

Position Title:	Employee Health Nurse Lead
Employer:	Methodist Le Bonheur Healthcare
Ci Location:	Memphis, TN
Position Description:	<p>Responsible for assisting in the planning, directing, implementing and evaluating of the Associate Health Program for system Associates and for testing, evaluation, and referral of Associates.</p> <p><u>Required:</u> Graduate from an accredited nursing program; Must have at least three years of experience in an acute hospital or clinic setting; Licensed to practice as a professional nurse in the state where work is performed or compact license; Certified in Basic Cardiac Life Support</p> <p><u>Key Job Responsibilities:</u></p> <ul style="list-style-type: none"> • Serves as lead nurse for the department, planning, assigning and scheduling work and ensures quality standards. Trains and mentors staff. • Coordinates and serves as primary contact for all pre-employment health screening; coordinates on-site screenings, screenings at MLH recruitment events, and screenings with minor meds and third party providers. • Creates and maintains database for reporting on-boarding metrics to include monitoring of time to schedule screening appointments and time to clear. • Monitors and analyzes data and recommends and implements action plans to improve outcomes. • Coordinates vaccination processes, events, and special projects and programs for the department. • Complies with established patient care guidelines, maintains established clinic policies, procedures and objectives, is aware of patient rights and confidentiality issues and abides by established communication policy with regard to the age specific populations. • Accurately obtains, organizes and records necessary data. Maintains Associate health records, equipment, and supplies. • Performs fit-testing for MLH associates. • Assists in the implementation and maintenance of the respiratory protection program for all MLH facilities. • Recognizes and reacts appropriately to environmental safety factors related to Associate care. • Helps maintain a clean, orderly and safe environment for patient and staff. • Performs other job functions as assigned or requested. <p><u>Supervision Provided by this Position:</u></p> <ul style="list-style-type: none"> • Functions as a lead role. Delegates and schedule work assignments for staff.
Contact Name:	Casandra Smith
Contact Email:	Casandra.Smith@mlh.org