

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38557
Job Class Code:	580	Salary Schedule:	ASWNURSE
EEO Category:	02	Grade:	N1
Workers Comp Code:	8833		

Job Code Established:	10/09/2004	Effective Date:	10/09/2004
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Community Health Medical and Dental Care Services Series

JOB CODE TITLE: CORRECTIONAL OCCUPATIONAL HEALTH NURSE

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CHARACTERISTICS OF THE JOB CODE: Performs occupational health nursing services in assigned areas in a correctional institution and central office. Provides for and delivers health and safety services to employees, employee populations, and community group as well as leave monitoring, reporting and consultation services to management. Focuses on promotion and restoration of health, prevention of illness and injury, and protection from occupational and environmental hazards.

EXAMPLES OF DUTIES: Maintains confidential occupational medical records; coordinates and monitors early return to work program. Reviews employee medical leave requests and obtains health care provider's (HCP) certification to determine FMLA eligibility in coordination with the Personnel Liaison and/or management; tracks employee medical leave and/or medical leave without pay; reports status routinely and periodically to management; ensures employees are providing medical documentation as required to verify continued absence or authorization to return to work. Coordinates return to work authorization, temporary work assignment or modified duty placement in consultation and coordination with management; provides health-related consultation services to employees and management regarding medical leave administration in accordance with policy; coordinates with the Employee Relations Unit regarding employee medical leave administration issues as necessary and appropriate. Coordinates follow up on employees involved in an exposure to TB; conducts in-depth investigation of exposure incidents to ensure compliance with the Occupational Safety and Health Association (OSHA) Blood borne Pathogen Standard; tracks and analyzes industrial injuries with the intent to prevent and/or minimize morbidity and mortality. Responsible for annual communicable disease training; maintains OSHA Log and ensures OSHA required posters and notices are posted; provides annual TB training and evaluations. Conducts ergonomic assessments. Attends staff meetings; evaluates work and formulates plans for improvement. Is considered the subject matter expert on employee occupational health issues. Coordinates and communicates regularly with Occupational Fire/Safety Consultant and the Health Services Section. Individual positions may be responsible for some or all of the listed duties and/or other related duties.

WORK CONDITIONS: Works in a prison environment. May be exposed to hazards associated with security of inmates and communicable diseases. Travel and overnight stays required.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: Principles of occupational health nursing; Arizona workers' compensation laws; OSHA Blood borne Pathogen Standards; Standard Practice for Occupational Health Nursing; general public health programs and sciences; preventive medicine, transmission and methods of control of communicable diseases; community health resources; agency policies and procedures, as well as labor laws and personnel rules related to area of assignment; practices and procedures of management and supervision; CPR.

Skill/Ability to: Apply techniques of nursing in an occupational health program; develop interpersonal relationships; speak and write effectively; read and interpret Federal, State, nursing association and agency laws, rules, regulations and procedures.

Experience and Education: Typical ways to obtain the KSAs would be: Graduation from an accredited school of nursing, college or university and experience in infection control, employee health or occupational health. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Possession of a current license to practice as a registered nurse in Arizona. A temporary permit will be accepted for appointment to this class but a license is a prerequisite for permanent status. Current CPR certification. May require a current valid Arizona driver's license and ability to drive.