



## Job Profile Occupational Health Nurse Practitioner

### JOB INFORMATION SUMMARY

<b>JOB TITLE:</b>	Occupational Health Nurse Practitioner
<b>REPORTS TO:</b>	Manager: Wellness
<b>OCCUPATIONAL LEVEL</b>	Operational
<b>FUNCTIONAL AREA:</b>	<b>Employee Wellness</b>
<b>COMPANY:</b>	PIKITUP SOC (Ltd)
<b>LOCATION</b>	Various depots/sites

### ROLE PURPOSE

- To ensure a safe and healthy workforce and provide a cost effective Occupational and Primary health service in alignment with Pikitup objectives.
- To ensure compliance with the legislation- OHSA

### ROLE REQUIREMENT

Essence of the role/Key Accountabilities	Key Activities / Decision Areas
<b>a) Provision medical surveillance services</b>	<ul style="list-style-type: none"> <li>• Plan medical surveillance programme for the company</li> <li>• Form part of the team to formulate medical surveillance policy</li> <li>• Conduct pre-employment medical examination in accordance to medical examination protocols.</li> <li>• Conduct transfer medicals in accordance to medical examination protocols.</li> <li>• Provide a baseline health status and determining fitness for duty.</li> <li>• Conduct periodic health screening to detect early signs of target organ damage related to specific health hazard exposure.</li> <li>• Identify and ensure early and prompt intervention measures to affected employees and referrals to appropriate functionaries.</li> <li>• Report and assist on all injuries on duty and occupational diseases to the Compensation Commissioner.</li> <li>• Conduct exit medicals to detect and exclude possible occupational diseases related to occupational exposure.</li> <li>• The OHN must follow PIKITUP standards and procedures for medical surveillance process                             <ul style="list-style-type: none"> <li>• Assess the health status of a worker</li> <li>• Assess ability to work</li> </ul> </li> <li>• Biological monitoring to determine the effect of hazards or potential hazards</li> <li>• Present recommendations to line manager</li> <li>• Medical records should be recorded and signed</li> </ul>
<b>b) Determination of health control measures</b>	<ul style="list-style-type: none"> <li>• Conclude multi-disciplinary health risk and occupational injury assessments.</li> <li>• Monitor work processes and identify new health risks.</li> <li>• Evaluate occupational hygiene surveys and identify trends.</li> </ul>



ROLE REQUIREMENT	
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	<ul style="list-style-type: none"> <li>• Provide specialist input into the compiling of man-job task specifications for all activities required by specific jobs.</li> <li>• Identify and implement recommendations regarding the control of health and safety risk exposure.</li> <li>• Compile individual and group occupational health risk exposure profiles.</li> <li>• Monitor compliance with recommendations on first aid and emergency preparedness procedures.</li> </ul>
<b>c) Co-ordinating and maintaining occupational health service</b>	<ul style="list-style-type: none"> <li>• Compile and control occupational health services budget for the centre.</li> <li>• Ensure a continuous supply and availability of suppliers, equipment and medication.</li> <li>• Plan, organise and evaluate occupational health service for area of responsibility.</li> <li>• Ensure compliance and incorporating relevant legislation into occupational health service provision.</li> <li>• Communicate and ensure the maintenance of right to know each education records in accordance to legal requirements.</li> <li>• Compile and maintain data base of medical records for all Pikitup employees and contractors.</li> </ul>
<b>d) Provision of professional expertise on incapacity/ disability case management</b>	<ul style="list-style-type: none"> <li>• Co-ordinate case management of incapacitated employee.</li> <li>• Assess, monitor and provide support to incumbents with medical problems impacting on work ability.</li> <li>• Facilitate the rehabilitation of employees after medical conditions impacting on job and ensuring appropriate job modification or accommodation.</li> </ul>
<b>e) Provision of occupational health service advice and recommendations</b>	<ul style="list-style-type: none"> <li>• Provide a consultancy and advisory service to line management and Pikitup employees on occupational health matters.</li> <li>• Identify trends related to specific hazard exposures and ensuring preventative measures are implemented.</li> <li>• Provide expert input into incident investigations.</li> <li>• Co-ordinate and provide guidance on ill health retirement process.</li> </ul>
<b>f) Provision of a limited primary health care service</b>	<ul style="list-style-type: none"> <li>• Ensure that PHC are done cost effectively and efficiently with nursing scope of practice and the nursing process</li> <li>• Effective time allocation for PHC and to inform employees of time allocation for PHC and OH</li> <li>• Effective management of PHC problems through EDL standards, Scientific Nursing Approach, Appropriate referral and relevant documentation</li> <li>• Medicine control are done correctly according to the Medicine and Related Substance Act – Permit requirement</li> <li>• Record keeping comply to standards and legal requirement and confidentiality is maintained</li> <li>• Monitoring of Chronic conditions</li> </ul>



