

JOB TITLE: Employee Health Nurse	DEPARTMENT: Human Resources	POSITION OF SUPERVISOR: Human Resources Manager
FLSA STATUS: Exempt	ANTICIPATED HOURS PER WEEK: 40 hours	EFFECTIVE DATE:

Position Summary:

The Employee Health nurse develops and administers the Employee Health Program at Pagosa Springs Medical Center. Responsibilities associated with this position include Identification of work-related risks and developing programs and strategies that reduce those risks as much as possible, including a Fitness for Duty program. This critical position participates in the new hire process by performing pre-employment health screenings and immunizations and maintaining appropriate documentation of employee health records. The Employee Health Nurse is a key member of the disaster response team, working closely with the Infection Preventionist to managing employee health issues related to the disaster or disaster response. The Employee Health Nurse provides education to staff that helps employees to understand their health and safety on the job. This positions works closely with the physician supervisor to develop protocols for managing employee health, including management of employee injuries and exposures.

Qualifications: At all times, the employee shall possess the following qualifications set forth below.

Education/Training:	Post-secondary degree (e.g. associates’* or baccalaureate degree) from an accredited academic facility.
Experience:	Relevant experience as an Employee Health nurse, preferred. At least 2 years of nursing experience preferred.
Special Skills, Licenses or Certifications:	A current RN license in the State of Colorado; BSN preferred. Certification as a COHN, preferred. Basic computer knowledge. BLS/CPR. Typing/word processing/excel/email.
Language Skills:	Demonstrates ability to read, write, and clearly express one’s self in English 100% of the time. Additional languages preferred. Demonstrates ability to listen. Demonstrates ability to clearly convey thoughts in speech and written word.
Physical/Mental/Special Demands:	Ability to lift up to 50 pounds with frequent lifting and/or carrying of objects weighing of up to 10 pounds. Ability to work at heights of 24-40 inches. Ability to walk and stand for 50% of the time. Adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone. Adequate sight is required to perform essential functions of the job. Work requires the use of computers with exposure to monitors, key boards, and mouse with repetitive motions for extended periods of time. Ability to initiate CPR 100% of the time.

	In addition, the physical demands anticipates standing, bending, walking and long periods of sitting.
Work Environment:	Work is performed in a hospital setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients. Must have fine motor skills 100% of the time. Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time.
Cross-Training of Position:	PSMC cross-trains job positions. This job description must cross-train to be able to effectively perform the job position of: Infection Control

Standard Job Requirements: At all times, employee shall satisfy the following requirements:

1. Exemplify and support PSMC's values. (WISER)
2. Accomplish annual goals.
3. Works forward on department plans (may change from time to time).
4. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
5. Comply with all PSMC and department procedures, rules and directives.
6. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
7. Be courteous, respectful, honest, and solution-oriented in dealing with others.
8. Communicate accurately, clearly, and effectively both orally and in writing.
9. Possess excellent organizational skills and the ability to multi-task.
10. Work independently and perform the job with minimum supervision.
11. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
12. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
13. Respect the importance of compliance and quality programs and support the same.
14. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
15. Participate in employee training, Disaster Preparedness and emergency events.
16. Perform other job duties, as assigned by a supervisor.

Essential Duties, Functions and Responsibilities: At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.

1. Subject to leadership approval, plans, develops, implements and revises the employee health program which addresses, at a minimum, the following:
 - a. The delivery of nursing care to sick or injured employees;
 - b. The monitoring of work related illness/injury trends and developing strategies to prevent / minimize work-acquired injury or illness;
 - c. The surveillance and reporting of annual influenza activity and other communicable diseases;
 - d. The coordination of pre-employment health screenings and immunizations with Human Resources;
 - e. The provision of required employee health visits and maintenance of documentation of such;

- f. The provision of blood borne pathogen and other relevant annual education,
 - g. The management all employee exposures including assessment, treatment and follow-up;
 - h. The management of Employee Health protocols in conjunction with physician supervision;
 - i. The management of a modified work program in coordination with the HR manager;
 - j. The management of a pre-employment Fitness for Duty program;
 - k. The management of a Respiratory Protection program and;
 - l. The management of Medical Surveillance program for Oncology nursing / provider staff.
2. Collects, analyzes and reports meaningful data using appropriate computer programs, i.e., Excel, Smart Sheet.
 3. Comfortable with data driven decision making. Must be able to create, develop and maintain necessary data tables and spreadsheets to support decision making.
 4. Creates and maintains relevant policies and procedures for employee health practices.
 5. Works with the Infection Preventionist in monitoring work-related exposures.
 6. Participates, in accordance with the approved employee health plan, in the quality assurance and performance improvement program.
 7. Conducts new on-hire health screenings and annual employee health screenings to include health history, immunizations update, and brief physical assessment.
 8. Refers employees with identifiable limitations and/or health risks to the appropriate resources.
 9. Collaborates with Human Resources to ensure completion of all health screenings.
 10. Conducts surveillance and follow-up of employee exposures to communicable diseases.
 11. Plans, implements, and conducts annual Flu Vaccine program.
 12. Reports in NHSN for Flu Vaccine compliance.
 13. Plans and implements other vaccine programs as directed by APIC, OSHA, CDC, and other regulatory agencies, to include Tetanus and MMR.
 14. Conducts TB screening for all new employees and anll other employees and volunteers according to the hospitals TB control plan.
 15. Completes the annual CDC Tuberculosis Risk Assessment to determine the risk level and appropriate TB skin testing protocol for the upcoming year.
 16. Submits the completed CDC Tuberculosis Risk Assessment to Infection Control annually for approval.
 17. Conducts follow-up skin testing for all employee exposures.
 18. Trends employee illnesses/injuries to identify safety and health issues.
 19. Adheres to legal requirements pertinent to employee health and safety.
 20. Maintains employee health records.
 21. Maintains inventory of medications and supplies related to Employee Health.
 22. Maintains PAPR fleet; may work in conjunction with Respiratory Therapy for maintenance.
 23. Applies appropriate charges for visits, immunizations, and supplies.
 24. Ensures encounters without charges are appropriately coded.
 25. Maintains summaries and written reports required for employee illness/injury reporting.
 26. Participates as an active member of the Infection Control Committee and on hospital-wide committees at the request of executive management.
 27. Participates in the Quality Assurance and Performance Improvement program as necessary.
 28. Conducts new employee orientation related to Employee Health as needed.
 29. Good mental health.
 30. Demonstrates tact and versatility.
 31. Must be dependable.
 32. High degree of self-motivation and directional initiative.

- 33. Ability to function successfully independently.
- 34. Ability to cope and remain calm in escalating situations.
- 35. Consistently demonstrates compliance with organizational-wide competency statements and performance criteria based on established quality indicators.
- 36. Performs all the standard job requirements
- 37. Meets the qualifications as set forth herein.

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read PSMC values (WISER) and understand them.
- I have read and understand this job description.

Approved by:

	Human Resources Manager	
(Supervisor – Signature)	(Title)	(Date)
	Human Resources Manager	
(Human Resources– Signature)	(Title)	(Date)
(Print Employee Name)	(Employee Signature)	(Date)