

Munson Healthcare Manistee Hospital Position Description

Job Title: Employee Health Nurse

Reports to: Infection Prevention Manager

POSITION SUMMARY

- Uses sound clinical judgement and critical thinking to provide clinical and administrative support for the Hospital and physician practice network employee health and infection prevention functions.
- Serves as a back-up resource for the Infection Prevention Manager.
- Responsible for review of clinical fitness-for-duty assessments and medical clearance during the new hire (employee) or onboarding process for locum tenens or other privileged providers, reporting and management of employee injuries/exposures and return to work following leaves of absence.
- Assists in planning and conducting New Employee Orientation, Employee Skills Day, mandatory clinical or regulatory training and other educational programs related to OSHA as necessary. Actively promotes safety throughout the Hospital and ambulatory clinics.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1. Provides clinical and administrative support for the Hospital's Employee Health program.**
 - Works closely with Hospital's Human Resources Department to support an integrated employee health program for employees, from hire to return-to-duty after workplace injury or leave of absence.
 - Reviews confidential documentation of pre-employment physical exams, employee illness/injury records and provides appropriate follow-up to assertively manage all employee and non-employee health requirements. This includes immunization requirements, latex sensitivities, exposures to blood/body fluids, screenings, etc. Tracks to ensure completion and documentation of all required elements.
 - Consistently maintains the privacy of the patient/employee and the confidentiality of the medical record.
 - Coordinates and oversees Hospital's annual Influenza Immunization program.
 - Coordinates Meningococcal Vaccine Program.
 - Maintains contact with the work environment and identifies potential health and safety hazards.
 - Develops, annually reviews and updates employee health policies and procedures.
 - Develops and annually reviews employee health goals and objectives based on the Hospital's strategic plan, mission, vision and organizational objectives.
 - Implements recommendations from regulatory and accreditation agencies and internal oversight committees.

- Maintains the OSHA 300 Log in accordance with regulatory requirements.
- Develops and ensures compliance with employee health policies and procedures in cooperation with the Infection Prevention Manager and Director - Human Resources.
- Supports organizational Performance Improvement efforts and initiatives. Monitors employee health program customer satisfaction. Develops, implements and monitors plans to meet and/or exceed customer expectations.
- Conducts onboarding/orientation for new employees, locum providers, contract staff, students, volunteers, etc.
- Assists in developing and conducting annual mandatory education for employees and providers, including respiratory training, blood borne pathogen training, New Employee Orientation, employee Skills Day, OSHA compliance, etc.

2. Assists with infection prevention and surveillance activities.

- Participates in Environment of Care (EOC) rounds; inspects Hospital and ambulatory clinic environment and observes employee activities for the purpose of detecting hazards and to evaluate regulatory compliance.
- Actively participates as a member of Environment of Care, Safety and the Infection Prevention Committees.
- Assists with ongoing, concurrent and retrospective surveillance of infection in staff:
 - ✓ *Employee concurrent surveillance* - Investigates reports from department managers/charge nurses regarding unusual occurrences of illness.
 - ✓ *Employee retrospective surveillance* – Documents reported illnesses from Employee Illness Tracking Sheet, including employees exposed to chemical hazards as required by OSHA.

3. Other Duties and Responsibilities.

- Routinely compiles, analyzes and reports employee health data for a variety of purposes including periodic reporting for meetings, committees, scorecard metrics, regulatory, accreditation or other purposes.
- Assumes a lead role in coordination and Hospital participation with Munson Healthcare wellness activities and initiatives.
- Develops and conducts new employee and annual employee education programs regarding OSHA Blood Borne Pathogen Standard, employee health issues, etc.
- Maintains knowledge of current trends and developments in the field by utilizing on-line learning opportunities, reading appropriate books, journals etc. and attending related seminars, conferences etc.
- Manages, operates and utilizes equipment safely and appropriately.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Knowledge of nursing at a level normally acquired through completion of an associate degree in nursing; bachelor's degree preferred.

2. Strategic and critical thinking skills necessary to provide clinical and administrative support for Employee Health activities at a level normally obtained through minimum of 2-3 years clinical experience in a health care environment.
3. Knowledge of education principles and instruction techniques normally acquired through 1-2 years teaching experience.
4. Current State of Michigan Registered Nursing License.
5. BLS certification within 90 days of hire date.
6. Effective interpersonal skills to interact with employees, managers and others.
7. Effective communications skills, both oral and written, to complete principal duties and responsibilities.
8. Analytic ability to evaluate, interpret and report information as it relates to employee health and staff development activities; ability to effectively handle sensitive and/or confidential information appropriately.
9. Effective organizational and prioritization skills to complete multiple projects by established deadlines.
10. Ability to utilize sensory skills for clinical and environmental assessment.
11. Basic computer skills in Word, Excel and Outlook.

WORKING CONDITIONS/PHYSICAL DEMANDS

1. Generally pleasant, office environment.
2. Sits, stands and moves intermittently during working hours. Occasional to frequent periods of prolonged standing.
3. Occasionally works in a clinical environment with potential for exposure to excessive noise, blood or body fluids or other infectious/hazardous materials.
4. Occasionally lifts and/or maneuvers equipment/patients. Potential for personal injury or harm is limited when proper safety and health precautions are followed.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.