

M A R Q U E T T E G E N E R A L H E A L T H S Y S T E M

JOB DESCRIPTION

POSITION: Mgr, Corporate Health/ DEPARTMENT: Corporate Health &
Wellness Wellness 8760

SUPERVISED BY: Medical Dir, Corporate SUPERVISES: Clinical Staff of
Health & Wellness Corporate Health

EFFECTIVE DATE: July 2011 JCC: 1044

REVIEW DATE: _____ REVISED DATE: _____

PREPARED BY: Donald Simila TITLE: Dir, Bus Dev/Reg Ops West

RECOMMENDED BY: Scott Tuma TITLE: Vice President, MGMG

APPROVED BY: David S. Smith TITLE: Senior Director/Hum. Res.

POSITION SUMMARY:

Manages clinical functions and activities of Corporate Health and Wellness Department serving the corporate client population, which consists of adults of all ages.

POSITION ACCOUNTABILITIES/COMPETENCIES**:

Does
Meets Not
Meet*

- 1. Maintains established hospital and departmental policies and procedures, objectives, performance improvement program, safety, environment of care, management of information, and infection control standards. (1,3,5)
- 2. Selects, trains/orients, and assigns department staff (as delegated by Director). Develops standards of performance, evaluates performance, and initiates or makes recommendations for personnel actions. (1,2,3,5)
- 3. Assists with the development and implementation of department goals, objectives, strategic planning; establishes and implements policies and procedures for department operations. (1,2,5)
- 4. Assists with the development of department operating budget and ensuring that department operates within budget. (2,5)
- 5. Assists with the preparation and maintenance of department reports. Prepares periodic reports for senior management, as delegated by the director. (5)
- 6. Assists with the development and implementation of the performance improvement program for Corporate Health & Wellness. (5)

- 7. Assures compliance with federal and state law and accrediting and licensing agencies as appropriate to department. (1,5)
- 8. Integrates departmental services with the organization's primary functions and coordinates with other department/services in a manner which fosters a collaborative environment or teamwork within the department and with other departments/services. (5)
- 9. Ensures and role models the delivery of excellent customer service. (5)
- 10. Evaluates patients of all ages according to clinic appointment schedules and/or outpatient needs in Corporate Health & Wellness program. (1,2,3,4,5)
- 11. Collects and processes historical data for initial databases and interval examinations for employee populations/corporate clients. (1,2,3)
- 12. Consults with the physicians freely when encountering new or complex medical or surgical problems or if in doubt as to the established and usual course of therapy. (1,2,3,5)
- 13. Develops, follows and implements diagnostic and therapeutic programs for patients seen in clinical setting, as directed by Medical Director, consulting with physicians when appropriate and/or necessary. (1,2,3,4,5)
- 14. Develops and manages programs that promote health, safety, wellness, and prevention of injury or illness. Works closely with Medical Director in assisting with the development and implementation of wellness programs. (1,2,3,4,5)
- 15. Provides early intervention to recognize and treat illnesses and injuries. Assesses actual and potential hazards to workers to prevent occupational illnesses and injuries. (1,2,3,4,5)
- 16. Manages or delegates the care of clients with occupational injuries and, as indicated, for clients with non-occupational injuries and illnesses to facilitate recovery and return to work. (1,2,3,4,5)
- 17. Collaborates with the Workers' Compensation third-party administrator to administer the Workers' Compensation Program. (2,3,5)

- 18. Oversees the new hire process and participates by assessing clients for immunization status, provides tuberculosis screening, reviews pre-employment physical exams and reviews pertinent policies with new employees. (1,2,3,4,5,8)
- 19. Assists clients in developing alcohol and drug violation policies. Works closely with Medical Review Officer in encouraging and assisting individuals to follow HPRP and Last Chance Agreement (LCA). Develops and maintains random and reasonable suspicion drug and alcohol screenings. (1,2,3,5,8)
- 20. Responsible for ensuring that blood borne pathogen exposure follow-ups are done correctly and reported/referred as necessary. Produces quarterly and annual reports to Infection Control and other Committees as necessary. Seeks opportunities to decrease the risk for exposures. (1,3,5)
- 21. Administers the tuberculosis screening program and makes referrals as appropriate. (1,2,3,4,5,8)
- 22. Administers the respirator program and trains individuals in the use of the respirators. (1,2,3,5)
- 23. Administers the hazardous drug screening program and the glutaraldehyde-screening program. Ensures that follow-up screenings are provided to at risk clients. (1,2,3,5)
- 24. Follows-up on all reports of accidents/unusual occurrences. (1,2,3,5)
- 25. Provides FMLA/ADA organizational oversight, implementation and management. Procures assistance devices as required (2,5)
- 26. Approves and coordinates accommodations made by employees by personal request or ergonomic assessments. (2)
- 27. Enhances professional growth and development through participation in educational programs, current literature, inservice meetings, and professional conferences. (5)
- 28. Participates and attends meetings and inservices as required and/or assigned. (5)
- 29. Performs other related duties as assigned or requested. (5)

*Comment or data needed to support this.

**Those activities that employees are required to and able to perform independently following procedure and/or criteria.

POSITION QUALIFICATIONS:

Minimum Education:

- Graduate of a Certified Physician Assistant Program

Preferred Education:

- Master's degree in Nursing with specialization in specific patient population

Minimum Experience:

- None

Preferred Experience:

- Relevant healthcare experience

Req. Certification/Registration:

- Valid Physician Assistant Certificate -OR- Nurse Practitioner
- Current licensure in the State of Michigan

Working Conditions:

- May be exposed to infectious and contagious diseases
- May be exposed to the risk of blood borne diseases
- May have occasional exposure to unpleasant patient or unit elements
- Will be subject to many interruptions
- May occasionally be subjected to long irregular hours
- Contact with patients/employees under a wide variety of circumstances
- Subject to varying and unpredictable situations
- Handles emergency or crisis situations
- Travel may be required

Physical Demands:

- Moderate physical effort (lift/carry up to 25 lbs.)
- Occasional standing/walking
- Occasionally lifts, positions, pushes and/or transfers patients
- Occasionally lifts supplies/equipment
- Occasional reaching, stooping, bending, kneeling and crouching

(1) The performance of this function is the reason that the job exists and is a critical activity.
(2) There are limited employees among whom the performance of this function can be distributed.
(3) This function occupies a great deal of the employee's time.
(4) This function is highly specialized. Employees are hired for the skill/ability to perform this.
(5) Failure to perform this function may have serious consequences.
(8) Exposure to bloodborne pathogens that requires use of personal protective equipment.