

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title: OJI Nurse Consultant**

**Department: Human Resources**

**Grade I  
H.P.D. 8  
D.P.Y. 260**

**Date: December 2008**

**Reports To: Risk Manager /  
Safety Coordinator**

**Purpose of Job**

The purpose of this job is to perform functions to minimize (occupational and student) injuries and health hazards by assisting in the administration and management of the school district Risk Management and On-the-Job Injury Program, Occupational Safety and Health Program, Nurse Health Services Program, and OnSite Medical Program Operations. Reports to the Risk Manager / Safety Coordinator.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

**TRAINING**

Coordinate and conduct New Employee Training Program and Annual Refresher compliance training including: OJI, Safety Training, Sexual Harassment, and Internal Communications.

May assist the Risk Manager / Safety Coordinator in conducting training programs of supervisors in safety supervision and coordinate adequate job instruction procedures and safety training of all employees for compliance of mandated state and federal occupational health programs.

Coordinate the maintenance of all compliance and OJI training records.

**INSPECTION AND INVESTIGATION**

Conducts accident investigations of and officially reports on all On-the-Job Injuries (OJI).

Performs on site safety evaluations of personnel and equipment as detailed in the CMCSS Safety Manual to ensure compliance and overall safety for all CMCSS employees.

Conducts investigations of and officially reports on student and visitor accidents.

Assists Risk Manager / Safety Coordinator with Annual Playground Inspections and others as required; prepare official report of these inspections, and monitors Monthly Playground Inspection Reports from each school.

Assists Risk Manager / Safety Coordinator with AHERA Asbestos Surveillance Reports.

Assists Risk Manager / Safety Coordinator with reporting on indoor air quality complaints.

Assists Risk Manager / Safety Coordinator in preparing written reports of findings and recommendations for correction of unsafe conditions or conditions which violate occupational health standards.

May assist Risk Manager / Safety Coordinator in investigating vehicular accidents involving CMCSS owned vehicles and equipment.

Assists Risk Manager / Safety Coordinator in inspecting CMCSS property and operations, evaluating physical conditions, safety practices, and hazardous situations, and make recommendations for abatement or improvement of these conditions.

Regularly visit departments to answer any safety related questions.

Develops and distributes monthly CMCSS safety newsletter.

Update all departmental forms as necessary.

**CLAIMS ADMINISTRATION AND DATA COLLECTION**

Assists the Risk Manager / Safety Director with the self administration of the school system Property, Auto, General Liability, and Error and Omissions Self Insurance Programs to include complete self administration of all individual claims. Our self insurance program includes over 585 Million Dollars in property and a fleet of over 350 Vehicles.

Serves as the Project Manager's assistant for all U.S. Department of Education's Readiness and Emergency Management for Schools Grant duties, as assigned. Includes the Emergency Response Plan Coordination and Development, Site Hazard and Security Assessments, and National Incident Command System Compliance.

Assists the Risk Manager / Safety Coordinator in compiling reports on data and trends related to the On-Site Medical Program.

Case Manager – Attends appointments with injured employees.

Acts as a nursing consultant between physician and injured employees.

Communicates with doctor to expedite return to full duty.

Assist with OJI Claims Filing and Claims Management. Approves prescriptions at designated OJI Pharmacies. Assists in the administration of the On the Job Injury Program to include all facets of employee injury claim administration, medical management, medical bill review, and payment authorization. Assists in managing the complete self-administration of our employee injury program which serves more than 3500 employees.

Maintains comprehensive records of incidents and related costs: perform statistical analyses to determine trends, problem areas and overall safety.

Assist compiling monthly claims reports for OJI and Property/Casualty Related Claims.

Maintains all insurance claim related documentation, claims files, insurance payments, and insurance related communications.

Assist with the development and maintains employee injury statistics reports.

Assist with maintaining the school system's OSHA-required recordkeeping.

Coordinates and maintains the Modified Duty Program for injured employees.

### **PROGRAM ADMINISTRATION AND OTHER DUTIES**

Assists the Risk Manager / Safety Coordinator in the coordination and direction of CMCSS Health Services Department. The Health Services program provides medical services for more than 27,000 students and consists of the supervisor and 34 individual school nurses. The program provides general and advanced care for students including the severely disabled, administration of the insurance trust flu vaccination program, student immunization compliance and record keeping, and adherence and reporting on all related state reports and regulatory compliance requirements.

Assists the Risk Manager in the operational coordination for the On-Site Medical Program. Assists in the training and promotional activities for the On-Site Medical program.

Coordinates and maintains records for the CMCSS Hepatitis B Vaccination program.

Assist with interpretation of OSHA, TOSHA, EPA, DOT, NRPA and other related standards to management personnel of the school system.

Assist with MSDS, Chemical Inventory, and OSHA Hazard Communication Program, and any other Risk Management / Safety / OJI Programs. Also coordinates the placement of MSDS's online on the CMCSS website.

Assist with maintaining and revising the school system's employee safety handbook.

Attends and provides input for departmental safety committee meetings.

Assist the Risk Manager/Safety Coordinator in developing policy and procedures for implementation of safety and occupational health programs, CMCSS loss history and risk management reports, cost and premium allocations.

Attends meetings, seminars and training sessions as required to remain knowledgeable of safety trends and to promote improved job performance; maintains an orderly office environment.

Attends all CMCSS Safety meetings.

### **Additional Job Functions**

Performs other duties as assigned.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Good human relations, communications skills, and ability to lead training sessions are required. A Bachelor's Degree is preferred. Nursing experience is also preferred. Experience in handling property/casualty insurance claims, workers compensation claims management, and monitoring of occupational safety practices are also preferred; any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job will be considered.

### **KNOWLEDGE OF JOB**

Has comprehensive knowledge of the policies, procedures, and activities of the School System, Safety practices as they pertain to the performance of duties relating to the job of OJI Nurse Consultant. Has considerable knowledge of the School System and Safety practices as necessary in the completion of daily responsibilities. Have knowledge of

current laws and regulations concerning occupational safety and health. Have knowledge of loss prevention techniques and safety standards for general industry. Have knowledge of current insurance, safety and OSHA regulations, and CMCSS functions and operations. Have the ability to maintain proper perspective of overall program of Safety. Have the ability to express ideas clearly, concisely and convincingly. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and financial skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes given assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of OJI Nurse Consultant.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to communicate with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**JOB CONDITIONS:** Office, and wide variety of occupational environments – including outdoors. Wide variety of climatic exposures.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee’s Signature**

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**Supervisor’s Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**