



POSITION DESCRIPTION

POSITION TITLE: Occupational Health Nurse **DEPARTMENT:** Staff Development,
Infection Prevention & Control

CLASSIFICATION: Nurse IV **APPROVED BY:** Regional Lead – Acute Care &
Chief Nursing Officer

UNION: Manitoba Nurses' Union (MNU) **DATE APPROVED:** October 2024

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director, Health Services - Staff Development, Infection Prevention & Control

POSITIONS SUPERVISED: None

POSITION PURPOSE

The Occupational Health Nurse (OHN) is accountable to the Director, Health Services - Staff Development, Infection Prevention & Control. The OHN is responsible for assisting with the design, delivery, maintenance and evaluation of a prevention orientated occupational and environmental safety and health program for the clients it serves. Working independently, as well as in collaboration with others, the OHN advocates for workers and worker groups to promote health in a safe and healthy work environment. Working in collaboration with the worker/worker group, employer, union, health professionals, and others, the OHN assists clients with health issues through informed decision-making.

The OHN manages and administers an occupational health service within legal and professional parameters. The work may include: assessing the work environment, providing prevention strategies, providing health education, developing a health promotion program, providing counseling intervention programs, managing data collection and information system, conducting health surveillance program, assessing and follow-up of work-related injury/illness, participating in return-to-work planning and monitoring of occupational illness/injury trends, programming the plan, coordination and delivery, and developing policies.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Collaborates with management and Occupational Safety & Health Team to carry out the objectives of the Occupational Safety & Health program.
- Coordinates/provides for the appropriate care, treatment, and follow-up of work-related health events based on knowledge of the specific work environment.
- Conducts pre-placement health assessments, ongoing health screening, assessments and evaluations. Coordinates follow-up requirements.
- Collects, documents, assesses employee health data and administers immunizations and tuberculin testing as it relates to worker's job classification. Provides, interprets and documents results of and determines need for medical intervention of tuberculin skin tests.
- Provides work related health counseling/education for employees within the scope of nursing knowledge and practice.
- Collaborates with the Disability Management Team to design and implement individual return-to-work planning. Assesses employee's ability to do regular job duties or job modifications in conjunction with external healthcare provider(s).
- Coordinates, conducts and delivers health surveillance and immunization programs to prevent the contraction of communicable diseases and the development of work-related health problems in the workplace. Participates in recognition, evaluation and control of occupational health hazards to reduce and eliminate the exposure to employees.
- Participates in providing support with Employee and Family Assistance Program (i.e. CISM).
- Collaborates to determine worker's need for respiratory fit testing.
- Maintains and safeguards complete and accurate confidential healthfiles.
- Acts as a resource to the employer, supervisors and professional organizations and to the community for information as it relates to the field of occupational safety and health.
- In conjunction with other health care disciplines, develops guidelines, processes and procedures for workers and supervisors in the management of the infection control issues as they relate to occupational health.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs.
- Adheres to all safety and health regulations and safe work practices including Workplace Safety and Health Regulations and Policies and Infection Control Guidelines.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

- Expectations of the above-identified essential functions and basic duties.
 - Exercises initiative in carrying out tasks and demonstrates sound judgment and excellent time management skills in determining the methods to apply to tasks.
 - The position functions in a manner that is consistent with the mission, vision, core values and the policies of Southern Health-Santé Sud.
-

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Baccalaureate degree in Nursing required.
- Professional Licensure in good standing with the applicable College or Professional Association and the scope of practice as defined by the Regulated Health Professions Act (RHPA).
- Occupational Health Nursing Certificate required, or willingness to obtain within 36 months.
- Canadian Occupational Health Nursing Certification preferred.

KNOWLEDGE REQUIRED:

- Knowledge of Occupational Health policies/protocols/programs, disability case management, Workers Compensation Board of Manitoba programs and processes, Manitoba Workplace Safety & Health Act and Regulations and additional education appropriate to the work setting.
- Proficiency in Microsoft Office Applications and Outlook/Email.

EXPERIENCE REQUIRED:

- Four (4) years nursing experience to include three (3) years Occupational Health Nursing.
- Experience in community health, ambulatory care, critical care or emergency nursing preferred.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated interpersonal, communication, leadership, and analytical skills.
- Demonstrated effective problem-solving, organizational skills and ability to work independently and collaboratively.
- Demonstrated ability to maintain positive interpersonal working relationships.
- Demonstrated ability to make independent decisions based on the knowledge of the requirements of the position.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
- Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of

at least \$1,000,000.00.

WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions.
- May work occasional evenings and weekends as necessary.
- Will be required to travel to other regional facilities as the position duties may require.

SALARY SCALE:

As per MNU Collective Agreement Salary Scale.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.