

## EMPLOYEE HEALTH NURSE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, administers a health service for professional and non-professional employees of a county hospital, as well as maintains confidential medical records in the unit for all employees.

### EXAMPLES OF WORK: (Illustrative Only)

Schedules and gives appropriate follow-up attention to findings of pre-employment physical examinations;

Conducts a daily, full-time employee sick call clinic, including job-related illness or injury and the filing of appropriate forms;

Maintains the employee health infection control program in coordination with the hospital epidemiologist and the infection control physician;

Schedules and conducts immunization and testing clinics (as for rubella vaccine, flu vaccine, and tuberculin testing for recent TB exposure);

Reviews employee charts for periodic or special audits;

Counsels employees when appropriate, desired or required, on health-related matters;

Records and maintains all pertinent health data on employees, whose charts remain in the unit;

Notifies the physician of those employees who do not comply with hospital rules and regulations as they apply to the employee health service;

Maintains frequent personal and telephone contact daily with hospital ancillary services (as Radiology, clinical laboratories, EKG) with reference to employee test reports, urgent as well as routine;

Orders and maintains an adequate supply of all necessities for the service (as immunization materials, culture media, clerical supplies, laundry);

Maintains attendance records and coordinates vacations within the unit.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of general nursing theory and practice as well as hospital organization and operation; ability to initiate, coordinate and carry out the employee health program as described in part under "Examples of Work"; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized professional school of nursing and either: (a) a Bachelor's Degree\* and five years of nursing experience, at least three of which must have been in a responsible capacity with an employee health service, various out-patient hospital clinics, a health center or agency; or (b) ten years of nursing experience, at least five of which must have been specialized as indicated in (a); or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.