



POSITION DESCRIPTION

POSITION TITLE:	REGISTERED NURSE – OCCUPATIONAL HEALTH COVID 19 CONTRACT TRACING & SCREENER
DEPARTMENT:	OCCUPATIONAL SAFETY & HEALTH
CLASSIFICATION:	REGISTERED NURSE II
UNION:	MNU

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	OCCUPATIONAL SAFETY & HEALTH NURSE
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

This position of Registered Nurse – Occupational Health Covid – 19 Contract Tracing & Screener (Registered Nurse) assists the Occupational Health Nurse with staff COVID-19 screening, enquiries and contact tracing and conducts calls for COVID-19 Occupational Health screening and assistance. The Registered Nurse provides professional assessment of caller's need(s) and basic health related information. The nurse assesses staff situation and provides guidance for staff to self-isolate or self-monitor following occupational health guidelines as well as assists with investigation and contact tracing of COVID-19 positive cases and documents demographic data and caller encounter on applicable screening forms. The Registered Nurse uses education, experience, approved written protocols / criteria and the nursing process to provide service, and understands and practices principles of client empowerment and health promotion. The position of Registered Nurse functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Performs COVID-19 screening of staff following Occupational Health guidelines to assess for testing and isolation requirements

- Answers COVID-19 staff inquiries following Occupational health COVID 19 protocols and guidelines
- Assesses staff for fitness to return to work following COVID testing and diagnosis
- Assist with PPE accommodation requests
- Assists with contact tracing and investigation of COVID positive patients and staff
- Works in collaborating with the OHN, IP&C, Public Health and the MOHs
- May be called upon to assist with the provision of immunizations
- Maintains and safeguards complete and accurate confidential health files.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Graduate of an approved Registered Nursing educational program.
- Responsible for maintaining and providing proof of registration with the College of Registered Nurses of Manitoba (CRNM).
- Active participation in professional associations e.g. Association of Registered Nurses of Manitoba (ARNM) preferred.
- Current Basic Life Support (BLS) Training – as delineated in Interlake-Eastern RHA Required Certification/ Required Policy GA 11-50

REQUIRED KNOWLEDGE:

- Knowledge, competence and ability to demonstrate clinical nursing skills and concepts in accordance with practice and nursing standards.
- Knowledge and skills to work with computers, and electronic software programs. Experience with Microsoft office applications preferred.

EXPERIENCE REQUIRED:

- A minimum of three (3) to five (5) years in Community Health, ambulatory care, critical care, or emergency nursing will be considered.
- Preference will be given to individuals with previous experience in Occupational Health, IP&C and/or Public Health.
- Preference will be given to individuals with experience with screening for COVID-19 and knowledge of COVID-19 Occupational Health guidelines.

SKILLS/COMPETENCIES:

- Scope of practice as documented in the Regulated Health Professions Act (RHPA).
- Excellent communication and advanced triage or assessment skills required.
- Ability to prioritize tasks and demands.
- Demonstrated basic keyboard skills required
- Ability to quickly establish good rapport with callers, while accepting limitations, setting and maintaining boundaries needed.

- Must display a non-judgmental, caring and supportive attitude
 - Assumes responsibility for professional growth and development.
 - Has a strong desire to learn and try new things.
 - Demonstrated effective problem solving, organizational skills and the ability to work independently and collaboratively
 - Demonstrated critical thinking skills
 - Mental and physical ability to meet the demands of the position.
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - May be required to travel throughout the region as duties may require.
 - Must be able to work a variety of shifts: Days/ Evenings and Weekends.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.
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Created: _____
Date

Revised: _____
December 2020
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, Human Resources _____
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.