

OCCUPATIONAL HEALTH NURSE, 2314

SUPERVISING OCCUPATIONAL HEALTH NURSE, 2315

12-10-93 PRINCIPAL OCCUPATIONAL HEALTH NURSE, 2316

Summary of Duties: Performs professional nursing services in assisting physicians in all aspects of occupational health, including pre-employment examinations, environmental health, workers' compensation treatment and rehabilitation, sick-use monitoring, and employee wellness; or personally performs the above work and assigns, reviews, and evaluates the work of employees engaged in such work; or plans, organizes, and directs the nursing function of the Occupational Health and Safety Division of the Personnel Department; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities and does related work.

Distinguishing Features:

An **Occupational Health Nurse** applies nursing principles in health promotion and maintenance, disease prevention, and rehabilitation of workers as well as promoting optimum safety and health in the work environment. The categories of functions performed by the Occupational Health Nurse include direct care, testing, health education, and counseling. These activities may be performed independently, or with the direction of a physician or under protocols developed by nurses in collaboration with physicians and administration.

A **Supervising Occupational Health Nurse** assigns, reviews, and evaluates the work of Occupational Health Nurses, Medical Technicians, and other employees engaged in the work of a specific nursing function. In addition to performing supervisory duties, a Supervising Occupational Health Nurse also participates in the work of a specific nursing function.

A **Principal Occupational Health Nurse** is responsible for planning, organizing, and directing all nursing functions of the Occupational Health and Safety Division. An employee of this class is responsible for assuring that the proper procedures and policies are followed in the treatment of all patients. Assignments are received in the form of desired objectives, and a Principal Occupational Health Nurse must plan the nursing program to achieve these objectives.

As supervisors, incumbents in the class of Supervising Occupational Health Nurse and Principal Occupational Health Nurse are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, and evaluation of performance.

Employees in this class series are distinguished from employees in the classes of Correctional Nurse and Supervising Correctional Nurse by the fact that employees in the latter classes regularly perform nursing services within the City jail dispensaries. Occupational Health Nurses may be assigned on an emergency basis to assist physicians in a jail dispensary, but no individual in the Occupational Health Nurse series may be so assigned on a regular or continuing basis.

Examples of Duties:

An Occupational Health Nurse

Assists physicians in examining the fitness of applicants for City positions and employees requesting or returning from sick leaves;
Assists in conducting periodic physical of City employees;
Assists applicants in filling out medical history forms;
Independently conducts measurement/testing procedures such as: EKG's, cardiac treadmill stress testing, drug screens, body fat measurement, blood pressure measurement, spirometry tests, visual acuity tests, and audiometric tests;
Performs educational activities, counseling and/or referral for employees (individuals or groups) for physiological or mental or emotional health conditions;
Explains procedures to applicants;
Assists in scheduling applicants for examination and for Occupational Health Special Clinics;
Coordinates patient flow;
Keeps records to maintain medical confidentiality and chain of custody;
Notifies departments of examination results;
Administers first aid including the application of bandages, compresses, and splints and may determine if medical care should be supplied by department or private physicians and makes referrals accordingly;
Assists physicians with and prepares patients for minor surgeries and medical procedures;
Prepares and maintains the sanitary condition of facilities, equipment, and supplies for examination and treatment activities;
Counsels employees subjected to exposure to infectious diseases;
Administers oral and injectable medications and vaccines and allergy injections;
Responds to In House Emergency calls (medical alerts) and may be required to start intravenouses sol and administer emergency medicals;
Takes blood samples for analysis;
Assists in the development and coordination of the City's Wellness Program;
Visits work sites to monitor blood pressure, administer

blood tests, and other screening tests in connection with the Wellness Program;
Plans and maintains health records and coordinates follow-up testing;
Provides rehabilitation nursing services including workers' compensation case evaluation and follow-up;
Visits injured employees in their homes and the hospital and assists them in obtaining necessary medical care;
Delivers or arranges for the pick-up and delivery of rehabilitation equipment and medication to off-duty employees;
Assists workers' compensation personnel and attorneys by providing medical information regarding cases in litigation;
Writes nursing reports and recommendations and assists physicians by performing chart review;
May maintain a first aid station for employees;
May assist physicians in the cardiac, orthopedic, hearing conservation, stress testing, substance abuse, health maintenance and workers' compensation clinics;
May be required to relieve the Supervising Occupational Nurse with certain responsibilities;
Prepares and reports third party workers' compensation charges;
May participate in an employee wellness program by counseling employees regarding health risk appraisals and by preparing and conducting classes for employees on a variety of health risk issues;
May give physical therapy treatments under the direction of a physician;
May maintain patient records and files.
Performs drug and alcohol screening tests;
Assists physicians with For Cause, Letter of Agreement, and Accident Control drug and alcohol evaluations;

A Supervising Occupational Health Nurse:

Assigns, reviews, and evaluates the work of Occupational Health Nurses and other medical and technical employees engaged in the above work;
Makes recommendations to the Principal Occupational Health Nurse regarding personnel, supplies, equipment, and other matters pertinent to nursing operations;
Instructs subordinates in the proper performance of their duties and evaluates their work for adherence to prescribed policies and procedures;
Maintains safety standards;
Checks time sheets of subordinates for accuracy;
Handles personnel problems in collaboration with Principal Occupational Health Nurse;
Recommends and approves continuing education courses, workshops related to occupational health issues;

Orders equipment and supplies;
Prepares new procedures and protocols;
Fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program;
Supervises relief and contract Occupational Health Nurses;
Assists in the development of training classes for new employees as well as continuing education classes of all employees;
May relieve the Principal Occupational Health Nurse of the more routine administrative details and may act as Principal Occupational Health Nurse during the latter's absence;
Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
Communicates equal employment/affirmative action information to employees and assists employees in preparing for promotion as described in the City's Affirmative Action Program.

