



Code: 3603

Family: Health and Human Services
Service: Health and Welfare
Group: Medical and Social Service
Series: Occupational Health Nursing

CLASS TITLE: OCCUPATIONAL HEALTH NURSE

CHARACTERISTICS OF THE CLASS

Under supervision, performs case management nursing activities to monitor the care received by City employees on medical leave due to injury on duty or illness to ensure the appropriate use of medical leave time, and performs related duties as required

ESSENTIAL DUTIES

- Meets with patients to review their case files and to discuss treatment plans and referrals prescribed by their personal physicians
- Assesses the appropriateness of care being received and makes recommendations regarding continued use of medical leave time
- Reviews individuals' medical records to ensure case files contain current diagnostic reports and related documentation
- Schedules appointments for referrals to treating physicians or therapists as directed by staff physician
- Follows up with attending physicians and therapists to discuss and document progress of individuals
- Prepares case summaries of individuals' medical histories, including injuries on duty and illnesses, for review by Medical Director
- Provides limited nursing care such as taking blood pressure readings, removing sutures or administering injections as needed
- Maintains case management records and prepares related reports
- Assists with ordering and maintaining an inventory of medical supplies and vaccines
- Conducts health education seminars on a variety of health issues including exposure to and treatment of communicable diseases as required
- Schedules physicals for employees when needed (e.g., annual, voluntary, re-hire or re-instatement, assignment to specialty units)
- Receives, reviews, and forwards medical-related paperwork (e.g., drug testing results, applications for respirators, records of convalescent or full duty work status)

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Nursing accredited by the National League for Nursing (NLN) or an approved foreign credential evaluation, plus two (2) years of experience in ambulatory or occupational health care

Licensure, Certification, or Other Qualifications

- Must be licensed to practice as a Registered Nurse

- Applicants must possess a valid State of Illinois Registered Nurse license at the time of employment

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Standard medical and health equipment

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Some knowledge of:

- *nursing principles, practices, and procedures
- *anatomy and physiology
- *occupational injuries and current treatments
- *medical terminology, conditions, testing, treatments, standards, and procedures
- *record keeping methods, practices, and procedures
- *uses, side effects, and interactions of prescription medicines and other drugs
- *case management methods and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *SERVICE ORIENTATION - Actively look for ways to help people
- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do

- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- SOCIAL ORIENTATION - Prefer to work with others rather than alone and being personally connected with others on the job
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.