

JOB SPECIFICATION

Position Information	
Job Title	Occupational Health Nurse Practitioner
Job Grade	C4

Structural Information	
Division	Strategy, Monitoring and Evaluation
Section	Safety, Health and Environment
Reports to	Manager: Safety, Health and Environment

Hierarchical position of Job (Only Job Titles are used)	
Supervisor (Second Reporting Level)	Executive Manager: Strategy, Monitoring and Evaluation
Supervisor (First Reporting Level)	Manager: Safety, Health and Environment
Incumbent	Occupational Health Nurse Practitioner
Subordinates (First level)	None
Subordinates (Second Level)	None
Number of direct reports (own staff)	None

Minimum Requirements	
Minimum qualifications required	Nursing Diploma or BCur Nursing AND Diploma/B.Tech Degree in Occupational Health Nursing Must be registered with South Africa Nursing Council and South African Society of Occupational Health Nursing Practitioners (SASOHN)
Minimum operational experience required	5 years post registration experience in occupational health care
Managerial experience required	None
Advantage	Certificate in Audiometry and Spirometry

Core Competencies		
Understanding of Occupational Health	Client Orientation and Customer Focus	Professional
Good Understanding of the Occupational Health & Safety Act and Relevant Legislation	Communication Skills (Verbal and Written)	Passionate

Core Competencies		
Understanding of Vaccination Protocols	Decision making	Empathetic and Compassion
Understanding of Health Risk Assessment	Able to function independently	Assertive
Counselling Employees on Physical and Mental Health Issues	Listening skills	Innovative
Conduct Medical Examinations	People Management and Empowerment	Confidentiality
Attention to Detail	Planning and Implementation	Ability to Stay Calm and Composed

Special Requirements
<ul style="list-style-type: none"> • Driver's license • Computer Literacy • Experience in counselling


Job Content
To provide a comprehensive Occupational Health Service, which aims to promote and maintain the highest possible level of health among all employees.


Description of Job	
Key Responsibilities / Deliverables	Functions include but are not limited to per Key Responsibility
Occupational Health and Safety	<ul style="list-style-type: none"> • Provide a comprehensive Occupational Health (OH) Service to the organisation. • Conduct pre-employment -, periodic -, exit - and transfer medical examinations, audiometry, spirometry and vaccinations on employees to ensure compliance with Occupational Health and Safety Act and other related legislation. • Conduct fitness declaration according to medical standards and requirements for the particular job, taking into account the requirements of Labour Relation Act. • Liaise with and advice internal and external stakeholders to promote Occupational Health. • Manage and conduct ill-health incapacity cases in line with relevant legislation and applicable Policies. • Conduct onsite health risk assessments to establish an exposure risk profile and adequate medical surveillance programmes.

Description of Job	
Key Responsibilities / Deliverables	Functions include but are not limited to per Key Responsibility
	<ul style="list-style-type: none"> • Identification and reporting of Occupational injuries and disease (COIDA). • Stock control and ordering of medical supplies according to Permit Regulations. • Management of Occupational Health service providers. • Keep abreast of latest developments in Occupational Health and advise the organisation of any impacts and changes. • Participate in relevant research programmes that will benefit the organisation.
Establish and maintain accurate and effective systems	<ul style="list-style-type: none"> • Maintain accurate and adequate records in line with the relevant legislation. • Capture data according to medico legal statutory requirements. • Filing and storing of employee records to achieve quick access to information.
Establish and maintain an overall conducive working environment	<ul style="list-style-type: none"> • Identification and referral of people with psychological problems to EAP. • Identification and referral of people requiring rehabilitation. • Identification and referral of people to appropriate health care provider, depended on the cases. • Provide health information, education and raise awareness to employees. • Encourage use of Personal Protective Equipment for employees who potentially could be exposed to blood or blood productions. • Liaison function with safety risk, first aid and other health care providers. • Advice and make recommendations to management regarding sick leave management. • Development of health promotion programmes where these are not readily available. • Take provision of emergency medical care and treatment of

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	<p>injuries based on knowledge of advance life support.</p> <ul style="list-style-type: none"> • Treatment and follow-up of acute illness based on advanced diagnostic skills and a comprehensive knowledge of disease management and prescribing and dispensing of medication in compliance with Medicines and Related Substances Control Act. The aim is to ensure recovery with a minimum of absence from work. • Screening of employees for communicable disease, to limit morbidity through early detection and intervention and referral to appropriate Health Care Provider. • Take provision of health education and promotion on an individual basis and presentations to groups with respect to the prevention of occupational and lifestyle diseases. • Advice to line management regarding incapacity management. • Conduct regular Plant visits as per schedule and report on findings. • Conduct Hospital and Home visitation as and when required and report on findings. • Fulfill an advisory function regarding the interpretation and application of various statutory requirements relating to occupational health e.g. COIDA (Compensation for Occupational Injury and Disease Act), OHSA (Occupational Health and Safety Act), etc. • Identification and reporting of environmental hazards, including inspection of workplace conditions, in conjunction with risk management. • Identification and reporting of chronic diseases during assessments. • Monitoring chronic diseases and ongoing advice and encouragement provided, to ensure optimum disease management and minimal sick absenteeism. • Provide employees with communication activities including media material. • Encourage information sharing amongst employees though

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	<p>peer education.</p> <ul style="list-style-type: none"> • Co-ordination of rehabilitation process to ensure optimum rehabilitation management minimal absenteeism. • Co-ordinate and support function for ill health retirement/incapacity management.
Policies and Procedures	<ul style="list-style-type: none"> • Develop, review, and implement Standard Operating Procedures to ensure adherence to relevant legislation. • Draft and review Policies to ensure alignment with OH. • Adhere to all SCM Procedures when completing and drafting tender documentation. • Adhere to all SCM Procedures when completing and drafting tender documentation.
Wellness Champions	<ul style="list-style-type: none"> • Provide awareness training and support to Wellness Champions. • Arrange Wellness Champions Award ceremonies. • Report on a monthly basis on activities of Wellness Champions.
General	<ul style="list-style-type: none"> • Compile and draft reports as and when required. • Arrange and schedule wellness days and programmes annually and when required. • Participate in Audits and ensure the submission of required information within set timelines. • Complete and assist with other relevant tasks and initiatives that might occur from time to time.

Approved by:	<p>Manager: Safety, Health and Environment Mr Siphiso Ngqeza</p> <p style="text-align: center;">Signature:  Date</p>
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	<p>Executive Manager: Strategy, Monitoring and Evaluation Ms Shuntelle Gow</p> <p>Signature:  Date</p>
<p>Accepted by:</p>	<p>Occupational Health Nurse Practitioner</p> <p>_____</p> <p>Signature: Date</p>