



## POSITION DESCRIPTION

**POSITION TITLE:** MUSCULOSKELETAL INJURY PREVENTION SPECIALIST

**DEPARTMENT:** HUMAN RESOURCES

**CLASSIFICATION:**

**UNION:** MGEU – TECHNICAL PROFESSIONAL

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** OCCUPATIONAL SAFETY AND HEALTH OFFICER

**POSITIONS SUPERVISED:** NOT APPLICABLE

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## POSITION SUMMARY

Reporting to the Occupational Safety and Health Officer, the Musculoskeletal Injury Prevention (MSIP) Specialist participates in the development of policy, injury prevention standards and initiatives to meet the needs of the workers. The MSIP Specialist provides ergonomic consultation with respect to workstations, Patient Handling and Material Handling. The incumbent works as a member of the Occupational Safety and Health program and may also be involved in other functional areas of the occupational safety and health and human resources management. The incumbent demonstrates professional responsibility and accountability. The position functions in a manner consistent with and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

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

- The MSIP Specialist collaborates and consults with various groups on matters related to musculoskeletal injuries & injury prevention.

- Demonstrates and maintains clinical expertise in the area of ergonomic principles relating to individualized client care needs, and safe client handling and movement applicable to the program.
- Develops and implements standardized, evidence based guidelines and tools for recognizing, assessing and controlling ergonomic risks that can result in musculoskeletal injuries in healthcare workers for the region.
- Provides ergonomic consultation with respect to workstations, Patient Handling and Material Handling.
- Participates in the development, implementation and evaluation of the Safe Client Handling and Injury Prevention Program for worker.
- Develops and implements effective program monitoring and evaluation tools.
- Participates in the review of programs, including determination of goals and objectives, policies and procedures and coordinates processes and evaluates outcomes.
- Assesses job functions and completes Physical Demands Analysis as required.
- Acts as a resource to Disability Case Coordinators, HR and management in the Disability Case Management process.
- Educates injured and ill workers in ergonomic principles, and safe work procedures relevant to their job duties, particularly safe patient handling, and manual material handling techniques.
- Assist with the analysis of data to identify issues and trends relative to the reduction of musculoskeletal injury.
- Ensures organizational compliance with relevant legislation including Workplace Health and Safety Act and Regulations.
- Assumes accountability for his/her own practice within a legal and ethical framework.
- Identifies and addresses own learning needs through continuing education, clinical research, and/or other academic pursuits at a facility, regional, or provincial level as available.
- Contributes to a culture of client and worker safety.

**OTHER**

- The above listed position duties and responsibilities reflect the core functions of the position. Related position duties and responsibilities may be assigned as necessary to the operation of the department.
- Performs other duties as assigned.

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RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

**PERFORMANCE MEASUREMENTS:**

- To be determined
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## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Baccalaureate or Clinical Masters Degree in Occupational Therapy (OT), Kinesiology or related degree required.
- Current registration and a member in good standing with the College of Occupational Therapists of Manitoba (COTM) or related college required.
- Eligible to practice and maintain licensure in Manitoba.
- Membership with the Canadian Association of Occupational Therapy or related association preferred.
- Certificate in Adult Education preferred.
- Professional training in ergonomics preferred.

### **REQUIRED KNOWLEDGE:**

- Knowledge of computer systems and current and related software applications.
- Basic training in statistical and epidemiological methods required.

### **EXPERIENCE REQUIRED:**

- Minimum of five (5) years recent experience in a community or health care setting, with at least one (1) year in the area of assessment, instruction and/or application of ergonomic principles preferred.
- Minimum of two (2) years experience in Adult Education and/or knowledge of the principles of Adult Learning.
- Previous experience working in an Occupational Health and Safety setting required.
- Previous experience performing ergonomic assessments, report writing and making recommendations required.
- Previous experience related to functions, services and processes of Workers Compensation Board and HEB.
- Previous experience in the development, implementation and delivery of training programs for staff related to musculoskeletal injury prevention.
- Previous experience in the performance of Physical Demands Analysis (PDA).

### **SKILLS/COMPETENCIES:**

- Demonstrated interpersonal, communication, leadership and analytical skills.
  - Strong organizational, interpersonal, problem solving, verbal, and written communication skills.
  - Ability to build and maintain positive working relationships and to work in a multi-disciplinary team based working environment.
  - Excellent organizational and prioritization skills.
  - Ability to work independently in a self-directed manner and as a team member in a variety of environments.
  - Ability to respect and promote confidentiality.
  - Mental and physical health to meet the demands of the job required.
  - Valid driver's license and access to a vehicle
  - 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.
- Will be required to travel throughout the region as duties may require.
- Require a road worthy vehicle, a valid driver’s license and liability insurance of at least \$1,000,000.00.
- No hazardous or significantly unpleasant conditions.

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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: March 2013  
Date

Revised: June 1, 2015  
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.*