



### Occupational Health Skills Checklist

This profile helps us place you in an assignment suited to your skill level and expertise. This checklist is intended for Occupational Health nurses with (1) or more years of experience in their discipline and specialty.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date: \_\_\_\_\_ S.S. Number: \_\_\_\_\_

Please indicate your current level of experience. There are no right/wrong answers.

- 1.) No Experience, Theory Only
- 2.) Limited Experience
- 3.) Moderate Experience
- 4.) Experienced and Competent (1-2 years)
- 5.) Experienced; Able to Teach (2 + years)

#### I. CLINICAL AND PRIMARY CARE

- a. Acquires general, occupational and environmental histories 1  2  3  4  5
- b. Assesses and identifies occupational and non-occupational injuries and illnesses 1  2  3  4  5
- c. Implements direct care and treatment 1  2  3  4  5
- d. Maintains current knowledge of treatment modalities 1  2  3  4  5
- e. Provides consultation when appropriate 1  2  3  4  5
- f. Functions within the scope of state nursing practice regulations 1  2  3  4  5
- g. Assesses the client’s knowledge re: work related hazards 1  2  3  4  5
- h. Advises client re: risk reduction 1  2  3  4  5

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|--|---|---|---|---|---|
| i. Uses a record keeping system that documents health information in the record  | 1 | 2 | 3 | 4 | 5 |
| j. Uses privacy policies and procedures to maintain confidentiality  | 1 | 2 | 3 | 4 | 5 |
| k. Collaborates with other occupational and environment health professionals in the development of guidelines and protocols                  | 1 | 2 | 3 | 4 | 5 |
| l. Establishes criteria and uses case findings/screening to identify clients who are appropriate candidates for case management              | 1 | 2 | 3 | 4 | 5 |
| m. Identifies cases for early intervention   | 1 | 2 | 3 | 4 | 5 |
| o. Identifies gaps existing in the service continuum   | 1 | 2 | 3 | 4 | 5 |
| p. Maintains awareness of cultural, economic and social issues that may impact health  |   |   |   |   |   |
| q. Assesses workplace, community, professional and vendor resources  | 1 | 2 | 3 | 4 | 5 |
| r. Assesses essential functions of job to facilitate hiring, proper placement, fitness for duty, reasonable accommodation and return to work | 1 | 2 | 3 | 4 | 5 |
| s. Reassesses the health status of the worker periodically   | 1 | 2 | 3 | 4 | 5 |
| t. Assess benefit plans and their relationship to client needs that may impact recovery  | 1 | 2 | 3 | 4 | 5 |
| u. Provides appropriate education for the worker, family, community and other resource providers   | 1 | 2 | 3 | 4 | 5 |
| v. Implements effective return to work and modified duty programs  | 1 | 2 | 3 | 4 | 5 |
| w. Facilitates rehabilitation, job accommodation or alternate work for occupational and non-occupational disabilities                        | 1 | 2 | 3 | 4 | 5 |

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| x. Evaluates and monitors the plan of care to ensure it's quality, efficiency, timeliness and effectiveness       | 1 | 2 | 3 | 4 | 5 |
| y. Uses primary, secondary and tertiary prevention strategies in planning to optimize each client's health status | 1 | 2 | 3 | 4 | 5 |
| z. Documents the plan and current status of the client in the health record                                       | 1 | 2 | 3 | 4 | 5 |
| aa. Obtains written client permission to release health information for each specific health condition            | 1 | 2 | 3 | 4 | 5 |

## II. WORKPLACE AND ENVIRONMENTAL ISSUES

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| a. Conducts health screening and surveillance activities  | 1 | 2 | 3 | 4 | 5 |
| b. Identifies exposure monitoring techniques  | 1 | 2 | 3 | 4 | 5 |
| c. Reviews exposure monitoring data, determines and document appropriate action   | 1 | 2 | 3 | 4 | 5 |
| d. Review of Material Safety Data Sheets  | 1 | 2 | 3 | 4 | 5 |
| e. Participates in providing worker and management training to reduce hazards and foster compliance   | 1 | 2 | 3 | 4 | 5 |
| f. Develops collaborative recommendations for prevention and control of occupational injuries and illnesses based on hazard identification and trend analysis | 1 | 2 | 3 | 4 | 5 |
| g. Performs risk assessment   | 1 | 2 | 3 | 4 | 5 |
| h. Conducts trend analysis  | 1 | 2 | 3 | 4 | 5 |
| i. Develops and evaluates strategies of hazard abatement  | 1 | 2 | 3 | 4 | 5 |

