

Job Description

Job Title	Occupational Health Nurse
Department	Human Resources
Reports to	Human Resources Director ADON, Cardiology Services
Date	November 2012

Overall Purpose of Job

The Occupational Health Nurse (OHN) will practice within the workplace and contribute to the health and wellbeing of the employees of UPMC Beacon Hospital and will provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

Key Responsibilities and Deliverables

- Develop and review occupational health policies and procedures, in line with legislation and business requirements, by attendance at occupational health related conferences and to liaise and develop relationships with key personnel, including pharmacy, physio department, health and safety department, clinical nutrition, materials management, laboratory and medical teams.

Health and Safety

- Be conversant and comply with relevant health and safety legislation particularly awareness of legislation and best practice in those areas of occupational health that can impact on health and safety overall.

Welfare and Rehabilitation

- To recommend rehabilitation or restricted duties programs to facilitate a return to productive employment.
- To highlight potential capability issues.
- To provide information and advice on any health issue to employees who require it and refer to other health professionals when appropriate.
- Working with Human Resources department, to provide effective support to employees on sickness absence, or have a medical condition that could affect their work performance.
- Provide ergonomic and pregnancy risk assessments on employees within their work area.

Accreditation

- Be aware of JCI standards.
- Ensure compliance with hospital accredited policies.
- Participate in JCI activities.

Management Information

- Provide professional advice to management on all aspects of occupational health. Collate, analyse and appropriately present occupational health data, identify current trends and make recommendations for proactive action to facilitate prompt and effective management decision making.

Administration

- To maintain up to date accurate confidential record for all employees using People Soft system and Meditech only.
- Ensure costs are within agreed budget.

Immunisation

- Ensure all employees receive adequate immunisation from blood borne diseases.
- Ensure adequate recall system and database of employees' immunisation.

Accident Reporting

- Liaise with Quality department reporting and analysing accidents at work.
- Liaise with hospital departments in working towards prevention of hospital accidents.

Health Promotion

- To design health promotional activities highlighting relevant health issues, creating a healthy workforce. (smoking cessation, healthy eating, stress management, exercise).
- Liaise with departmental managers on healthy workplace initiative.

Health Assessments

- To design and perform medical/suitability assessments for existing or potential employees, highlighting any health issues that may impact on long term capability to fulfil job function and to comply with relevant legislation.
- When necessary involve/refer to the occupational physician and departmental managers.

Health Surveillance

- To perform health surveillance on employees whose work area or practices are identified by the risk assessment process as requiring it, ensuring compliance with legislation e.g. (General Application Regs 2007).

Person Specification

<p>Qualifications</p>	<ul style="list-style-type: none"> • Must be a Registered Nurse with up to date An Bord Altranais (ABA) registration. • Attended relevant and recommended training sessions to maintain registration. • Occupational Health qualification preferred.
<p>Experience</p>	<ul style="list-style-type: none"> • At least 5 years Occupational Health experience. • Experience working alone and as part of a team.
<p>Job Specific Competencies and Knowledge</p>	<ul style="list-style-type: none"> • Familiar with OH practices, policies and procedures, i.e. pre-employment, return to work, absence management, immunities. • Proactive, a team player and assertive. • Computer and administratively competent as post requires use of IT databases. • Ability to analyse and report.
<p>Personal Competencies</p>	<ul style="list-style-type: none"> • All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee: _____

Signature

Date