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<b>g) Health promotion</b>	<ul style="list-style-type: none"> <li>• Planned HP Program – choose topics relevant according to trends and indicators both locally and nationally</li> <li>• To ensure health promotion is done in order to prevent disease and change behaviour through one of one according to the need of employee as identified in the nursing process</li> <li>• Plan and implement Wellness day Programme, ensuring screening of every Pikitup employee and follow - up</li> </ul>
<b>h) Workplace health and hygiene</b>	<ul style="list-style-type: none"> <li>• Do walk about with safety department</li> <li>• Do hygiene inspections of ablutions areas</li> <li>• Update Health Risk Assessment on a biannually basis and give report</li> </ul>
<b>i) Management of medical emergency/ crisis management</b>	<ul style="list-style-type: none"> <li>• OHNP needs to be competent with regards to emergency procedures use of medical and the use of medication</li> <li>• Form part of the team to formulate emergency protocol</li> <li>• Display emergency protocol</li> <li>• Order and maintain medication and equipment for emergency kit</li> <li>• The OHN keeps the situation calm at all times</li> <li>• Prioritize which situation to be dealt with first, delegating activities to by-standers.</li> <li>• Contact other members of the multidisciplinary health team for further assistance</li> <li>• Gather all the details and write a report continuing communication with the relevant parties</li> </ul>
<b>j) Project Management</b>	<ul style="list-style-type: none"> <li>• Plan, Organise, Implement and Manage several OH Related projects: Health promotion, HIV/AIDS Management, Medical Surveillance and incapacity Management</li> </ul>
<b>k) Audit</b>	<ul style="list-style-type: none"> <li>• Participate in internal / external audit of the clinic</li> </ul>
<b>l) Management of the clinic</b>	<ul style="list-style-type: none"> <li>• Good administration systems and processes to meet clinic's needs                             <ul style="list-style-type: none"> <li>-All administrative procedures and documentation</li> </ul> </li> <li>• Utilization of the Occupational Medical Practitioner                             <ul style="list-style-type: none"> <li>-Enhance activities of the clinic to ensure quality</li> <li>-Utilized for the required functions OH/PHC</li> </ul> </li> <li>• Time management                             <ul style="list-style-type: none"> <li>-Planning of activities to ensure completion of programs within time period</li> </ul> </li> <li>• Statistical reporting                             <ul style="list-style-type: none"> <li>-Ensure that the daily activities are documented correctly to enable logical monthly and quarterly statistically</li> <li>-Compile stats according to the company requests and needs</li> </ul> </li> <li>• Meetings                             <ul style="list-style-type: none"> <li>-Attend Safety and Health meetings as a health representative</li> <li>-Attend review meetings on daily basis at the depot level</li> <li>-Attend wellness meetings as well as wellness committee meeting as scheduled on a monthly basis</li> <li>-SASOHN meeting on quarterly basis</li> </ul> </li> <li>• Training                             <ul style="list-style-type: none"> <li>-Personal / organisational needs</li> <li>-Attending in-service training e.g. ICAS</li> <li>-Facilitate training of the employee wellness Champions/ supervisory training/incapacity training/driver medical training</li> </ul> </li> </ul>



