



COMPETENCIES FOR OCCUPATIONAL HEALTH NURSES

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INTRODUCTION

Occupational Health Nurses (OHNs) practice as clinical specialists, educators, administrators/managers, consultants, researchers, and disability case managers. The competency areas described in this document relate to OHNs practicing in diverse public and private sectors of industry and in private practice.

Nursing Practice Standards have been developed by the provincial or territorial regulators to ensure that all Registered Nurses provide nursing care that meets professional standards. The standards of practice for Registered Nurses are variable across Canada with no national framework identified (CNA, 2021). The Canadian Occupational Health Nurses Association (COHNA) has developed standards that apply to the Occupational Health Nursing practice and align with Canadian Nurses Association Occupational Health Nursing list of competencies (CNA, 2021). To meet these standards, OHNs must base their practice on specific knowledge, skills, and expertise, to demonstrate competency in their practice while working within the provincial and territorial practice standards of their provincial or territorial regulator.

A recognized specialty area of nursing practice can define the competencies (knowledge, skills, and attitudes) that are unique to the area of practice, and for which Registered Nurses need additional education and experience. This publication, *Competencies for the Occupational Health Nurse*, outlines areas which are in-scope for the Occupational Health Nursing practice.

These competencies can form the basis for certification such as that offered through the Canadian Nurses Association (CNA). Competence can be defined as the integration of knowledge, abilities, skills, expertise, judgements, and experience unique to Occupational Health Nursing practice. Competencies are measurable, results oriented, and can be stated in behavioural terms.

Certification is a voluntary process by which a registered nurse who meets established criteria (a combination of education and experience) may attempt a written examination. Successful completion of the examination authorizes the registered nurse to use credentials after his/her name which signifies competence (education and experience) in the specialty area of nursing practice. The focus of competencies is on education.

COHNA-ACIIST is a non-for-profit association committed to promoting excellence in the practice of occupational health nursing and advancing health, wellness, and safety practices in the workplace. Our mission is:

- Developing national standards and guidelines.
- Fostering working relationships between Provincial/Territorial Associations.
- Providing a forum for members to network, exchange knowledge and share expertise.
- Influencing legislation and regulations to improve the health and safety of workers.
- Promoting the diverse role of the occupational health nurse to business, community, government, and professional affiliates at every opportunity.

These Competencies were originally created by the Alberta Occupational Health Nurses Association (AOHNA) and have been endorsed and adopted by the Canadian Occupational Health Nurses Association/Association Canadienne des Infirmières et Infirmiers En Sante Du Travail (COHNA-ACIIST) in 2023.

PURPOSE

The purpose of this document is to outline the roles and functions that may be required in occupational health nursing practice. The following factors may influence the role and function of the OHN, the types of occupational health programs provided, and the competencies required by the OHN to deliver such programs:

- the size of the organization.
- the nature and type of the organization including the physical facilities, the process or service, and the demographics of the employee population.
- the degree of hazard associated with the process or service.
- management philosophies.
- the legislated requirements.
- the nature of the organizational culture.
- the degree of access to community services and resources.
- the access to medical facilities or physician support.

DOCUMENT USE

This document can be used by:

- OHNs to conduct a self-assessment of their learning needs.
- OHNs to identify competencies required to develop programs and manage the occupational health service.
- OHNs who wish to prepare for the CNA Occupational Health Nursing certification examination.
- Health educators to determine curriculum direction and design.
- OHNs in planning their professional development and growth.

ASSUMPTIONS

The development of these competencies is based on the following assumptions:

1. The OHN is a Registered Nurse who meets provincial or territorial nursing practice standards and criteria for licensure and who practices in accordance with relevant nursing legislation, codes of ethics, practice standards, workplace policies and procedures, Human Rights legislation, and other legislation applicable to the workplace. See OHN definition.
2. The OHN is a specialist who practices independently and interdependently in the workplace, demonstrating responsibility, accountability, and leadership, and providing direction.

3. The OHN provides Occupational Health Nursing services to employees/clients and management within the context of the organization or their private practice.
4. The OHN's practice is based on knowledge gained primarily from nursing, medicine, ergonomics, epidemiology, infectious diseases, toxicology, environmental sciences, occupational health and safety, and social/behavioural sciences, as well as from management, administration, business, finance and educational concepts and practices, and legal/regulatory requirements.
5. The OHN practices in a holistic manner and understands that individuals, organizations, and communities are unique.
6. The scope of practice for the OHN may include:
 - promoting health, safety, and wellness.
 - preventing illness/injury.
 - protecting employees from the risks associated with exposure to occupational health & safety hazards.
 - assessing employee health and well-being.
 - treatment and rehabilitation of employees.
 - recommending placement of employees in jobs suited to their physiological and psychological health status.
 - providing disability case management.
 - supporting and enhancing employee and organizational health in a safe and healthy work environment.
7. The OHN's scope of practice also includes participating in business strategy, and the review and evaluation of programs.
8. The OHN consults and collaborates with colleagues, professional experts, and industry associations, as well as individuals and groups, both internal and external to the organization.
9. The OHN serves as a subject-matter expert for employers, employees, unions, and other stakeholders.
10. The OHN understands that health and safety culture is an important component in determining the direction, support, and influence of the workplace.
11. The OHN maintains professional standards by participating in continuing education activities, obtaining Canadian certification, participating in professional association activities, participating in performance evaluations, activities, and engaging in quality assurance and quality improvement activities.
12. The OHN understands and maintains confidentiality in employee health data in accordance with Human Rights and the applicable provincial Privacy legislation.

