



CLASS SPECIFICATION FOR:

Employee Health Clinic Manager

General Statement of Duties:

Manages the County's Employee Health Clinic and a small team of medical and administrative support staff; provides a variety of employee health clinic services; performs evaluations, health assessments and diagnostic testing for County employees as well as other related duties, including prescribing medications; does related work as required.

Distinguishing Features of Class:

Primary responsibilities include managing the day-to-day operations of the County's Employee Health Clinic and supervising a small team of medical and administrative support staff; preparing the clinic's budget for inclusion with the department budget; coordinating diagnostic, treatment and prescribing operations under the purview of a physician with a current license to practice medicine in the Commonwealth of Virginia (State) as required under VA statute § 54.1-2957 Licensure and practice of nurse practitioners. Serves as a working supervisor performing a wide variety of evaluations, health assessments and diagnostic testing for County employees as well as other related duties, including appropriately prescribing medications. Coordinates the periodic reviews and consultations with the licensed physician contracted as the clinic's Medical Director as mandated under Virginia Statute. Requires wide-ranging proficiencies in interpersonal and communication skills to interact effectively and productively with the County's diverse employee populations and other relevant healthcare professionals.

Examples of Assigned Duties (*illustrative only of the types and scope of duties and responsibilities assigned to positions in this class*):

- Manages the day-to-day operations and staffing of the County's Employee Health Clinic;
- Provides effective supervision of the clinic's full-time, part-time and temporary/seasonal staff as well as interns, volunteers and contractors/vendors including staff schedules, timecards and leave, performance evaluations, prioritizing and assigning work, and other related activities not limited to selection, training, coaching, disciplinary actions and development;
- Responsible for the clinic's purchasing activities for the assigned functional areas to ensure that all tools, equipment and other supplies necessary to complete operational activities are readily available to staff when needed/used;
- Develops the clinic's annual budget for inclusion with the Division's budget and manages functional areas' operations and expenditures within approved budget;
- Assists with the periodic process to select and contract with a Medical Director to provide the mandated oversight;
- Coordinates the reviews and consultations with the licensed physician contracted as the clinic's Medical Director as mandated;
- Performs pre-placement and periodic physical examinations and testing based on age, history and assigned duties;
- Performs work-related and non-work-related injury/illness assessments including obtaining illness/injury relevant history, performing physical examinations and diagnostic testing based on history and work duties;
- Formulates a diagnosis based on history, exam, and test results, then develops and implements a treatment plan to include pharmacological, non-pharmacological interventions based on clinical expertise, approved protocols and the individual employee's job functions;
- Obtains and reviews relevant medical and occupational history and other pertinent information to determine individual health qualifications for required work status;
- Provides individual health education during routine physical examinations, injury or illness treatment and wellness physicals;
- Oversees the process for notifying employees of laboratory, x-ray and physical exam findings;
- Oversees the coordination of the County's Substance Abuse Testing Program;
- Provides initial assessment, basic emergency treatment and life support for medical emergencies until EMS assumes control;
- Develops and implements employee health promotion programs utilizing various County supported outlets and medias;
- Collaborates with other staff members of the clinic to plan, develop and coordinate individual and programmatic services;
- Consistently demonstrates accuracy and proficiency in testing, diagnosing and treatment of employees using clinic services;
- Operates within the context of professional ethics;
- Makes appropriate referrals to other health care professionals and community resources;
- Implements and oversees the clinic's quality assurance audit program, including work site protocols and clinic procedures;
- Initiates professional review with collaborating physician as dictated by patient care needs and regulations;
- Accurately and thoroughly documents patient assessment and treatment in a timely and appropriate manner;
- Maintains all required current certifications and credentials;
- Observes all safety protocols when handling bodily fluid samples (e.g. blood) and using related equipment, including utilizing all required personal protection equipment (PPE) and other required safety equipment/measures at all times;
- Accurately creates and maintains detailed medical data, records, equipment and supply inventories, logs, reports and other required paper and electronic documentation;



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- Develops and maintains a comprehensive up-to-date working knowledge and understanding of the County's occupational testing requirements, including related policies, procedures and reporting, and all equipment used in the testing, results analysis, diagnostic, treatment and reporting processes;
- Actively participates in all scheduled meetings, trainings and audits;
- May be required to work a flexible schedule or an on-call rotation;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Requires extensive education in development, physical and mental health assessment, diagnostic skills including skills in critical thinking, differential diagnosis, and the integration and interpretation of various forms of data. Requires the physical ability to provide basic life support for medical emergencies; physical ability to move very heavy weights such as an adult in medical distress; sound working knowledge of and ability to accurately and correctly use all specialized onsite equipment required in the performance of assigned duties such as EKG, Titmus Vision Screener, Ophthalmoscope/Otoscope, Audiometer and Spirometer, venipuncture and suturing; ability to accurately and safely calibrate, use and maintain the all equipment used for diagnostic and testing duties; ability to perform physical exams, make an accurate diagnosis and prescribe appropriate medical treatment; broad working knowledge of principles and methods of clinical supervision; requires the ability to thoroughly and accurately assess, diagnose, and treat individuals with various physical disorders, including the prescription of medication, and identification of risk factors; sound inventory management skills; excellent attention to detail and organization skills with the demonstrated ability to plan and execute work accurately and to successfully complete assigned tasks accurately and in a timely manner within established deadlines, specifications and regulations; ability to accurately multi-task; personal accountability and professional integrity; ability to read, and consistently comprehend, interpret, apply and communicate diagnostic testing and findings accurately; sound judgement, critical thinking and problem solving skills with the ability to accurately synthesize data, consider and weigh a variety of relevant factors and make accurate determinations, diagnosis, and treatment recommendations; ability to act independently and make decisions in critical situations; strong written and verbal communication skills with the ability to keep and maintain confidential detailed medical records, both in paper and electronic formats; sound interpersonal skills, including the ability to interact professionally with diverse employee populations and maintain effective professional relationships; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain good working relationships with assigned staff and the County's diverse employee population; ability to effectively use a computer and peripheral devices as well as office equipment incidental to assigned job duties; sound PC computer skills to include creating and maintaining accurate detailed electronic medical records; sound computer skills with the ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; sound math skills necessary to perform accurate calculations. May require the ability to work a flexible schedule or on-call rotation.

Minimum Education and Experience:

Education: Master's degree from an accredited nurse practitioner program acceptable to the Virginia Joint Board of Nursing and Medicine, which grants licensure for nurse practitioners; or a Master's degree from an accredited nursing program with a post-graduate nurse practitioner certificate;

Experience: Four (4) years of relevant post-graduate experience as a practicing Nurse Practitioner, including at least one (1) year of relevant supervisory experience;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Must possess and maintain a current applicable license as a Nurse Practitioner with prescriptive authority issued by the Commonwealth of Virginia.
- Pre-placement then annual TB Screening and pre-placement and periodic respiratory clearance.
- Must be able to regularly lift, carry and/or move in excess of 100 lbs. as needed.
- Requires possession of a valid driver's license issued by the State of Virginia.
- Must be able to work a flexible schedule as needed.