

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-CARO CENTER
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Hospital Administration
4. Civil Service Position Code Description Registered Nurse-1	10. Division
5. Working Title (What the agency calls the position) Occupational Health Nurse	11. Section
6. Name and Position Code Description of Direct Supervisor VACANT; REGISTERED NURSE MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor WATTS, KYLE R; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 2040 Chambers Rd., Caro, MI 48723 / Monday-Friday, 8:00am-4:30pm

14. General Summary of Function/Purpose of Position

Responsible for the clinical nursing functions of the hospital's occupational health clinic. Provides initial nursing support and triage for employee illnesses and injuries and may provide new employee physical exams/clearances. It provides oversight of hospital surveillance programs as mandated by local, state, or federal agencies related to occupational health and safety. This position works and coordinates with the hospital's quality improvement teams to monitor workplace injury and illness data. Implements programs intended to provide preventative care and health maintenance to support and promote the hospital's health and safety goals for staff and patients.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 60

Responsible for the clinical nursing functions of the hospital's occupational health clinic.

Individual tasks related to the duty:

- Responds to medical emergencies in the facilities - monitor vitals, behaviors, and assists in medical emergencies related to accidents, injuries, sudden illnesses, etc.
- Provides medical assessment and treatment for staff because of workplace injury and illness. As necessary, refer staff to contracted external medical clinics for further treatment.
- Provide non-emergency care to employees according to protocols.
- Conducts investigations related to workplace injuries and illness.
- Conducts periodic First Aid, CPR, wellness, bloodborne pathogen trainings, as well as other trainings necessary to maintain a safe working environment associated with patient care.
- Audits the hospital's infection control practices as it pertains to staff practice including, but not limited to, hand washing, masking, personal protective equipment, et cetera.
- Performs safety rounds to ensure safety practices are adhered to within all hospital departments to maintain a safe environment for patients, physicians, volunteers, visitors and hospital employees.
- Coordinates the development and implementation of mandated health protection programs.
- Annually coordinates with community resources for hospital-endorsed vaccination clinics.
- Tracking employee vaccination rates as needed – through reporting or state recording process.
- May provide initial new employee physical clearances and any associated tests.
- May provide vaccinations as needed to staff.
- May perform respirator fit testing for all staff.

Duty 2

General Summary:

Percentage: 20

Oversight of hospital surveillance programs as mandated by local, state, or federal agencies related to occupational health and safety.

Individual tasks related to the duty:

- Oversees the collection and maintenance of staff workplace injury and illness medical data and reports findings to leadership.
- Leads the development of hospital occupational safety procedures which safeguard against workplace injury and illness.
- Maintains the occupational health medical record keeping system, including employee health records, medical leave of absence, ensuring accuracy, confidentiality, and compliance with relevant Federal and State regulations.
- Assists hospital staff in the completion of Disability Management Office (DMO) paperwork and is the on-site, primary contact for the DMO office.
- Participates in review and revision of the hospitals standard operating procedures related to occupational health and safety, the prevention of workplace injuries and illness, and infection control and prevention.
- Work with hospital administration to take a proactive approach towards providing a safe working environment.
- Participate in the completion of hospital hazard vulnerability analyses.
- Participate in the hospital's Workplace Safety Committee, and other committees as assigned by hospital or administration leadership.
- Works with the employee assistance function to identify, refer and follow-up on employees needing these services.
- Consults with employee assistance committees and coordinators to ensure that resources are readily available.

Duty 3

General Summary:

Percentage: 20

Coordinates with internal and external entities to provide health and wellness education and training initiatives to hospital staff.

Individual tasks related to the duty:

- Audits workplace safety practices associated with trainings intended to reduce staff injury and illness.
- Support the hospital's efforts to secure and assess the effectiveness of personal protective equipment.
- Conduct root cause analysis to address staff injury and illness events and communicate findings and suggest recommendations to hospital administration.
- Provides guidance to injury compensation specialists in understanding work-related injuries, treatment, and physical limitations. Provides medical liaison with Office of Workman's Compensation Program; monitors progress of limited duty and rehabilitation employees.
- Maintain an understanding of all relevant regulatory developments defining patient privacy and medical record confidentiality, infection control protocols to prevent the spread of infectious diseases, accreditation Standards, etc.
- Ensures that employees are trained in the procedures and resources available for obtaining emergency medical care.
- Coordinates cross-functionally with all Human Resources function to ensure effective and comprehensive support. Works proactively to foster a workplace of diversity, inclusion and engagement.

- Identify safety and health hazards and obtain feedback on the quality of contractor supplied medical services.
- Coordinates the development and implementation of mandated health protection programs in conjunction with employees from the safety function.
- Follow established policies and procedures, identify roadblocks, and effectively communicate issues to the medical team's attention.
- Other tasks as assigned by their direct and second-level supervisor and the hospital director.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Administrative decisions related to the operations of the hospital's occupational health clinic.
- Clinical practice decisions related to the planning and delivery of nursing care as it relates to medical assessment and treatment for staff because of workplace injury and illness.
- Clinical decisions related to the referral of staff to a contracted external medical clinic for further treatment.
- Development of occupational health department guidelines and trainings.

17. Describe the types of decisions that require the supervisor's review.

- Financial impacts that are not routine within the current spending plan.
- Decisions with a hospital-wide impact.
- Representing MDHHS or the hospital on development of new or revised clinical care.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Moderate physical activity. Moderate noise levels. There may be hazards associated with working with the mentally ill population.

The occupational health clinic is a standard office environment that may require frequent sittings, standing, and walking, as well as periodic climbing, carrying, and bending.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

- Provide the nursing oversight and primary medical support within the occupational health clinic.
- Participate in executive level decision making for the occupational health clinic.
- Responsible for the development, implementation and evaluation of occupational health services, compliance and data gathering.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The Occupational Health Nurse is responsible for carrying out nursing and clinical functions of the hospital's occupational health clinic. This position intimately works and coordinates with the hospital's quality improvement teams to monitor workplace injury and illness data and implements programs intended to provide preventative care and health maintenance to support the hospital's health and safety goals.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Registered Nurse 12:

Completion of a degree in nursing or nursing school educational program accepted for registered nurse licensure by the Michigan Board of Nursing.

Preferred: Possession of a master's degree or higher in nursing.

Preferred: Certification in occupational health nursing via The American Board of Occupational Health Nurses.

EXPERIENCE:

Registered Nurse 12

One year of experience equivalent to a Registered Nurse P11.

Alternate Education and Experience

Registered Nurse 12

Possession of a master's degree in nursing or possession of a bachelor's degree in nursing and six months of experience equivalent to a Registered Nurse P11 may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification. In addition:

Proficiency in oral and written communication skills, quantitative analysis skills, ability to synthesize complex detailed information, think clearly, learn quickly; and adapt to changing priorities.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect, and fairness.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a Michigan registered nurse license in good standing.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date