Registered Nurse –
Occupational Health Nurse # 02170

City of Virginia Beach – Job Description
Date of Last Revision: 01-11-2018

FLSA Status: Non-exempt  Pay Plan: General  Grade: 27

City of Virginia Beach Organizational Mission & Values
The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary
Perform duties as a Registered Nurse, with emphasis on verifying duty status, vaccinations and assisting with returning employees back to work safely. Act as the primary clinical liaison for verifying employee’s work duty status as they return to work from personal or work-related incidents or medical conditions, and integrating them back into their respective departments. The position will operate daily under the general supervision of the Occupational Health Coordinator as the role supports clinical functions and on occasion, report directly to the Occupational Safety and Health Services Manager for special assignments.

Representative Work Functions and Responsibilities
Perform assessments and screenings to assist in evaluating employee needs and coordinating their work status documentation with their employer.

Provide professional resources and referral and consult with advanced clinical practitioners to ensure the provision of effective care.

Oversee the City’s occupational vaccination program scheduling, facilitating and operating necessary shot clinics, field/site visits or offering in-clinic opportunities.

Assess and monitor the delivery of health care to ensure the employees can safely perform their jobs or alternative placements, as a result of a work related or non-work related medical condition or illness.

Meet with employees to verify return to duty, assess medical recovery, return to work (RTW) barriers, physical job requirements, modified duty opportunities and the work environment.

Accurately and concisely document case management activities, track follow up visits to Occupational Health and contact employee and Risk Management if appointment not kept.

Maintain records to meet legal requirements and ensure continuity of care.

Perform nursing interventions such as substance abuse, crisis interventions, health/wellness, and address performance concerns relating to medical diagnosis or conditions which might affect work.

Communicate restrictions and light duty status to employees and departments; and document restrictions and work status, as appropriate.
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Assist with assessment of Family Medical Leave requests for medical certifications.

Engage Occupational Safety for assessment(s) of workplace and work practices to review ergonomics, risks, hazards and other impacts to a safe and healthy working environment.

Identify potential occupational exposures (BBP, TB, etc) and provide guidance/follow-up.

Communicate and refer to Risk Management any cases requiring additional medical services.

Follow up on positive drug tests and make EAP referrals while working with ER for processing.

Assist in the application of related Human Resources and Occupational Safety/Health Services medical policies and procedures relating to same. Recommend appropriate interventions within the scope of the Nurse Practice Act.

Perform clinical functions to support the Occupational Health Services branch of OSHS and work under the Coordinator of Health Services when tasked to support such.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

**Performance Standards**

Assessments, service and referrals are made with minimum supervision utilizing complex techniques in gathering and analyzing data regarding a human problem; direct interventions using a variety of techniques in safe, timely, and orderly procedure complying with standard nursing practices and state and local standards; case record procedures are followed complying with applicable standards, and reports and records regularly exceed State standards, as applicable; collaborations with employees, departments and physicians regarding services regularly exceeds standards; makes some decisions independently with most decisions made after very little consultation with supervisor; attend staff meetings regularly; provide active role in discussions and regularly participates in achieving goals and objectives; regularly complete routine projects assigned by supervisor with minimum supervision; maintain moderate level of expertise regarding very difficult/complex human problems through moderately sophisticated training.

**Minimum Qualifications**

Requires current and valid licensure as a Registered Nurse by the State of Virginia or as a part of the Compact Designation (Multi-State Privileges) and 2 or more year’s related hands-on Registered Nurse experience.

Current CPR certification.

Must have, or obtain, a current and valid Virginia or North Carolina driver’s license in accordance with Virginia or North Carolina DMV driver’s license eligibility requirements.

**Preferred Qualifications**

Bachelor of Science in Nursing (BSN) or Associate of Nursing (ASN) preferred.

Certification as a Case Manager.

Certification as Certified Occupational Health Nurse (COHN)

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Special Requirements
All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

This position may require that incumbents to wear and maintain appropriate personal protective equipment such as, but not limited to, safety footwear, hard hats, safety eyewear, gloves, or other safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee’s supervisor based on position assignments.

