



**NETCARE**

# Vacancy

Closing date: 18.10.2023

## Role profile

<b>Role title</b>	<b>Occupational Health and Safety Co-ordinator</b>
<b>Division</b>	<b>Hospital Division</b>
<b>Location</b>	<b>Netcare Montana Hospital</b>
<b>Reporting structure</b>	<b>Deputy Nursing Manager</b>

## Role summary

- The incumbent will be responsible for ensuring the health and welfare at work, of all people who perform work on the employer's premises, in that workers are not affected by substance, process or disease precursors encountered in the workplace and may remain active and productive members of the workforce

## Key work output and accountabilities

### Occupational Health Management

- Revise the Occupational Health Programme annually with the Occupational Health and Safety (OHS) team and management
- Responsible for the effective clinical, administrative, counselling and maintenance of a safe workplace.
- Responsible for the coordination of patient care within the health team concept.
- Attend Safety, Health, Environment (SHE) committee meetings as the Occupational Health advisor
- Maintain accurate, complete, updated and confidential health records for each employee
- Plan clinic times around employee needs
- Plan time for workplace visits, risk assessments, audits and consultation with worker
- Liaise with laundry, housekeeping, catering, technical services manager (TSM), X-rays, laboratories, pharmacy and waste services on Occupational Health issues
- Ensure legal compliance with company Occupational Health policies, OHS and related Acts
- Prepare a budget for the facility's occupational health costs and monitor expenditure.
- Prepare monthly and annual OH reports and statistics
- Follow up on all staff-related injuries on duty (IOD's), including needle-stick injuries (investigate incident submit IMS documentation and conduct remedial counselling)
- Advise line managers on the recognition, evaluation and control of environmental factors or stressors arising in or from the workplace
- Identify and assess the level of all hazards; risk ranking of hazards according to policy
- Review worker exposure: concentration of stress agent, duration of exposure, frequency of exposure, individual susceptibility

- Evaluate current control measures and institute new measures if indicated
- Co-ordinate supplies of Personal Protective Equipment ( PPE)
- Store data and retrieve information to assess the long-term effect of exposure to hazards at work

### **Clinical Occupational Health Nursing**

- Conduct health assessment, diagnosis and referral by interviewing employees with minor ailments in order to counsel them or refer them and by following up to ensure recovery and/or arrange temporary adjustments in work processes until full recovery
- Co-ordinate rehabilitation of workers injured on duty;
- Recognise chronic disease early and manage these conditions to ensure productivity by screening; early referral; health education and encouragement of compliance with treatment and lifestyle changes
- Recognise occupational disease early and manage, for example latex allergy, occupational asthmatic.
- Immunization of employees as indicated
- Liaison with outside agencies for example TB clinics, FP clinics, GP's and support groups.

### **Medical Surveillance**

- Co-ordinate measures to enable placement of able workers in jobs to which they are suited.
- Supply health requirements/specifications for each category of worker to enable selection of the most suitable person for a position.
- Establish outstanding/previous IOD issues of new employees
- Educate workers on the prevention of acquiring and transmission of communicable diseases
- Obtain baseline data on health status in order to evaluate subsequent changes in health
- Educate employee about inherent job requirements and how to protect his/her health in each particular job category
- Refer problems to appropriate agency when required
- Conduct or co-ordinate screening: e.g. vision, audiometry, TB questionnaire, food handlers questionnaire, lung function test (peak flow), back questionnaire, radiation medicals
- Generate an Occupational Risk Exposure Profile for each employee or group of employees doing the same job. Ensure that the profile is updated as necessary, at least annually

### **Episodic monitoring**

- Conduct TB questionnaire for staff working with vulnerable patient groups and for staff regularly exposed to possible TB cases for example accident and emergency department staff, ICU and Medical Ward staff
- Follow-up pf staff post exposure to TB or any other communicable disease
- Manage food handlers questionnaire on employment and annually
- Interview staff on return from prolonged absence due to illness or injury and assess fitness to work or refer for such assessment

- Conduct Exit questionnaire and/or examination, to determine whether any occupational disease which is compensable has arisen out of the employee's employment at the facility and in order to have a record of the employee's health at the time of termination should any future claim arise
- Record any outstanding Compensation for Occupational Injuries and Disease (COID) issues
- Supply employee with vaccination certificate, lifetime radiation dos etc.
- Conduct Back questionnaire for nursing, porters and paramedics
- Conduct annual audiometry (Maintenance crew) and vision testing for drivers, including Netcare 911 employees
- Conduct vision screening for staff working with computers and seamstresses
- Co-ordinate post radiation exposure medicals and monthly examinations of dosimeter records
- Manage Dosimeter with SABS
- Co-ordinate post chemicals exposure examinations for pharmacy and cleaners
- Co-ordinate sterile service department employees' annual examinations (peak flow and haemoglobin assessment) and refer for follow-up if indicated
- Facilitate Latex allergy training, investigations of occupational disease, referral and follow-up when indicated
- Conduct Occupational health screening annually – Blood pressure, glucose, vision, ergonomics
- Assess Hazardous biological agent assessment in co-operation with Infection Prevention Practitioner

