



Job Code: 7958
Grade: NoPay
HCWR: N

Job Title
Contract-HHS (Clinical Nurse I)

Department
Nursing-Employee Health Services

Job Summary

Under supervision of the Employee Health Services (EHS) Director, is responsible and accountable for coordinating and providing safe, effective nursing care. Assists other EHS professionals in prioritizing and evaluating patient illnesses and injuries. Performs initial and ongoing assessments of patient care needs while receiving services in EHS.

Typical Duties

- Conducts initial nursing assessment by taking a patient history and physical assessment within scope of practice.
- Collaborates with physician to arrange for further medical treatment when needed.
- Performs occupational and health screening tests as appropriate.
- Conducts appropriate laboratory tests and quality control procedures.
- Accurately documents all elements of nursing assessment, treatments, medications administered, discharge instructions, and follow up care.
- Evaluates health education/promotion needs of patients and provides necessary training and instruction.
- Competently administers medications and treatments as directed by physician.
- Maintains a clean and safe clinical environment. Follows infection control procedures.
- Maintains patient privacy and confidential patient information.
- Participates in follow up phone calls and follow up patient visits.
- Assists with EHS health screening and surveillance activities. Provides vaccinations as required per policy and regulation for Healthcare Workers.
- Ensures completion of New Hire evaluations, and annual compliance testing and procedures for all employees.
- Counsels employees on reduction of risks associated with occupational and environmental health and safety hazards. Encourages use of preventive and protective measures within the context of CCH duty to provide a safe and healthful work environment.
- Maintains clinical expertise and competency to deliver quality care. Uses and documents the nursing process in care management; maintains current knowledge of treatment modalities, evaluates care effectiveness, and documents all aspects of assessment and care management.
- Uses and maintains an accurate, complete chart/electronic recordkeeping system while maintaining confidentiality. Maintains and safeguards patient records in keeping with established codes of ethics and legal or regulatory requirements to assure confidentiality of health information.
- Monitors and reviews cases with medical director as needed to assure appropriate outcomes.
- Maintains competency in Occupational Health, Employee Health and Wellness related issues through conference/continuing education seminar attendance, committee participation, and literature review



Typical Duties

- Participates in Performance Improvement activities as appropriate
- Daily contact with physicians and co-workers. Occasionally may have contact with key personnel from other departments.
- Contact with Patients, CCH employees including new hires

Minimum Qualifications

- Licensed Registered Professional Nurse in the State of Illinois
- Current Cardiopulmonary Resuscitation (CPR) Certificate (American Red Cross or American Heart Association)

Preferred Qualifications

- Two (2) or more years college or university level course work in a related field
- Certification in Occupational Health Nursing
- One (1) year or more of nursing experience

Knowledge, Skills, Abilities and Other Characteristics

- Demonstrate strong interpersonal and communication skills when interfacing with patients, patient families, coworkers, and all CCH employees
- Demonstrate sensitivity and respect in caring for patients of all age groups and cultural backgrounds
- Written and verbal communication to the extent necessary to perform job effectively.
- Analytical skills, problem solving skills
- Attention to detail
- Work to deadlines
- Flexibility and adaptability in performing work duties, ability to transition from clinical to administrative duties
- Emergency response skills, CPR Certificate (American Red Cross or American Heart Association)
- Knowledge of the following software programs: Familiarity with Microsoft Word and Excel . Experience in Occupational Health Nursing
- Fluency in English. Depending on a clinic assignment fluency in Spanish may be required.
- Demonstrates awareness of HIPAA (patient/family rights and maintains confidentiality of all patient-related information)
- Observes environmental and OSHA safety practices
- Updates educational requirements per licensing association or as required by CCH
- In general, position exists in a medical office work environment. Frequently exposed to various hazards of patient care.
- Standard medical equipment such as stethoscope, blood pressure cuff, electronic and emergency equipment, EKG, Centrifuge, Nebulizer, various monitoring devices (Cholesterol, Glucose, INR) as well as various office related equipment (computer, fax machine, copy machine etc.)
- Constantly
- handling



Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.