Knowledge-Skills-Abilities Required to Perform Satisfactorily
A. Knowledge
1. Knowledge of the Virginia Beach Quality Service System and city policies and procedures related to the mission of the Occupational Health Service.
2. Knowledge of epidemiology, communicable diseases, toxicology, and vaccination/immunization protocols and standards.
3. Knowledge of OSHA, NIOSH and Worker’s Compensation regulations relative to the Commonwealth of Virginia.
4. Knowledge of record and reporting which meets legal requirements, ensures continuity of care, and provides confidentiality.
5. Knowledge of the nursing process for care plan development.
6. Knowledge of the principles, practices and techniques of gathering medical information by obtaining an accurate and complete medical, social and occupational history.
8. Knowledge of ADA and FMLA.

B. Skills
1. Skill in identifying health problems, for the formulation of nursing diagnosis by interviewing, observing, examining and performing tests using selective diagnostic procedures.
2. Skill in interviewing employees to identify physical and emotional needs.
3. Skill in using nursing procedures, following medical directives, for treatment of employees.
4. Skill in the administration of medication, immunizations and health screening tests.
5. Skill in the use of medical testing equipment, EKG, Spirometry, Audiometer, etc.
6. Skill in recording data including completeness, legibility and accuracy.
7. Skill in obtaining biological specimens using recognized laboratory and medical procedures.
8. Skill in obtaining an accurate medical, social and occupational history.
9. Skill in the supervision of employees.
10. Skill in the use of computers and City standard software.
11. Skill in performing CPR, using an AED and rendering basic first aid if necessary.

C. Abilities
1. Ability to recognize, evaluate and respond to situations which call for immediate attention and instituting necessary treatment procedures essential for the life of the patient.
2. Ability to recognize and assess symptoms of acute illness to ascertain a nursing diagnosis in order to assure appropriate treatment within the scope of the State’s Nurse Practice Act.
3. Ability to observe, examine and test city employees by selective diagnostic procedures and take appropriate action.
4. Ability to advise patients regarding matters pertaining to their physical and mental health.
5. Ability to communicate complex ideas both orally and in writing.
6. Ability to work effectively in a collaborative environment.
7. Ability to advise patients regarding matters pertaining to their physical and mental health.
8. Ability to draw blood and collect other laboratory specimens as necessary.
9. Ability to perform and read skin tests.
10. Ability to perform pulmonary function tests, audiograms, vision screens and EKG tracings.

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11. Ability to communicate complex ideas both orally and in writing.
12. Ability to administer medication and immunizations.
13. Ability to perform minor injury/illness treatment in accordance with the Nursing Practice Act and by direction of established medical protocols.

Working Conditions
The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City’s business.

Physical Requirements: Physical refers to the requirement for physical exertion and coordination of limb and body movement.
Light to medium work that involves sitting most of the time, but may involve walking, standing, stooping, and lifting which also includes exerting up to 40 pounds of force on an occasional basis. Considerable skill and adeptness required in the use of the fingers, hands or limbs in tasks involving close tolerances or limit of accuracy.

Mental Requirements: Mental refers to the degree that the job involves cognitive activities, and use of mental processes.
Performs professional level work requiring the application of principles and practices of a wide range of administrative, medical, technical, or managerial methods in the solution of medical, administrative or technical problems; applies general understanding of operating policies and procedures to solve complex medical and administrative problems; requires continuous, close attention for accurate results and/or frequent exposure to unusual pressure.

Environmental Conditions: Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.
May risk exposure to communicable diseases including blood and air-borne pathogens requiring the use of non-porous apron, medical gloves, safety eyewear, and other safety attire and equipment in designated areas of risk.

Sensory Requirements: Sensory refers to hearing, sight, touch, taste, and smell required by the job.
Normal visual acuity, depth perception, field of vision, color perception, hearing, speaking, sense of smell, and texture perception.

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