupational and health screening tests
11. The candidate will work both individually and interdisciplinary teams to empower all employees on health awareness and ensure compliance with all applicable regulations
12. Performs complete pre-employment physical examinations and takes health history on all new employees
13. Includes but not limited to ensuring uniform understanding and communicating of any work restrictions, compliance with OSHA reporting requirements, and that Transitional Return to Work policy and procedures are understood, and appropriately administered

* **Other Expectations Frequency: Daily Weight: 10%**

1. Able to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
2. The candidate must take pride in their relationship building and teamwork approach, analytical abilities, organizational skills, and attention to detail
3. Must be able to use functional reasoning in performing functions associated with supervising, managing, leading, teaching, directing and counseling.
4. Must be able to apply situational reasoning skill by exercising judgement, decisiveness and creativity in situation involving the direction, control and planning of an entire program or set of programs.
5. Provides an annual calendar of educational activities for staff including educational needs identified by leadership.
6. Provide BLS, CPR and First Aid education for all direct care staff as required; offer optional training for all other staff.
7. Formulate professional goals and plan for accomplishing these, make continuous efforts to maintain a strong, current clinical knowledge-based skill level. Seek continuing education to meet these goals.
8. Develop annual professional goals that reflect achievement of departmental goals.
9. Must be able to function independently, having flexible and personal integrity.
10. Must be able to handle frequent interruptions and managing multiple, competing priorities.
11. Have a resident centered approach to problem-solving and goal-setting.
12. Must be able to operate with a high degree of integrity in a culture of teamwork, dedicated to ensuring the high standards of care while maintaining strong business practices and standards.
13. Must be able to work collaboratively and diplomatically with others, manage multiple tasks and timelines, and problem-solve effectively and proactively.
14. Demonstrates competence in the protection and promotion of resident’s rights. Is able to act as a role model for facility staff.
15. Is able to understand and follow written and/or verbal directions. Is able to express self adequately in oral and/or written communication and has the ability to communicate effectively with staff members, other professional staff, consultants and residents in interdisciplinary care setting and to government agencies.
16. Demonstrates respect for co-workers and complies with facility policies on attendance, punctuality and dress code. Is able to be at work, on time, for work scheduled and to be flexible providing alternate scheduling coverage when necessary
17. Has working knowledge and ability to comply with facility policies and procedures for workplace safety including infection prevention procedures, application of standard precautions for blood borne pathogens, use of personal protective equipment and handling hazardous materials.
18. **Qualifications**:
19. Graduate from accredited school of nursing for Licensed Practical Nurse or Registered Nurses. Must possess a current WI LPN or RN license and CPR/First Aid certification.
20. Three (3) years minimum of direct patient care- related LPN or RN experience, including two (2) years of hands on infection control, exposure, and surveillance experience
21. Knowledge of principles, practices, methods and techniques of Occupational/Employee Health Nursing
22. The Occupational Health Nurse is expected to exercise considerable initiative with minimal supervision in designing and performing the nursing aspects of the occupational health program
23. Excellent communication and interpersonal skills
24. Self-motivated, organized, detail oriented and require minimal supervision.
25. Knowledge of state, federal and licensing regulations.
26. Must have the ability to relate professionally and positively and work cooperatively with resident, families and other employees at all levels.
27. Physical requirements: Sit, stand, bend and push frequently. Ability to lift objects weighing up to 25 pounds occasionally. Able to transport self between buildings frequently.
28. Mental requirements: Able to handle hostile or emotionally upset residents and staff. Read, write, and speak English fluently. Good problem solving and organizational skills. Must be able to work independently.
29. Proficiency utilizing Microsoft Outlook, Word and Excel, and web-based systems/programs
30. Respect and maintain confidentiality of information.
31. **Working Conditions**:

1. Exposure to bloodborne pathogens risk category: High degree

2. Work Primarily: \_X\_ Indoors \_\_\_\_\_ Outdoors