

HPM Corporation Job Posting



OPEN POSITION: RN/COVID-19 Contract Tracing & Project Manager
CONTRACT: Hanford Occupational Medical Services Clinic
CLASSIFICATION: Exempt
POSTING PERIOD: June 8, 2022-Until Filled

POSITION SUMMARY: The Project Manager nursing position provides direct support to the HPMC Occupational Medical Services (HPMC OMS) by leading and overseeing the COVID-19 project including but not limited to collection of COVID-19 test specimens utilizing the nasopharyngeal swab or other approved methods and contact tracing in the workplace in accordance with clinic procedures and professional nursing standards. This position has supervisory responsibility of the COVID-19 task order.

Responsibilities include, but are not limited to:

1. Function in an interdependent role under the direction of the Nursing Services Director, a Physician, or Advanced Practice Clinician.
2. Provide leadership, administrative and management support to the COVID-19 team. Responsible for planning, executing, monitoring and controlling the project.
3. Provide support to the Site Occupational Medical Director (SOMD) to ensure the success of the COVID-19 task order.
4. Responsible for creating and executing policies and procedures.
5. Responsible for hiring, supervision, productivity, training and mentoring the COVID-19 team.
6. Manage and direct tasks/assignments to the COVID-19 team.
7. Coordinate and plan the activities of the COVID team in the collection of nasopharyngeal swab specimen for COVID-19 test following the Centers for Disease Control and Prevention (CDC) guidelines or other methods as approved by the Site Occupational Medical Director (SOMD) or delegate. Supervise contact tracing following the CDC, Washington State Department of Health, and Benton Franklin Health District guidelines.
8. Communicate and update management on progress of the project.
9. Provide regular input and review of the monthly task order report sent to DOE.
10. Practice high level of communication with fellow employees, providers and stakeholders.
11. Represent the COVID team at meetings with Department of Energy (DOE) and other contractors.
12. Collect nasopharyngeal swab specimen for COVID-19 test following the Centers for Disease Control and Prevention (CDC) guidelines or other methods as approved by the Site Occupational Medical Director (SOMD) or delegate.
13. Conduct contact tracing following the CDC, Washington State Department of Health, and Benton Franklin Health District guidelines.
14. Ensure compliance with regulations and applicable standards.
15. Observe regulatory standards regarding hazardous waste management and disposal.
16. Legally and safely provide client care within the scope of the Washington Standards of Nursing Conduct or Practice (WAC 246-840-700).
17. Adhere to infection control practices, including aseptic practices and Bloodborne Pathogens regulations.
18. Adhere to Accreditation Association for Ambulatory Health Care (AAAHC) accreditation requirements.
19. Ensure required tuberculosis (TB) screening is current.

20. Full-time, day shift at HPMC OMS at 1979 Snyder, Richland, WA or as otherwise directed.
21. Adhere to and foster acceptable health and safety practices.
22. Perform other related duties as assigned.

ESSENTIAL SKILLS & EXPERIENCE:

To perform this job successfully, an individual must have the minimum educational credentials from an accredited school, college or university and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

1. Valid, unrestricted Washington State nurse license.
2. American Heart Association training in Basic Life Support (BLS) Health Care Provider and Advanced Cardiac Life Support (ACLS) certifications required.
3. Problem solving skills, attention to detail and ability to manage multiple tasks.
4. Required skills include knowledge of nursing processes, infection control, and basic computer skills.
5. Ability to perform collection of nasopharyngeal swab specimen safely and proficiently or other specimens as directed by the SOMD or delegate.
6. Ability to conduct contact tracing per CDC, state and local health district guidelines.
7. Knowledge of standard precautions for infection control.
8. Maintain the integrity of confidential data.
9. Ability to document COVID-19 test results in OHM.
10. Ability to be flexible, organized, and function under stressful situations.
11. Strong verbal and written communications skills.
12. Maintain professional and technical knowledge by attending educational offerings, reviewing professional publications and participating in professional nursing organizations.

DESIRED SKILLS & EXPERIENCE:

The following skills or experience are highly valued, but not required to perform the essential functions of this position.

1. Bachelor's degree in Nursing.
2. Registered Nurse with a minimum of 5 years' clinical experience in general medical services. Clinical experience in providing Occupational Health services is highly desirable.

SUPERVISION RECEIVED: This position reports to the Nursing Services Director.

SUPERVISION EXERCISED: Supervision of the COVID-19 team composed of Registered Nurses, a receptionist and a secretary.

TYPICAL PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* When collecting specimens, the employee must wear full personal protective equipment (PPE) including protective gown or Tyvek suit, N-95 respirator, goggles, face shield, gloves; may be required to walk, sit or stand for extended periods of time; reach with hands and arms, balance, stoop; talk and hear; have sufficient manual dexterity to operate a keyboard, calculator, telephone and other such office equipment as necessary; may occasionally move and/or lift up to 50 pounds or more with assistance. Specific visual abilities required by the job

include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- *Mental limitations:* Clear and conceptual thinking ability; excellent judgment, troubleshooting, problem solving, analysis, and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines. Must be mentally adaptable, flexible in dealing with a variety of people, and able to answer questions and provide guidance in a professional and friendly manner.
- *Work environment:*
Work will mainly be performed at the HPMC OMS clinic in Richland, WA and will involve frequent contact with other HPMC OMS and project employees, customers, and stakeholders. Work may be stressful at times; interaction with others is frequent and may be interruptive; may occasionally work hours outside of typical work schedule to accommodate needs; opportunities for local travel may occur (transport of specimen); the noise level in the work environment is usually minimal. Specimen collection may be performed outdoors, in a drive-thru set up while wearing full PPE. Exposure to weather elements may occur such as heat, cold, rain, and wind. Future testing may include a designated indoor area. Contact tracing and data entry in OHM is conducted in an office setting. May come in contact with patient body fluids; there is a potential for puncture wounds from sharps.

COVID 19: HPMC employees must be fully vaccinated to preform work on any contract. Your vaccine status will be verified at onboarding. Please note medical or religious accommodation may be available, however, the exemption to the vaccination and accommodations must be approved before starting. For exemption questions, please contact humanresources@hpmcorporation.com.

Although this position is open until filled, qualified applicants that apply by June 15, 2022, will be given first consideration.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities. Women, Minorities, Veterans, and Individuals with Disabilities are encouraged to apply. We are an Affirmative Action and Equal Opportunity Employer. HPM Corporation is a VEVRAA Federal Contractor

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HPM Corporation is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.