# PLANO INDEPENDENT SCHOOL DISTRICT
## Job Description

| Job Title: | Occupational Health Nurse/Adjuster | Wage/Hour Status: | Exempt |
| Reports To: | Manager Workers’ Compensation | Date Revised: | 5/16/17 |
| Dept./School: | Benefits & Risk Management |

#### Primary Purpose:

Work within the scope of the Nurse Practice Act and the State of Texas workers’ compensation laws to assist injured workers in receiving appropriate first aid treatment, facilitate medical care and follow-up. Provide medical information to the Plano ISD self-funded and self-administered workers’ compensation program, which includes compliance with Texas Workers’ Compensation Act, Texas Labor Code, and other State and Federal laws.

#### Qualifications:

**Education/Certification:**

- Registered Nurse – (BSN preferred)
- Texas licensed workers’ compensation adjuster – or necessity to obtain once hired
- BLS CPR Certification – American Heart

**Special Knowledge/Skills:**

- Strong nursing assessment skills
- Ability to interface with the medical community and interpret medical documentation
- Ability to work independently; excellent decision making skills
- Excellent communication skills – with ability to communicate complex information and concepts to employees from diverse educational and cultural backgrounds
- Effective interpersonal skills
- Must maintain a high level of confidentiality

**Experience:**

Two – three years in an occupational health nurse setting (preferred)

(Other relevant experience may be considered)

#### Major Responsibilities and Duties:

- Initiate triage of injured workers while simultaneously receiving claims
- Coordinate and facilitate medical care with the injured workers health care provider
- Provide on-site first aid care and immunizations to injured workers according to Plano ISD medical protocols
- Collaborate with workers’ compensation team for investigation and compensability
**Job Title:** Occupational Health Nurse

Consult with district workers’ compensation medical consultant and legal counsel to review cases as needed

Implement Plano ISD return-to-work program for injured workers in collaboration with direct supervisor and/or director

Collaborate with contracted pre-authorization unit regarding injured workers claims and requests

Act as care coordinator and/or adjuster to assigned caseload

Maintain adequate medical supplies for clinic

Understand laws, policy and guidelines associated with assault leave

Understand laws, policy and guidelines associated with ADA (Americans with Disability Act) and work with the employee benefit coordinator and/or director on cases as appropriate

Interpret and implement district policies and procedures, and legislation pertaining to Texas Workers’ Compensation

Implement and facilitate the Plano ISD hepatitis B and Bloodborne Pathogen Program as well as employee immunization program and provide information as it pertains to the work environment

Implement, review and facilitate the Plano ISD communicable disease program

Attend educational workshops and complete required continuing educational as required for professional development required by the district, as well as CEU’s to maintain nursing license and Texas Department of insurance

Work with interdisciplinary team to promote safe and healthy work environment for employees

Attend to Workers’ Compensation issues in the absence of the Workers’ Compensation manager with appropriate input from the director of the department

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor and in accordance with PISD policy and procedures

Perform other functions that may be assigned by the administration, director and/or supervisor

**Supervisory Responsibilities:**

None

**Equipment:**

Computer, copier, fax, printer calculator and scanner

**Working Conditions:**

**Mental Demands:**
Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; maintain emotional control under stress

**Physical Demands/ Environmental Factors:**
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Occasional travel throughout district; work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 lbs.

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator Date: 05-16-17

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor have the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: Date: