



Job Code: 9425

Grade: NS2-

None

HCWR: N

Job Title

Occupational Health Nurse Coordinator

Department

Employee Health Services

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Occupational Health Nurse Coordinator provides a broad scope of occupational health nursing services to promote a healthy workforce. Supports Employee Health Services (EHS) initiatives of infection control, injury prevention, high quality cost-effective injury management, continuous process improvement, and regulatory compliance. Works with Medical Director-EHS in acting as liaison between private physicians, department heads, and supervisors to promote high quality, multi-dimensional employee health care services.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Responsible for administering programs for workers' compensation, Family Medical Leave Act, Leave of Absences, and work restriction cases. Monitors and closely coordinates cases with Human Resources, Benefits, managerial personnel, and third-party insurers.
- Coordinates Cook County Health (CCH) surveillance and infection control issues including hazardous drug surveillance, blood borne pathogen, Tuberculosis, and other exposures.
- Assesses and identifies occupational and non-occupational injuries and illnesses. Maintains clinical expertise and competency to deliver quality care. Uses and documents the occupational nursing process in case management; maintains current knowledge of treatment modalities, evaluates care effectiveness, and documents all aspects of assessment and care management. Acquires general occupational and environmental health histories, referring to health care provider(s) and providing consultation as appropriate.
- Uses case finding/screening/thorough and objective assessment to identify employees who are appropriate candidates for early intervention, or with gaps in the service continuum. Provides occupational and non-occupational case management consistent with statues and benefit programs. Implements effective return to work and modified duty programs.
- Facilitates early and safe return to work through effective coordination of health care services and monitoring of outcomes. Coordinates return to work programs and job accommodation issues with Human Resources, Legal, Safety and management personnel.
- Identifies potential health hazards or risks and collaborates with EHS personnel, safety, and appropriate hospital/bureau departments in planning and implementing strategies which will eliminate or reduce them.
- Provides clinical nursing care for employees reporting to EHS for medical attention including triage functions, provision of first aid, wound care, and/or other emergency interventions.
- Ensures completion of pre-employment evaluations, as well as infection control compliance testing and procedures for all employees.
- Assists with development and implementation of employee wellness and health education programs.
- Formulates goals, objectives, and strategies for new and existing Quality Assurance programs.
- Coordinates and implements other employee surveillance programs, i.e., audiometric testing, spirometry, and periodic health evaluations.



Typical Duties

- Coordinates reporting for Infection Control committee and assists director with Illinois Department of Public Health and other regulatory compliance reporting.
- Responsible for scheduling and training personnel needed to implement and maintain EHS surveillance programs.
- Coordinates and implements surveillance, maintaining database. Initiates follow up procedures for exposed employees. Conducts medical surveillance examinations. Reviews health history questionnaires and identifies follow up needs. Understands and performs health maintenance history, physical exam, lab evaluation, assessment, and management, as necessary.
- Coordinates with specialty medical providers as necessary on unique medical surveillance issues.
- 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 EHS duty to provide a safe and healthful work environment.
- Collaborates with Infection Control on the risk assessment and prophylactic treatment for all post exposures. Plans and provides on-going health and compliance education.
- Ensures provision of effective and efficient patient services through participation in appropriate quality assurance, risk management and utilization review programs.
- Implements occupational and environmental health and safety education and training which incorporate knowledge of current laws and regulations governing worker, worksite and community health and safety. Collaborates with other disciplines regarding education and training programs.
- Assists in the development and interpretation of department policies and procedures, advising and updating staff on changes.
- Maintains competency in Occupational Health, Employee Health, and Wellness related issues through conference/continuing education seminar attendance, committee participation, and literature review.
- Performs other duties as assigned.

Minimum Qualifications

- Licensed as Registered Professional Nurse in the State of Illinois
- Bachelor of Science in Nursing from an accredited college or university
- Five (5) years of experience performing employee health record tracking and maintaining employee screening records
- One (1) year of experience in an occupational health service within a hospital setting
- One (1) year of experience drawing blood
- One (1) year of experience supervising staff
- Active Basic Life Support (BLS) certification through the American Heart Association

Preferred Qualifications

- Master's degree from an accredited college or university
- Certification in Occupational Health Nursing



Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of Occupational Health Case Management
- Knowledge and understanding of phlebotomy and blood specimen collection
- Knowledge of and rationale for the safe use of equipment
- Knowledge and proficiency using excel in the use of formulas
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Emergency response skills
- Strong phlebotomy skills
- Accurate mathematical skills to calculate medications levels using weight, age, etc.
- Ability to apply the nursing process and utilize technical skills for patient care delivery
- Demonstrate attention to detail, accuracy and precision
- Demonstrates an ability to effectively utilize the nursing process as a basis for delivery of patient care
- Demonstrates responsibility for professional growth and development in maintaining competency in nursing practice

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.