### **Waste Management**

- Ensure that the Biennial Waste Management plan is submitted to the relevant authority
- Conduct clinical risk waste management, chemical waste, batteries, oil and radiological waste audits and training

### **Quality and Risk Management**

- Auditing of Occupational Health section of controlled self-assessment (CSA) for OHS
- Comply with Group Occupational Health policies

## **Skills profile**

### **Education**

- Registered as a General Nurse with the South African Nursing Council or equivalent NQF 7 qualification
- Registration with SANC as an Occupational Health Practitioner

## Work experience

- Relevant experience in the following areas is essential: General nursing, Occupational Health nursing, Pharmacology, Medical nursing, Social and Behavioural sciences, Toxicology, Environmental Hygiene, Ethical and Legal compliance, Education, Risk Management, Safety and Management principles for an effective health service
- Previous experience in a similar role is essential – Hospital experience
- Capacity to implement and maintain standards of health practice required from all accredited bodies and appropriate health legislation

## Knowledge

- Must perform all duties required in the scope of practice for a Occ Health Practitioner
- Computer literacy a necessary

### NON MANAGERIAL/ SPECIALIST SKILLS

Coaching Others*	The capacity to recognise development areas in others and support them to facilitate personal development through coaching.
Leading and Managing Change*	The capacity to implement and support change initiatives and to provide leadership in times of uncertainty.
Performance Development*	The ability to evaluate and develop different levels of capacity within a team to achieve set objectives.
Taking Action	Capable of recognising the need for action, considering possible risks and taking responsibility for results.
Rewarding and feedback	Fostering a performance culture by creating a framework of appropriate incentives and rewards to direct and motivate the achievement of desired performance behaviours and goals.
Decision Making	Capable of making decisions timeously and taking responsibility for the consequences.
Managing Self	Awareness of outside constituencies, emphasizing particularly the need to respond to the requirements of customers, suppliers, partners, shareholders and other interest groups, such as local communities affected by the organization.
Customer Focus and Service Delivery	<p>The capacity to identify and respond to the needs of *internal and external customers.</p> <p><i>*Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors and any other person that requires a relationship</i></p>

Adapting and Responding to Change	Capable of supporting and advocating change initiatives and managing own reaction to change.
Continuous Improvement	The capacity to improve systems and processes to facilitate continuous improvement.
Personal Work Ethic	Capacity to instil an ethic of quality and consistency in self and others.
Building Relationships	Capacity to establish constructive and effective relationships.
Communication	The capacity to clearly present information, either written or verbal.
Teamwork	Capacity to cooperate with others to work towards a common goal.
Technical Knowledge	The capacity to perform a technical function to required standards.
Resilience to stress	Appropriately balancing these various pressures to maintain stable performance.
Life balance	Articulating and modelling the importance of the need for life balance for the long-term welfare of oneself and one's employees.

## Values and behaviours

Netcare values	<p>At Netcare, our core value is care. We care about the dignity of our patients and all members of the Netcare family. We care about the participation of our people and our partners in everything we do. We care about truth in all our actions. We are passionate about quality care and professional excellence.</p> <ul style="list-style-type: none"> <li>• Care - The basis of our business. The professional, ethical patient care and services we offer at every level of the organization.</li> <li>• Truth - The crucial element in building relationships that work. Open communication with honesty and integrity is essential.</li> <li>• Dignity - An acknowledgement of the uniqueness of individuals. A commitment to care with the qualities of respect and understanding.</li> <li>• Compassion - We engage everyone with empathy and respond with acts of compassion in all interactions with our patients and their families.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Participation - The willingness and desire to work in productive and creative partnerships with others and the commitment to communicate.</li> </ul>
The Netcare way	<p>Netcare is committed to providing quality care. Our basic service standard holds us accountable for the below seven behaviours, which you will be accountable to uphold:</p> <ul style="list-style-type: none"> <li>• I always greet everyone to show my respect.</li> <li>• I always wear my name badge to show my identity.</li> <li>• I am always well-groomed to show my dignity.</li> <li>• I always practise proper hand hygiene to show my care.</li> <li>• I always engage to show my compassion.</li> <li>• I always say thank you to show my appreciation.</li> <li>• I always embrace diversity to show I am not a racist.</li> </ul>

## Application process

### Netcare is an equal opportunity employer

The Company's approved Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Netcare actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to [mariska.bekker@netcare.co.za](mailto:mariska.bekker@netcare.co.za)

#### Please note:

- Please note that reference checks for internal applicants will be conducted with the applicant's current and past Netcare direct line managers and the relevant Netcare HR Managers. Therefore, employees are encouraged to discuss internal job applications with their direct line manager to ensure that the line manager is aware of the application.
- The terms and conditions of employment relating to the function you have applied for will be based on those in the Division within which you will be employed.
- If a candidate has any disability that may impair the individual's ability to perform the job function, the candidate must kindly inform the employer so that an assessment for reasonable accommodation can be made.
- By applying for this position and providing us with your CV and other personal information, you are consenting to the information being used for the specific purpose for which it was provided, which is recruitment purposes and possible appointment purposes (should you be successful). Please note that your information will be processed for recruitment purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without obtaining your prior consent.
- If your application is not successful, we retain your CV and other information provided on our electronic system. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection, and we will immediately securely destroy your personal information.

