

JOB DESCRIPTION

TITLE OCCUPATIONAL HEALTH NURSE

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Associate's Degree Nursing (ADN) or equivalent required, Bachelor's Science Degree Nursing (BSN) preferred and four to five years of increasingly responsible experience performing professional level nursing service within a physician's office, hospital or other health care setting. Experience in industrial safety or occupational health medicine is preferred. Must have knowledge of : 1) occupational health medicine principles and practices including the delivery of primary health care to injured employees; 2) workers compensation principles, practices, and procedures as they relate to the delivery of health care services; 3) an understanding of the development and management of modified duty assignments; 4) safety and loss control methods to include workplace assessments, ergonomic assessment, hazards and exposures; 5) occupational Safety and Health standards and their application in the workplace.
Language Skills	Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or School Board.
Mathematical Skills	Ability to work with mathematical concepts such a probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Valid Florida nursing certificate and current, valid Florida driver license.
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may occasionally be required to work near mechanical parts with minimal risk for electrical shock. The noise level in the work environment is usually quiet.

REPORTS TO Director of Professional Practices and Insurance Programs

GENERAL RESPONSIBILITIES

1. Provides responsible analytical and technical support to the Director of Professional Practices and Insurance Programs through the institutionalization of a proactive approach to the District's occupational health care program with an emphasis on workers compensation modified duty management, health care cost containment and wellness initiatives.
2. Provides functional and technical supervision over professional, technical and/or clerical personnel as assigned.

SPECIFIC RESPONSIBILITIES

1. Provides primary healthcare services with their scope of expertise and licensure to employees injured as the result of an occupational accident or illness.
2. Performs triage to injured employees and refers those who require physician treatment to the appropriate primary care of a specialist physician.
3. Monitors the medical treatment provided to injured employees by physicians within the provider network.
4. Attends physician visits with the injured employee, where appropriate, to assure that the physician is providing care and instruction in accordance with District requirements and network agreements.
5. Provides assistance to department supervisors, physicians and employees in the development and utilization of modified duty assignments to assure that employees are returned to duty pursuant to their restrictions and in accordance with District policy.
6. Participates in the District's Safety Committee to identify, assess, measure and mitigate safety hazards and to develop loss control practices and policies with the goal to reduce

safety hazards.

7. Performs analysis of worksites to assess occupational health hazards to include illness, accident and ergonomic hazards.
8. Recommends physicians and facilities to be included in the county's occupational healthcare provider network through an assessment of provider's professional standards and performance. Meet regularly with providers and their staffs to review administrative and performance issues and educate them regarding District policies and requirements.
9. Assists in the creation of a supervising physician relationship, act within the scope of an agreed upon supervising physician relationship and recommend any required modifications with District policies and requirements.
10. Performs routine occupational health screening and testing on employees. Such screening may include DOT physicals, pre-employment physicals, fitness testing, hearing and vision testing and other testing required for certain occupations.
11. Manages and administers the District policy relating to pre-employment drug testing.
12. Manages and administers the District DOT post accident drug testing program.
13. Works with the Third Party Claims administrators, Managed Care caseworkers or medical management caseworkers, and District professionals to help manage individual workers' compensation claims and the District's overall workers compensation program.
14. Provides safety and educational training to District employees.
15. Administers Immunizations for District employees within guidelines set forth by the supervising physician and County Health Department.
16. Maintains statistical information regarding occupational injuries. Provides regular communication of such statistics to District Department heads and the Executive Director of Human Resources.
17. Assists in the development of Risk Management policies and procedures within the District.
18. Prepares a proposed office budget and assists in its adoption.
19. Maintains the District health clinic in an orderly and efficient manner. Procures and maintains equipment and supplies necessary for the clinic to perform the functions of the office.
20. Develops wellness initiatives and programs in conjunction with the District's managed care or network providers and staff to reduce preventable unnecessary health care cost, improve outcomes, and to prevent avoidable injury and illness.
21. Assists in the presentation of employee orientation programs to include safety, workers'

compensation and other risk management issues.

22. Assists in litigation activities where necessary.

23. Advocates for wellness initiatives and programs for District employees.

24. Performs related duties as assigned.