

EL DORADO COUNTY COMMUNITY HEALTH CENTER

JOB DESCRIPTION

JOB TITLE: Occupational Health Nurse (RN/LVN)

REPORT TO: Manager, RN Services

DIRECT REPORTS: None

JOB SUMMARY:

JOB DUTIES and RESPONSIBILITIES: Under the direction of the Manager of RN Services the Occupational Health Nurse will work both independently and as a vital team member performing varied professional nursing duties. The primary function of the Occupational Health Nurse is to assist with the implementation of health and safety standards for employees. The RN/LVN is responsible for monitoring safety hazards occurring in the work environment, health coaching, triage, and improving the health status of workers through participation in and development of quality improvement initiatives. This is a grant funded position and subject to funding availability.

JOB DUTIES AND RESPONSIBILITIES:

Defined duties and responsibilities are within the scope of practice and responsibilities for a Registered Nurse as set out in the Nursing Practice Act. The Practice Act is located in the California Business and Professions Code starting with Section 2700. Regulations, which specify the implementation of the law, appear in the California Code of Regulations. Board of Registered Nursing, www.rn.ca.gov.

1. Completes Employee Health visits per organization policy and department protocols.
2. Provides safe, competent and efficient nursing care for minor and acute injuries and illnesses via protocols and medical directives.
3. Will monitors employee work-related illness and injury trends and assesses, develops and implements strategies to prevent work-acquired injury or illness and expedite return to work
4. Performs blood borne pathogen exposure assessment, treatment and follow up.
5. Participates in preventative screening programs (e.g. Respirator FIT testing, TB skin testing, influenza, COVID, hepatitis B, MMR, varicella and other appropriate immunizations) and surveillance programs designed to identify and monitor risks to the employee's health.
6. Safely administers and appropriately documents on immunizations and TB skin tests given to EDCHC Health employees per protocol.

7. Perform communicable disease exposure follow-up.
8. Identifies and refers employees with personal health needs to the employee's personal physician when appropriate.
9. Counseling employees on physical and mental health issues and guiding them toward community resources and/or employee assistance programs.
10. Demonstrates cost control in all practice activities.
11. Maintains and ensures confidentiality of patient information and medical records.
12. Act as an advocate for the rights of employees by ensuring access to preventative health and safety measures.

Other RN/LVN duties as assigned:

1. Provides nursing care within scope of license, and clinic policy and procedures.
2. Utilizes health coaching skills and encourages self-management.
3. Participates in Quality Improvement projects and PDSA cycles.
4. Participates in community outreach activities as deemed necessary by supervisor.
5. Reports communicable diseases to county and coordinates follow-up.
6. Provides health education.
7. Performs nursing skills including suture removal, wound care, and interpreting PPD skin tests within scope of RN/LVN license.
8. Responds to medical emergencies in clinic and leads "MD STAT" situations alongside medical provider.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of:
 - Knowledge of computer literacy including word processing, office software, and Electronic Health Records (EHR).
 - Compliance with all state and federal laws and regulations, as they pertain to position including; HIPAA, sexual harassment, Scope of Practice, OSHA etc

- Experience with nursing care coordination/case management.
- Skills in:
 - Excellent communication skills. Must demonstrate high professionalism when dealing with clients, staff, community partners, and vendors.
 - Must possess excellent organizational, writing and verbal skills.
 - Strong enthusiasm and willingness to pitch in whenever needed
- Ability to:
 - Ability to maintain an extremely high degree of confidentiality and adhere to all requirements of the Privacy Act regulations.
 - Ability to work both independently and as part of a care coordination team.
 - Ability to make knowledgeable clinical assessments and judgments.
 - Ability to educate patients and staff.
 - Ability to provide counseling and emotional support with compassion and respect for the individual.
 - Ability to provide support to the members of the care team (teamwork).
 - Work independently with written protocols.

QUALIFICATIONS

To qualify for this position, an individual must possess any **combination equivalent** to sufficient experience **and/or** education that would likely produce the required knowledge, skill, and ability requirements listed above. A typical way to acquire the required qualifications would be:

Education & Licensing Requirements:

- Associate or BS Nursing degree.
- Active California RN or LVN License in good standing.
- Current AHA BLS/CPR Certification.
- 2+ years of experience as an RN or as a LVN in any setting.

Other:

- Experience in a community clinic or primary care setting preferred.
- Familiarity or proficiency in using eCW Electronic Health Records desired.

- Experience with nursing care coordination/case management.
- Bilingual in Spanish highly desired.

Physical Requirements:

Normal health center/interior office environment; see, hear, talk, walk or move about, sit and/or stand for long periods of time, reach, stoop, bend, lift up to 20 lb.; repetitive hand movement; use and view a computer; use a calculator, operate fax, copier, telephone; read and write English.

FLSA Status: Non-exempt

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

I have read and understand the job description for my position, Occupational Health Registered Nurse.

Name

Date