

CLINICAL SUPERVISOR / REGISTERED NURSE

MAJOR FUNCTION

This is a professional position responsible for planning, supervising, and directing the daily operations of the Employee Health Clinic. Work purpose is to promote, protect, restore and maintain workers' health within the context of a safe and healthful working environment.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Plans, supervises, and directs the daily operations of the Employee Health Clinic. Develops policies, procedures, protocols, and programs for the clinic.
- Reviews Family Medical Leave Act (FMLA) medical certification forms for accuracy and to assess the nature of the medical issue.
- Performs first aid triage for all employees injured on the job and refers as necessary. Provides medical treatment on those conditions covered by the standing medical orders.
- Provides consultation services to employees and department managers regarding either on- or off-the-job medical difficulties. Refers employees and family members to the Employee Assistance Program.
- Performs routine, annual, and post offer employment physicals following protocols from the Medical Director.
- Performs drug and alcohol testing in accordance with the County's established substance abuse policy.
- Performs drug screen collections for pre-employment, post accident, reasonable suspicion, random CDL and follow up visits under local, state, and federal regulatory guidelines.
- Researches and analyzes medical topics for newsletter reports and in response to inquiries from employees. Prepares articles and reports as requested.
- Prepares and presents training classes to employees.
- Oversees and performs inoculations of employees for protection from diseases, such as flu, and in accordance with risk management protocols, such as hepatitis.
- Maintains confidential medical records in accordance with prevailing statutory and regulatory requirements. Provides reports on statistical data.

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- Prepares the annual clinic budget and monitors expenditures. Inventories medical supplies and supervises ordering of supplies.
- Dispenses over-the-counter medications in accordance with standing medical orders.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to job candidates, County employees and employees under other constitutional officers. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Responsible for directly and regularly supervising work of a relatively small number of employees (two or more), with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Graduated from a three- or four-year Registered Nurse program and four years experience as an occupational health nurse or emergency room nurse.

Licenses

Florida State license as a Registered Nurse.

Certifications

Certified, or ability to become certified, as an Occupational Hearing Conservationist and Breath Alcohol Technician. Completion of a Certified NIOSH Spirometry training course.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

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Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and members of the general public.

Mathematical Skills

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Problem Solving Abilities

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, programs continuously.
- Functions independently as an expert in matters of specialized code, rules, standards, policy, analyses, budgetary, accounting systems, or complex scientific or technical systems.

Specialized Skills and Abilities.

- Ability to work independently and exhibit sound judgment and decision making regarding medical situations while under duress.
- Ability to triage and refer employees for medical assistance.
- Ability to explain medical terminology in lay terms.
- Ability to communicate and teach classes regarding medical and safety topics. Ability to present ideas and concepts.

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- Ability to prepare budgets and to keep detailed records and information.
- Ability to supervise employees engaged in administrative and clerical duties.
- Ability to maintain confidentiality.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment, as well as medical equipment such as a spirometer, audiometer, breathalyzer, vocutanier, and glucometer, in the completion of the tasks of the position.

Possession of a cell phone is a requirement.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to have adequate close, distant and color vision to perform exams and operate equipment. Must have adequate hearing and be able to articulate clearly. This employee will need to auscultate lungs and heart sounds. Must be able to stand, walk and sit for long periods of time. Must be able to use fingers, feels with fingers, reach with hands or arms and be able to stoop, kneel, and crouch. Employee will bend, twist, turn lift above shoulders and lift up to twenty-five pounds on regular basis. The employee is occasionally required to lift over 50 pounds. The noise level for this job is moderate.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will frequently be exposed to blood and body fluids and occasionally be exposed to toxic or caustic chemicals.

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