

APPENDIX A

OHN HEALTH NURSE PNS-01 POSITION DESCRIPTION

FUNCTIONAL PURPOSE

Assists in Implementing and participates in programs to support total resource management services for Postal Service health and safety goals and objectives.

DUTIES AND RESPONSIBILITIES

1. Implements, monitors, and participates with the Occupational Health Nurse Administrator and Associate Area Medical Director in all occupational health programs and services within the assigned Postal District.
2. Serves as a medical resource for each District's total resource management program including but not limited to:
 - Absence management
 - Return to work
 - Fitness for Duty/Threat Assessment reviews
 - Family Medical Leave Act
 - Transitional Duty
 - District Reasonable Accommodation Committee
 - Ergonomic Risk Reduction Program,
 - Voluntary Protection Program/Program Evaluation Guides reviews
 - Serious accident reviews
3. Assists in conducting applicant pre-employment medical evaluations (eMAP).
4. Assists Occupational Health Service in scheduling required medical examinations, e.g. Fitness For Duty Examinations, Focused Examinations, Return to work Examinations, FMLA Second and Third Opinion Examinations, etc.
5. Assists Occupational Health Service in scheduling drug screening and other testing.
6. Assists in preparing, compiling, analyzing, and maintaining occupational health service related reports.
7. Prepares, updates, maintains, confidential employee health records.
8. Assists in maintaining and updating Light Duty Tracking program reports.
9. Assists Health and Resource Managers, Occupational Health Nurse Administrator, and Operations in conducting assessments of medical documentation, contacting employees absent from work due to non-occupational injury or illness when appropriate, and monitoring Light Duty assignments.

10. Serves as medical resource along with OHNA and AAMD for Health and Resource Management Managers and Specialist to review and interpret medical documentation on work related injuries.
11. Serves as medical resource along with OHNA and AAMD for Health and Resource Management Managers and Specialists by writing to treating physicians to obtain clarification of status and restrictions for employees who have work related injuries or illnesses.
12. Serves as medical resource along with OHNA and AAMD on the District Assessment Team
13. Assists the Occupational Health Nurse Administrator in developing and implementing Health Promotion and Disease Promotion programs for the District.
14. Assists in the provision of medical education programs for management and employees
15. Assists in the implementation of immunization programs, e.g. Hepatitis B, influenza, etc.
16. Assists Safety in meeting requirements of the Safe Driver Program.
17. Serves as a medical resource for management and employees for general health issues along with OHNA and AAMD.
18. Provides emergency medical response.
19. Other duties as assigned

SUPERVISON Occupational Health Nurse Administrator
BARGAINING UNIT
Nurse

04/28/09