	<h1 style="text-align: center;">Nurse</h1> <h2 style="text-align: center;">Job Description</h2>		Document Number: JD-SS-05.06
	Department: Human Resources	Effective Date: January 22, 2019	Revision No 0

I Reason for Existence

Responsible for the administration of basic healthcare services in accordance with company policies, practices, procedures and regulations

II Immediate Leader

Reporting to Human Resource Manager/ Safety, Health and Environment - Chairman/ Vice Chairman.


III Duties and Responsibilities

1. Attends medical emergencies through safety incident monitoring log to ensure that all emergency cases are properly logged and for future reference.
2. Prepares health and safety bulletins that is shared to all employees as well as conducting Health and Safety Orientations for enhanced knowledge and awareness.
3. Apprehends safety and health violators and creates the initial report for future reference and possible recommendations.
4. Safekeeps records related to incidents, accidents and illnesses for reference.
5. Screens the medical exams of current employees and pre-employment medical exams of newly hired employees in order to make sure that all employees are fit to work.

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6. Preparation and submission of monthly Accident and Illness report and annual medical report for compliance with the Department of Labor and Employment
7. Processing of Health Sanitation Permit in compliance to the requirement of Paranaque City Hall.
8. Performs other tasks that the management may assign from time to time

IV Minimum Qualifications

1. Graduate of Bachelor of Science in Nursing
2. Must be a registered nurse with the Professional Regulation Commission
3. Preferably completed 40 hours Basic Occupational Safety and Health training course for Occupational Health nurses
4. Proficient in Windows-based applications (Word, Excel, and PowerPoint) including database management
5. Good written and oral communication skills
6. Has problem solving skills, detail-oriented and improvement-oriented
7. Possesses organization and time management skills and can manage stress

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