



POSITION DESCRIPTION

POSITION TITLE:	OCCUPATIONAL HEALTH NURSE
DEPARTMENT:	HUMAN RESOURCES, OCCUPATIONAL SAFETY AND HEALTH
CLASSIFICATION:	NURSE IV
UNION:	MNU

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	MANAGER, OCCUPATIONAL SAFETY AND HEALTH & REGIONAL EDUCATION
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

The Occupational Health Nurse (OHN) is a vital member of the Occupational Safety and Health Team of professionals that work collaboratively to provide a safe working environment for Interlake-Eastern Regional Health Authority workers. Under the direction of the Manager Occupational Safety and Health & Regional Education, the OHN is responsible for assisting with the design, delivery, maintenance and evaluation of a prevention orientated occupational and environmental safety and health program for the clients it serves. Working independently, as well as in collaboration with others, the OHN advocates for workers and worker groups to promote health in a safe and healthy work environment. Working in collaboration with the worker/worker group, employer, union, health professionals, and others, the OHN assists clients with health issues through informed decision making.

The OHN manages and administers an occupational health service within legal and professional parameters which may include: assessing the work environment, providing prevention strategies, providing health education and health promotion program, providing counseling intervention programs, managing data collection and information system, conducting health surveillance program, assessment and follow-up of work related injury/illness, participation in return to work planning and monitoring of occupational illness/injury trends, program planning/coordination/ delivery and policy development.

The position of Occupational Health Nurse (OHN) functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Collaborates with Management and Occupational Safety and Health Team to carry out the objectives of the Occupational Safety and Health Program.
- Coordinates/provides for the appropriate care, treatment, and follow-up of work related health events based on knowledge of the specific work environment.
- Conducts pre-placement health assessments, ongoing health screening/assessments/evaluations and coordinates follow-up requirements.
- Collects and documents new employee health data, including assessment for and administration of immunizations and tuberculin testing as it relates to worker's job classification. Provides, interprets and documents results of and determines need for medical intervention of tuberculin skin tests.
- Provides work related health counseling/education for employees within the scope of nursing knowledge and practice.
- Reviews Workplace Injury/Near Miss reports and provides initial assessment for work-related injuries and illness. Determines need for medical intervention or counseling in management or care and provides/refers for necessary further evaluation.
- Collaborates with the disability management team to design and implement individual return to work planning. Assesses employee's ability to do regular job duties or job modifications in conjunction with external healthcare provider(s).
- Coordinates, conducts and delivers health surveillance and immunization programs to prevent the contraction of communicable diseases and the development of work related health problems in the workplace. Participate in recognition, evaluation and control of occupational health hazards to reduce/eliminate the exposure to employees.
- Provides triage role in working with EAP (i.e. CISM).
- Collaborates to determine worker's need for respiratory fit testing.
- Maintains and safeguards complete and accurate confidential health files.
- Acts as a resource to the employer, supervisors and professional organizations and to the community for information as it relates to the field of occupational safety and health.
- In conjunction with other health care disciplines, develops guidelines, processes and procedures for workers/supervisors in the management of the infection control issues as they relate to occupational health.
- Adheres to all safety and health regulations and safe work practices.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Baccalaureate degree in Nursing required
- Current, active registration with College of Registered Nurse of Manitoba and a member in good standing.
- Occupational Health Nursing Certificate required, or willingness to obtain within 36 months.
- Canadian certification in Occupational Health Nursing preferred

REQUIRED KNOWLEDGE:

- Knowledge of Occupational Health policies/protocols/programs, disability case management, Workers Compensation Board of Manitoba programs and processes, Manitoba Workplace Safety & Health Act and Regulations and additional education appropriate to the work setting.

EXPERIENCE REQUIRED:

- Four (4) years nursing experience to include three (3) years Occupational Health Nursing
- Experience in community health, ambulatory care, critical care or emergency nursing preferred.

SKILLS/COMPETENCIES:

- Demonstrated interpersonal, communication, leadership, and analytical skills.
 - Demonstrated effective problem solving, organizational skills and the ability to work independently and collaboratively.
 - Demonstrated ability to maintain positive interpersonal working relationships.
 - Ability to make independent decisions based on the knowledge of the requirements of the position.
 - Ability to respect and promote confidentiality
 - Valid drivers license and access to a vehicle.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facilities' Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: _____
Date

Revised: _____
September 2017
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, Human Resources _____
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.