CLASS TITLE: Occupational Health Nurse

CHARACTERISTICS OF THE CLASS: Under supervision, the class 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 individual’s medical history including injuries on duty and illnesses for review by Medical Director; provides limited nursing care such as taking blood pressure readings, removing sutures and administering injections as needed; maintains case management records and prepares related reports.

RELATED DUTIES: 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.

MINIMUM QUALIFICATIONS:

Training and Experience. A Bachelor’s degree in Nursing accredited by the National League for Nursing or an approved foreign credential evaluation supplemented by two years of progressively responsible experience in ambulatory or occupational health care. Must be licensed to practice as a Registered Nurse in the State of Illinois.

Ability to perform general nursing duties. Ability to administer medications. Ability to work effectively with patients, physicians and other health care professionals. Ability to prepare case management reports.

Skill in the application of general nursing procedures. Skill in assessing treatment plans. Skill in documenting patient histories and maintaining case files. Good interpersonal skills. Good oral and written communication skills.

**Working Conditions.** General office environment.

**Equipment.** Standard office equipment including personal computers. Standard medical/health equipment.

**NOTE:** While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 2002
City of Chicago
Department of Personnel