

UW HEALTH JOB DESCRIPTION

RN – Employee Health Services Lead

Job Code: 800089	FLSA Status: Non-Exempt	Mgt. Approval: M. LeClair-Netzel	Date: August 2020
Department: Employee Health Services/1006118		HR Approval: J. Middleton	Date: August 2020

JOB SUMMARY

The RN-Employee Health Services Lead serves a team lead of RN staff within Employee Health Services. As a team lead this position coordinates, assigns and guides the work activities of RN staff. This position monitors work schedules, maintains department scheduling guidelines, leads nursing practice oversight, manages day-to-day operations and workflows and assists with oversight, training and mentoring of new staff.

In addition to lead duties, the RN-Employee Health Services Lead works collaboratively as an active member of the interprofessional team to provide direct and indirect nursing care for UW Health employees, contract employees and non-employee groups, with particular emphasis in the area of occupational health. The RN-Employee Health Services Lead utilizes evidence to drive clinical decisions and practice related to individual and population health. The RN-Employee Health Services Lead establishes goals and strategies for meeting care coordination needs across settings with the patient, family, and/or other care providers. The RN-Employee Health Services Lead delegates and supervises care in accordance with the WI Nurse Practice Act and UW Health Nursing Professional Practice Model. The RN-Employee Health Services Lead participates in continuous quality improvement initiatives and assumes responsibility for their professional development.

MAJOR RESPONSIBILITIES

Nursing Practice Oversight and Leadership Responsibilities:

- Serves as a resource for all EHS staff.
- Assist the Clinic Manager in leading the day-to-day operation and coordination of patient care services.
- Assist the Clinic Manager in leading the clinic to improve patient, provider and staff satisfaction.
- Analyze clinical practice and identify opportunities to increase quality, safety, effectiveness and efficiency.
- Identify clinical indicators to measure, evaluate and improve care.
- In collaboration with the Clinic Manager, lead registered nurses and other healthcare providers who deliver nursing care.
- In collaboration with the Clinic Manager, assist in the recruitment, retention, performance reviews and professional development related to staff.
- In collaboration with the Clinic Manager, ensure clinic safety and compliance with ambulatory regulatory requirements.

Clinical Practice and Quality of Care:

- Completes Employee Health visits per organization policy and department protocols.
- Provides safe, competent and efficient nursing care for minor and acute injuries and illnesses via protocols and medical directives.
- Performs bloodborne pathogen exposure assessment, treatment and follow up.
- Participates in preventative screening programs (e.g. TB skin testing, influenza, hepatitis B, MMR, varicella and other appropriate immunizations) and surveillance programs designed to identify and monitor risks to the employee's health.
- Safely administers and appropriately documents on immunizations and TB skin tests given to UW Health employees per protocol.
- Performs communicable disease exposure follow-up.
- Identifies and refers employees with personal health needs to the EHS MD, NP or personal physician when appropriate.
- Counsels employees on physical and mental health issues and guiding them toward community resources and/or employee assistance programs.
- Demonstrates cost control in all practice activities.
- Documents employee visits thoroughly and accurately in Agility.
- Maintains and ensures confidentiality of patient information and medical records.
- Acts as an advocate for the rights of employees by ensuring access to preventative health and safety measures.
- Participates in the rotation of after-hours bloodborne pathogen exposure reporting and after-hours fitness for duties and other after-hours coverage as needed.

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ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor of Science in Nursing (BSN)
	Preferred	
Work Experience	Minimum	<ul style="list-style-type: none"> • 3 years of relevant nursing experience. • 1 year of Occupational Health nursing experience.
	Preferred	Experience working in either an employee health clinic, infectious disease or internal medicine clinic
Licenses & Certifications	Minimum	Registered Nurse Licensed in the State of Wisconsin. CPR certification.
	Preferred	Certified as a COHN
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Advanced knowledge and skill in all aspects of immunizations for adults. • Knowledge of current literature applicable to occupational health. • Knowledge and experience documenting patient care in an electronic medical record. • Excellent verbal, written, and presentation skills • Ability to make knowledgeable clinical assessments and judgments • Ability to educate staff • Ability to provide counseling and emotional support with compassion and respect for the individual • Ability to provide support to the members of the care team (teamwork) • Must possess initiative and ability to work independently • Ability to maintain confidentiality of medical records

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)	X	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	X	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight

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X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.