

Job Description: Occupational Medical Program Specialist — Human Resources Department

Position Summary: Plans, directs and coordinates medical services including medical service contracts, cost accounts and preventive medicine services; offers expert opinions concerning exposures to hazards and provides and evaluates medical services to the Company.

Scope:

- Supervises the Company's contracts for employee physical examinations and Consulting Medical Director Services.
- Interfaces with the Consulting Medical Director in matters concerning occupational medicine.
- Provides the Company with technical and administrative expertise for compliance with legal standards, i.e., applicable Nuclear Regulatory Commission, State Department of Labor, and Federal Safety and Health Regulations and Standards.

Principal Accountabilities:

- Develops contract specifications, policies and procedures to execute medical programs on a company wide basis.
- Supervises the execution of the company's physical examination program to maintain compliance with Nuclear Regulatory Commission and State Department of Labor regulations and commitments.
- Advises and educates workers and managers about hazards in the workplace and their health effects by searching the literature and compiling data relating to workplace exposures. Initiates literature searches of toxic hazards by supervising literature searches then synthesizing position papers. The Consulting Medical Director may review company positions for editorial comment.
- Personally provides clinical support to employees in monitoring chronic health problems, offers medical counseling and referral to medical or surgical services, coordinates clinical screening services such as those for cholesterol and blood pressure.
- Promotes healthy habits and activities by introducing wellness education, describing risks for workplace, traveling, and at home.
- Works in conjunction with the Consulting Medical Director to expedite workers' compensation and lost time injury issues.