

## POSITION DESCRIPTION

<b>Title:</b>	Occupational Health Nurse	<b>Location:</b>	Abu Dhabi
<b>Department:</b>	Clinical Services	<b>Reports to:</b>	CAMO
<b>Prepared by:</b>	CAMO	<b>Date:</b>	November 2015

### Overall Purpose:

The Occupational Health Nurse will be responsible for managing and overseeing the day-to-day administrative and operational activities of the occupational health services. They will develop efficient and professional operations of occupational health services in accordance with the scope of services, company policies and procedures and the applicable regulations to achieve the desired goals and outcomes. The scope of services being pre-employment screening, ongoing surveillance and disease prevention, first aid, management of employee sickness, return to work and disability management.

### Roles and Responsibilities

- Assist in the management of occupational health systems and processes for NA staff
- Provide emergency care as needed in the workplace and arrange a referral for further care if necessary
- Conduct health surveillance, testing, or screening programs or refers to a specific healthcare facility
- Provide health counseling, and medical and psychological referral services for employees working with the existing peer support network
- Work with others in the organization to plan, implement and evaluate employee wellness programs (i.e. Immunization programs, safety training, fitness programs)
- Promote compliance with legislation and regulations related to health and safety and workers' compensation
- Conduct fitness to work and other examinations under the direction of the designated physician
- Facilitate disability case management in conjunction with Human Resources by coordinating health care and early intervention to promote the safe and timely return to work of ill or injured employees
- Assess work environments to identify health and safety hazards and recommend control measures, and work with a QHSE team to keep work environments as safe as possible
- Collect and assess data (i.e. Incidents of illness, injury) to identify trends and evaluate the effectiveness of safety or wellness programs
- Prepare incident reports and maintain records as required
- Maintain confidential employee health records
- Treat non-occupational injuries and minor illnesses
- Filter assessments of potential employees' fitness to perform particular jobs, their treatment plans in collaboration with experts and patients and advise on clinical issues as needed
- Evaluate the effectiveness of medical care and monitor progress of patients

- Participate in the development of annual service goals and objectives
- Maintain medical records using Electronic Medical Record software
- Provide overall responsibility for the care of patients seen in the health care clinic
- Assist with co-ordination of pre-employment, on-boarding and ongoing health operations as required.

#### QHSE & BC:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System and Business Continuity (BC) Compliance and Improvement

#### Professional and Academic Expertise

- DOH or MOH Registered Nurse (RN)
- Occupational Health Nurse (Certified) designation or postgraduate qualification preferred or in the progress of obtaining
- 5 years of nursing experience two of which must be in occupational health
- Familiarity with computer software used for data management, presentations, communications and medical testing
- Demonstrate problem-solving skills and critical thinking abilities
- Excellent verbal and written communication skills
- Having a valid Driving License

Chief Administrative Medical Officer

#### Change Brief

Version No.	Date	Changes
1	August 2015	New PD
2	July 2019	Replace HAAD by DOH
3	November 2020	Addition to the Professional and Academic Expertise – “Having a valid Driving License”
4	June 2022	Due to review changed Assistant Medical Officer to CAMO Changed CAO to CAMO Changed “Chief Administrative Officer” to “Chief Administrative & Medical Officer” Modified as per standard template