A Principal Occupational Health Nurse:

Plans, organizes, and directs the work of personnel engaged in all nursing functions;
Interviews, selects, and orients new nursing personnel;
Directs the scheduling and assignment of nursing personnel;
Approves reassignments and changes in schedules;
Maintains an adequate number of nurses at each station at outlying facilities;
Schedules and directs in-service training for nurses;
Engages in quality assurance review to assess performance and monitor need for revision of policies and procedures and protocols to keep current, legal, ethical, and communicate standards of care for the various areas and programs of Occupational Health and Safety Division;
Outlines and recommends new procedures, policies, and protocols related to the nursing functions;
Participates as a member of the administrative team which plans and directs Occupational Health and Safety Division services, and meets regularly with nursing services management teams to plan, coordinate area and program projects, needs and resources;
Confers with the Medical Director or administrator regarding budgets, policies, regulations, and major disciplinary actions pertaining to nurses;
Maintains personnel files on all subordinates regarding education and in-service training;
Prepares periodic reports regarding nursing activities;
Reviews the time sheets of subordinate personnel;
Maintains various records;
Maintains a reference library;
Fulfills supervisory affirmative acting responsibilities as

set forth in the City's Affirmative Action Program;
 Communicates equal employment/affirmative action
 information to employees;
 Applies job-related criteria in selecting, orienting,
 assigning, training, counseling, evaluating, and
 disciplining subordinates.

All Classes: May be occasionally assigned other duties for
 training purposes or to meet technological changes or
 emergencies.

Qualifications: Incumbents must have the following knowledges
 and abilities:

	Occupational Health Nurse	Supervising Occupational Health Nurse	Principal Occupational Health Nurse
Knowledges of:			
Professional nursing theories and practices;	Good	Good	Good
Safety principles and practices and OSHA regulations;	Working	Good	Good
Problems, procedures, and techniques in the field of occupational health and in the administration of first aide;	Working	Good	Good
Legal provisions, polices, and procedures, affecting the treatment of patients at City facilities;	Working	Good	Good
Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;		Good	Good
Techniques of training, instructing, and evaluation of subordinate work performance;		Good	Good
Techniques for counseling, disciplining, and motivating subordinate personnel;		Good	Good
Procedures for grievance handling;		Good	Good
Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;		Good	Good
City personnel rules and regulations;		General	General
Memoranda of understanding as they apply to subordinate personnel.		General	General
	Occupational Health Nurse	Supervision Occupational Heath Nurse	Principal Occupational Health Nurse

Ability to:

Follow instructions and act

independently in conformance with established nursing practices;	X	X	X
Operate medical emergency equipment and apparatus and render first aid;	X	X	X
Keep accurate records;	X	X	X
Perform venipunctures.	X	X	X
Deal tactfully and effectively with applicants, other City employees, and the public;	X	X	X
Counsel employees on health maintenance methods;	X	X	X
Plan and supervise the work of a group of nurses and instruct them in nursing principles, techniques, and procedures;		X	X
Carry out and direct others in carrying out general and detailed oral and written instructions;		X	X
Plan, direct, and coordinate the nursing functions of the Occupational Health and Safety Division of the Personnel Department and direct a large nursing staff;			X
Prepare correspondence and handle a variety of administrative problems;			X
Establish and maintain a work environment to enhance both employee morale and productivity;		X	X

Physical Ability to:

Efficiently operate and position equipment and adjust instruments to conduct audiometric, pulmonary, etc. tests;	X	X	X
Take instrument readings and record on patient history records;	X	X	X
Effectively and efficiently communicate diverse and varied instructions regarding medical testing to individuals or large groups on a frequent and continuous basis.	X	X	X
Communicate effectively with subordinates, supervisors, and others for purposes of insuring proper and timely completion of assigned work, evaluating employee performance, selecting new employees, training, resolving conflicts, conducting and providing information at meetings, and other job-related activities;		X	X
Administer first-aid effectively;	X	X	X

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of hiring department to reasonably accommodate the limitation.

Minimum Requirements:

Occupational Health Nurse: One year of full-time paid professional nursing experience. Experience in primary care setting such as public health, ambulatory care, or emergency room is desired.

Because the class of Occupational Health Nurse has been designated as Safety Sensitive in accordance with City policy, a drug and alcohol screening test may be required prior to appointment.

Supervising Occupational Health Nurse: Two years of full-time paid professional nursing experience at the level of Occupational Health Nurse. Certification as an Occupational Health Nurse is desired.

Principal Occupational Health Nurse:

1. Two years of full-time paid professional nursing experience at the level of Supervising Occupational Health Nurse; or
2. Four years of full-time paid professional nursing experience at the level of Occupational Health Nurse. Certification as an Occupational Health Nurse is desired.
3. A masters degree in nursing, occupational health or health education may be substituted for two years of experience.

License: All classes:

1. A valid Registered Nurse License issued by the California Board of Nursing Education and Nurse Registration; and
2. A valid California driver's license may be required and a good driving record.

Fair Labor Standards Act Status:

Occupational Health Nurse and Supervising Occupational Health Nurse:

All of the positions in these classes qualify for a professional exemption from the minimum wage and overtime requirements of the Fair Labor Standards Act.

Principal Occupational Health Nurse:

All of the positions in this class qualify for an executive exemption from the minimum wage and overtime requirements of the Fair Labor Standards Act.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.