<b>ROLE REQUIREMENT</b>	
<b>Essence of the role/Key Accountabilities</b>	<b>Key Activities / Decision Areas</b>
	<ul style="list-style-type: none"> <li>Equipment and stock control -Ensure that equipment are well maintained and that the utilisation of equipment are sufficient and according to standards and legal requirements</li> <li>Waste management -Ensure safe handling of contaminated goods and sharps</li> </ul>
<b>m) Return to work programme</b>	<ul style="list-style-type: none"> <li>All employees who return to work after 15 days leave should be referred to OHNP</li> <li>The OHNP then does medical assessment which may include physical, audio, lung function and vision screening.</li> <li>If there is a need for further referral, OHNP will refer the employee to Pikitup OMP, who will do further assessment as required</li> <li>Further referrals to other medical specialists will be done if there is a need</li> <li>A fitness certificate with recommendations will then be issued to line manager and the employee</li> </ul>
<b>n) Counselling</b>	<ul style="list-style-type: none"> <li>The OHNP does pre-counselling in all cases coming for HIV Testing</li> <li>All cases that were done HIV testing are also done immediate post counselling before they are referred to EAP</li> <li>Counselling is not limited to HIV only, any other problem affecting the state of mind of a patient being physical, psychological, social emotional or spiritual, counselling is done prior referral to EAP</li> </ul>
<b>o) Ad hoc and Miscellaneous</b>	<ul style="list-style-type: none"> <li>The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and employer is entitled to instruct the employee to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the job description, or in accordance with operational requirements. Such variable tasks should be listed and recognized in the employee's performance compact.</li> </ul>

<b>KEY RELATIONSHIP INTERFACES</b>
<p><b>Internal Key Relationships (to Pikitup):</b></p> <ul style="list-style-type: none"> <li>Occupational Medical Practitioner</li> <li>Manager: Wellness</li> <li>All Pikitup staff</li> <li>Legal and Compliance Department: Health and Safety</li> </ul> <p><b>External Relationships (with departments and other key parties):</b></p> <ul style="list-style-type: none"> <li>CoJ</li> <li>External stakeholders e.g. Multidisciplinary team</li> <li>South African Society of Occupational Health Nurses</li> <li>South African Nursing Council</li> <li>Department of Health</li> </ul>



Job Specific Requirements	
Competencies (Knowledge, skills and attributes)	
Skills	Behaviours
<ul style="list-style-type: none"> <li>Presentation and teaching skills</li> <li>Good communication skills</li> <li>Interpersonal skills</li> <li>Report writing skills</li> <li>Project management skills</li> <li>Presentation skills</li> <li>Computer skills</li> </ul>	
<p><b>Knowledge:</b> understanding of relevant legislation; knowledge of relevant company procedures</p>	<ul style="list-style-type: none"> <li>Knowledge of relevant legislation such as the LRA, EEA, BCEA, Nursing Act, COIDA and OHSA</li> </ul>

Qualifications	
Minimum	Ideal
<ul style="list-style-type: none"> <li>Grade 12</li> <li>National Diploma in General Health Nursing and a certificate in Occupational Health Nursing or Bachelor's degree in Nursing</li> <li>Registration with the South African Nursing Council</li> <li>Audiometry and Spirometry certificate</li> <li>Dispensing Licence</li> <li>Driver's License</li> </ul>	
Experience	
Minimum	Ideal
<ul style="list-style-type: none"> <li>3 years' experience in Occupational Health Nursing</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

Job profile approved by:		
<p>_____</p> <p><b>Name (Incumbent)</b></p>	<p>_____</p> <p><b>Signature</b></p>	<p>_____</p> <p><b>Date</b></p>
<p>_____</p> <p><b>Line Manager</b></p>	<p>_____</p> <p><b>Signature</b></p>	<p>_____</p> <p><b>Date</b></p>