### III. HEATH PROMOTION AND DISEASE PREVENTION

- |   |     |     |     |     |     |
|---|-----|-----|-----|-----|-----|
| a. Performs needs assessment, and review of the needs assessment results for program planning | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| b. Plans, implements and evaluates health promotion and disease prevention programs           | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| c. Develops health promotion and disease prevention programs and services                     | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |

### IV. CLINICAL SKILLS

- |                                |     |     |     |     |     |
|--------------------------------|-----|-----|-----|-----|-----|
| a. Acute MI                    | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| b. Angina                      | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| c. Aspiration                  | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| d. Pneumonia                   | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| e. Skull fracture              | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| f. Closed Head Injury          | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| g. Overdose                    | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| h. Asthma                      | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| i. Seizures                    | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| j. Spinal Cord Injuries        | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| k. Open fracture               | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| l. Closed fracture             | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| m. First degree burn           | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| n. Second degree burn          | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| o. Third degree burn           | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| p. Electrocutation             | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| q. Hazardous material exposure | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| r. Traumatic amputation        | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| s. Poison ingestion            | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| t. Penetrating eye injury      | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| u. Chemical exposure           | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| v. Nose bleed                  | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |
| w. Crisis Intervention         | 1 ○ | 2 ○ | 3 ○ | 4 ○ | 5 ○ |

## AGE SPECIFIC CRITERIA

Please indicate by circling each age group for which you have expertise in providing age-appropriate nursing care.

- A. Newborn/Neonate ( birth – 30 days )
- B. Infant ( 30 days – 1 year )
- C. Toddler ( 1 – 3 years )
- D. Preschooler ( 3 – 5 years )
- E. School age children ( 5 – 12 years )
- F. Adolescents ( 12 – 18 years )
- G. Young Adults ( 18 – 39 years )
- H. Middle adults ( 39 – 64 years )
- I. Older adults ( 64 + years )

Able to adapt care to incorporate normal growth and development:  
Please circle if you have experience in the following:

- A. Newborn/Neonate ( birth – 30 days )
- B. Infant ( 30 days – 1 year )
- C. Toddler ( 1 – 3 years )
- D. Preschooler ( 3 – 5 years )
- E. School age children ( 5 – 12 years )
- F. Adolescents ( 12 – 18 years )
- G. Young Adults ( 18 – 39 years )
- H. Middle adults ( 39 – 64 years )
- I. Older adults ( 64 + years )

Able to adapt method/terminology of patient instruction to comprehension:  
Please circle if you have experience in the following:

- A. Newborn/Neonate ( birth – 30 days )
- B. Infant ( 30 days – 1 year )
- C. Toddler ( 1 – 3 years )
- D. Preschooler ( 3 – 5 years )
- E. School age children ( 5 – 12 years )
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- G. Young Adults ( 18 – 39 years )
- H. Middle adults ( 39 – 64 years )
- I. Older adults ( 64 + years )

Can ensure a safe environment reflecting the special needs of various age groups:

- A. Newborn/Neonate ( birth – 30 days )
- B. Infant ( 30 days – 1 year )
- C. Toddler ( 1 – 3 years )
- D. Preschooler ( 3 – 5 years )
- E. School age children ( 5 – 12 years )
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- H. Middle adults ( 39 – 64 years )
- I. Older adults ( 64 + years )

**Please read and agree to the statements below by signing and dating the bottom**

I attest that the information and statements made in this checklist are true and accurate to the best of my knowledge. I am the individual completing this form. I understand that any falsification will be the basis for disqualification of employment. I authorize Signature Healthcare to verify the information I have provided and to contact past employers and references concerning my ability, character and employment record. I release all such persons from liability for furnishing said information. I hereby authorize Signature Healthcare to release this Occupational Health Skills Checklist to client facilities in relation to consideration of employment as a Traveler, Contract or Per-diem worker with those facilities.

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Signature

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Date



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