**Job description**

Job Title: Occupational Health Nurse

As an occupational health nurse, you would encourage better health and wellbeing in workers. The overall aim of the role would be to provide a professional, confidential, proactive and objective occupational health advice. Your main duties could include: Main Duties & Responsibilities:

Provide a comprehensive pre-employment screening with occupational health needs assessment. Assess the fitness of employees returning to work following sickness absence and develop rehabilitation programs to ensure duty of care.

Advise line managers of verbally and in writing of programs for return to work and amended working patterns

Carry out Occupational Health screening following short- and long-term absence referral. Carry out health surveillance and assessments based on risk assessments and in accordance with current legislation.

Advise on attendance management by assessment.

Monitor absence procedures/processes, including benchmarking and recommend changes to ensure best practice is developed and maintained.

Advise employees on general health issues

Communicate with HR and Managers working to support the individual within flexibilities of service Monitors absence trends, and provide reports to highlighting opportunities for improvement in attendance

Provide advice on health-related performance issue. Participate in delivery annual flu vaccination program.

Ensure that equipment is calibrated, and medical supplies are ordered as necessary.

Participate in the development of health promotional programs and provide pro-active information on work-related lifestyle issues.

Attend meetings/case conferences with line managers and employees.

Proactive approach case management and giving advice on individual rehabilitation and return to work plans

Workplace assessment as required. Assessing and treating employees who are injured or become ill at work. Giving health education and advice advising on health and safety issues. Giving sickness absence advice

Maintaining and analysing employee health records and statistics developing and managing emergency procedures. You may be required to take blood samples for testing and administer vaccinations. **Referrals to occupational health doctors for complex cases**

To be involved in sickness absence case management. Including return to work and rehabilitation programs

To attend meetings as required providing specialist advice to managers to assist with their decision making.

Liaise with GP's and community health services as required. To be knowledgeable of specific issues at work that could affect the health of employees and give appropriate advice

Drop-in service for employees on-site, Point of contact for first aid and medical advice , Ensure accurate and detailed written and electronic documentation.

To keep abreast of new developments in occupational health and legislative change Ensure that at all times the service complies with the NMBI Code of Professional Conduct and Ethics; the Data Protection Act 1988 to 2018; The Freedom of Information Act 1997 (FOI) as amended by the Freedom of Information (Amendment) Act 2003 and all other relevant legislation **Regular liaison with Occupational Health Physician on all of the above.**

Keyholders are responsible to keep keys safe.

Participate in CHI Audits for Clinical Standards such as SEQOHS, Maintain Professional continued personal development as well as participate in CHI Personal Performance Programme , Maintain retention of Professional registration and provide CHI with copy of certificate annually, Comply with CHI policies and Procedure Position Qualifications; Knowledge, Skills, and Abilities, Ability to work effectively/autonomously with minimum supervision.

Able to prioritise own workload and manage own time, self-motivated and capable of working flexibly and to strict deadlines using own initiative. A team player with the ability to plan and organise the work within the team in order to meet specified deadlines and service needs. Negotiation and motivational skills. Clean driving license and access to a vehicle, Flexibility to cover alternative shift patterns on occasion if required. Ability to analyse absence data and report trends Work Environment:

Computer literate and competent in the use of all Microsoft Office Applications e.g. email, word processing and spread sheets etc. Knowledge of eOpas Occupational Health Management Software Confidence, assertiveness, tact, diplomacy and empathy for dealing with clients. Ability to work alone or Team working. Self-awareness of The Employment Equality Acts 1998–2015 and the Equal Status Acts 2000–2015, a sense of respect for others irrespective of gender, social class, race or sexual orientation. Ability to maintain strict confidentiality.

Education: Registration with An Bord Altranais/ Nursing and Midwifery Board Ireland, Postgraduate qualification in Occupational Health or equivalent. Sound educational background including a good standard of numeracy and written English. All staff are accountable and responsible for their own competence and should limit their actions to those for which they are deemed competent Experience: Proven Registered General Nursing experience. Experience in Occupational Health Nursing. All staff will be expected to maintain confidentiality, that of our patients, client and to the business of CHI. All staff are expected to maintain their responsibility to the Data Protection Act 2018 and take a role in the prevention of information security breaches, all staff are required to abide by policies and procedures of the ISMS