Registered Nurse –
Return to Work 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
Ensure the safe return of employees to transitional or regular employment. Serve in a lead and coordinative role for the Return to Work program and support key components of the City's disability management process. 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. The position serves in a liaison capacity with other key stakeholders including the Occupational Safety Coordinator, Risk Management office, and departmental representatives.

Representative Work Functions and Responsibilities
Actively monitor and track active/open workers compensation and light duty cases for both work and personal return-to-work cases for light duty/restricted duty placement recommendations.

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.

Develop and maintain a communication system with Division Managers in Human Resources Occupational Safety, Risk Management, City management, City employees, case managers, outside physicians and other health agencies to protect the City from unnecessary liability and accomplish goals.

Contact physician or case manager to obtain/clarify restrictions and follow up with Occupational Safety and Risk Management.

Communicate restrictions and light duty/return to work status to employees and departments; and document restrictions and light duty/return to work status, as appropriate.

Coordinate, develop and maintain a City-wide limited duty work pool.
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Assess light duty assignments and visit job sites as needed.

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 with ADA and Return to Work determinations, placements and accommodations. Verify/process FMLA medical certifications. 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.

Provide case management intervention for employee health issues.

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**
Serve as liaison to key program managers for the coordination of processes related to alternative placements and related transitional work plans; maintain an effective communication system with Division Managers, the Directors of Human Resources, City management, City employees and outside medical providers; accurately maintain a record and reporting system which meets legal requirements; maintain and analyze data to identify trends and recommend corrective action; and provide case management oversight and reporting. Maintain key performance metrics illustrating RTW efforts for OSHS and affected Department heads.

**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 years 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)

Experience in managing or direct support of disability management programs, work hardening programs

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
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or return to work programs.

**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.

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10. Ability to perform pulmonary function tests, audiograms, vision screens and EKG tracings.
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.