

DOCUMENT : JOB DESCRIPTION (SUMMARY)	REFERENCE NO: JD-HR-HR-008	REVISION NUMBER <b>1</b>
FUNCTION: HUMAN RESOURCES	ISSUE DATE: APRIL 2025	

POSITION: Occupational Health Nursing Practitioner	BRANCH / DEPT: HR/CLINIC
SENIOR MANAGER: MANAGING DIRECTOR	POSITION REPORTING TO: HR MANAGER

**Purpose of Role:** To provide a range of healthcare services to the company and its employees, focusing on promoting, protecting, and restoring the health of all employees in a safe and healthy work environment. This includes the prevention and treatment of illness or injury, as well as medical surveillance. The occupational health nursing practitioner is responsible for delivering quality clinical care to both employees and the employer, all within the framework of the law.

**Key Accountabilities:**

- Conduct health assessments and medical surveillance as defined by the Occupational Health and Safety Act 1993 (No. 85 of 1993).
- Provide essential medicines and immunizations.
- Administer emergency treatment for injuries and medical emergencies.
- Maintain accurate records and documentation.
- Deliver first aid and manage injuries on duty and occupational diseases.
- Offer health education and counseling.
- Monitor environmental health factors.
- Understand and apply the Occupational Health and Safety Act and related regulations.
- Read and interpret documents such as safety rules and operating and maintenance instructions.
- Utilize mathematical skills for accurate medication dispensing.
- Resolve practical problems and handle variables in different situations, such as emergencies.
- Demonstrate basic computer skills.
- Be detail-oriented, able to multitask, and possess good interpersonal skills.
- Exhibit management and leadership abilities.
- Work effectively as a team player.
- Commit to professional growth and always maintain employee confidentiality.
- Manage administrative and operational activities, including stock control, to ensure a quality, legally compliant, efficient, and effective service.
- Adhere to company policies and procedures.
- Implement all legislation related to clinical operations.
- Order clinic stock and equipment and maintain inventory.
- Oversee housekeeping and maintenance of the clinic and its equipment.
- Develop, implement, and evaluate a health evaluation program in accordance with the current Occupational Hygiene Survey, including pre-employment, baseline, annual, transfers, and exit medical screening.
- Implement and maintain a Hearing Conservation Program.
- Supervise and maintain a Chronic Disease Management Program.
- Manage performance and recording of health risk assessments and facility inspections, and report findings.
- Provide primary health care and emergency services.
- Implement infection control measures, such as medical waste disposal.
- Conduct medical and biological surveillance.
- Monitor and analyze health trends.
- Assist HR with absenteeism management and sick leave follow-up.
- Promote health education.
- Attend health and safety meetings.
- Maintain records of employee and clinic activities.
- Control dispensary stock and records.
- Perform administrative functions related to the clinic, such as data capturing on the health management system.
- Provide counseling services.
- Conduct drug testing, HIV testing, and other blood tests.
- Supervise first aiders.

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<b>Key Skills Required</b> <ul style="list-style-type: none"> <li>• Bachelor's degree in Nursing</li> <li>• Bachelor's degree, higher diploma, or certificate in Occupational Health Nursing Science</li> <li>• Dispensing certificate and registration with the Department of Health</li> <li>• Certificates in Vision, Audiometry, and Spirometry</li> <li>• Registration with the following: <ul style="list-style-type: none"> <li>• South African Nursing Council (SANC)</li> <li>• South African Society for Occupational Health Nurses (SASOHN)</li> <li>• SASOHN Audiometry</li> <li>• Department of Health Dispensing Licence</li> <li>• Proof of professional indemnity</li> <li>• Basic Life Support certificate</li> </ul> </li> </ul>		<b>Defined Competencies :</b>	
<b>Name of Superior</b>		<b>Signature of Superior</b>	<b>Date:</b>
<b>Name of Position Holder</b>		<b>Signature of Position Holder</b>	<b>Date:</b>