

Position Title:	Occupational Health Study Research Associate 3 Nurse
Employer:	ORAU
Location:	Arvada, Colorado
Position Description:	<p>Please note: In search of Occupational Health Nurse. In addition to the job duties outlined below, candidates must have experience and be comfortable with notifying patients of test results and answering medical questions over the phone. No clinic duties required. Regular office hours and excellent benefits included.</p> <p>PURPOSE: To perform lead role in coordinating medically associated administrative duties associated with the National Supplemental Screening Program (NSSP). Responsible for urgent medical care notifications in consultation with the ORAU Physician (Co-PI), NSSP results letter preparation, and results letter draft reviews. Investigate specific NSSP Satisfaction Survey issues and suggest resolution for numerous NSSP related issues. Provide support to the NSSP Quality Control Program. Interact daily with the NSSP ORAU physician and Program Managers on emerging administrative and technical issues regarding the NSSP.</p> <p>ESSENTIAL JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • Provide daily task oversight for National Supplemental Program (NSSP) results letter generation, results letter mailings, personal physicians' office interface, as well as general administrative support for the NSSP. • Provide weekly updates to Arvada Office Physician, and Program Managers regarding NSSP task progress, problems encountered, and suggest avenues for problem resolution. • Provide assistance to the staff physician in generating urgent NSSP medical findings response (written and verbal). Must recognize urgent abnormal test results such as dangerously high blood pressure or blood sugar and convey the result to the participant. • Provide support to the NSSP Quality Control Quality Assurance Program (quality control/ quality assurance reviews). Monitor established performance metrics and work with subcontractors to maintain quality in the conduct of the program. • Maintain NSSP Work Guidance Instruction (WGI) documentation. The NSSP Protocol has over 85 working procedures that require regular review and revision. • Other duties as assigned based upon changes in current and new programs within Health Sciences – Occupational Health (annual reports) <p>JOB REQUIREMENTS:</p> <ul style="list-style-type: none"> • Bachelor's degree in the medical field or related discipline required, with 6-10 years of job-related experience. Higher level education beyond the bachelor's degree in the disciplines listed may substitute for the experience requirement.

- Bachelor's degree in Nursing (RN) preferred.
- Prefer experience in customer support requiring a high degree of personal interaction and problem resolution.
- Prefer experience in occupational health field (COHN certification as an example).
- Requires a detailed level of familiarity with medical terms and experience with adult medicine.
- Requires intermediate-level knowledge of Microsoft Office and its associated programs (Word, Excel, Access, and PowerPoint) and working with electronic medical record systems.
- Requires ability to understand basic scientific research procedures, standards, and terminology as they apply to specific health surveillance programs and research projects.
- Should be energetic and a self-starter with the ability to resolve organizational problems and have interests/expertise in writing and proofreading medically oriented materials.

Contact Name:	ORAU
Contact Email:	work@orau.org