DEFINITIONS

Ability:	The power or capacity to do, or act, based on one's talent, skill, capacity, means, or other qualities.
Application:	The ability to apply knowledge and learning to new or practical situation. It includes applying rules, methods, principles, and theories in providing care to clients (e.g., applying nursing principles to the care of clients).
Assessment:	The evaluation of a worker's fitness-to-work (FTW) upon hire or job transfer or post-illness/injury. It also includes determination of a worker's fitness-for-duty (FFD) status, that is, are they physically, physiologically, and psychologically able to continuously perform the assigned job tasks safely. It encompasses the physical job requirements, and the employee's physiological status and psychological abilities.
Bona Fide Requirement:	A standard or rule that is integral to carrying out the functions of a specific Occupational position. For a standard to be considered a Bona Fide Requirement, an employer must establish that any accommodation or changes to the standard would create an undue hardship. For example, an airline pilot must have good eyesight. This standard is integral to carrying out the duties of a pilot's job.
Certification:	The formal recognition of the specialized knowledge, skills, and experience demonstrated by the achievement of standards identified by a nursing specialty to promote optimal health outcomes.
Competency:	The ability to integrate and apply the knowledge, skills, judgment, and personal attributes (including but not limited to attitudes, values, and beliefs), required to practice safely and ethically in a designated role or setting.
Compliance:	The act or process of complying to a standard of practice, code of ethics, a legal requirement, job duty, or contractual obligation.
Critical Thinking:	The abilities to judge the relevance of data, to deal with abstraction and to solve problems (e.g., identifying priorities of care or evaluating the effectiveness of interventions). The occupational health nurse with at least two years of experience should be able to identify cause-and-effect relationships, distinguish between relevant and irrelevant data, formulate valid conclusions, and make judgments concerning the needs of clients.
Education:	The knowledge, skill, and understanding attained from attending a school, college, or university.
Expertise:	Possession of extensive experience and a broad knowledge base.
Governance:	The act or process of overseeing the control and direction of an

	Occupational Health Program or a company/client's Occupational Health actions.
Health Promotion:	The process of enabling people to increase control over, and to improve, their health. To reach a state of complete physical, psychological, and social well-being, an individual or group must be able to identify and to realize aspirations, to satisfy needs, and to change or cope with the environment.
Health Surveillance:	Involves environmental assessments where occupational exposures are evaluated, documented, and high-risk groups identified for further intervention.
Judgment:	Decision-making functions on which actions are based.
Knowledge:	The information base that contributes to an action. It is the ability to recall previously learned material and to understand its meaning. It includes such mental abilities as knowing and understanding definitions, facts and principles and interpreting data (e.g., knowing the effects of certain drugs or interpreting data appearing on a client's record).
Leadership:	An art that liberates people to do what is required of them in the most effective and humane way possible. Leadership is both about getting results and about how those results are obtained.
Occupational Health Nurse:	An Occupational Health Nurse is defined as a Registered Nurse who has graduated with a Certificate or Diploma from a recognized Occupational Health Nursing program and/or who has achieved the level of COHN(C) with the Canadian Nurses Association. Definition endorsed and adopted by COHNA in 2023.
Prevention:	<p>Activities focused on addressing and eliminating the identified concerns and issues so that they do not lead to health problems. There are three levels of prevention:</p> <ul style="list-style-type: none"> • Primary prevention: Deals with preventing problems before they exist, such as health education on heart health, smoking cessation, cancer awareness, nutrition, off-the-job safety, <i>etc.</i> • Secondary prevention: Deals with the early detection of disease and the initiation of early treatment programs such as screening for vision disorders, cholesterol, diabetes, tuberculosis, lung disorders. • Tertiary prevention: Deals with the correction of disease and/or prevention of further health deterioration because of disease such as rehabilitation and restoration with chronic diseases and conditions (substance abuse).
Skill:	The technical ability to act utilizing knowledge, methods, processes, procedures, and techniques.
Stewardship:	The careful and responsible management of an Occupational Health Program and its services.

COMPETENCY CATEGORIES

The following list outlines the expected areas of competency of an OHN:

1. Occupational Health Nursing Practice
2. Management of the Occupational Health Service
3. Conduct Health Assessments Including Fit for Work Assessments
4. Assessment of the Work Environment
5. Provide Primary, Secondary and Tertiary Prevention Strategies
6. Disability Case Management
7. Health Surveillance Programs
8. Provide Counselling, Interventions and Programs
9. Health Education and Promotion
10. Leadership
11. Regulatory and Legislative Compliance

MANAGEMENT OF THE OCCUPATIONAL HEALTH SERVICE

OHNs, as leaders and managers, influence the activities and groups to meet health needs and organizational goals.

The OHN may be responsible for:

1. Program Development

- 1.1 applies principles of current management, business, and organizational theories in directing the Occupational Health Program and related service activities.
- 1.2 develops programs and services taking into consideration such factors as:
 - a) relevant legislation.
 - b) the organization's process(es), service(s), product(s), plant (physical facility), and people.
 - c) demographics.
 - d) occupational health hazards and control measures.
 - e) organizational vision, culture, values, goals, and objectives.
 - f) related occupational health and safety programming within the organization.
 - g) union contracts.
 - h) community resources; and/or
 - i) relevant research and emerging issues.
- 1.3 utilizes problem-solving skills in conducting needs assessments, and planning, organizing, implementing, and evaluating programs and services.
- 1.4 develops and communicates the Occupational Health Program's philosophy, goals, and objectives to management and employees.
- 1.5 set priorities for the Occupational Health Program and services.
- 1.6 co-ordinates and manages appropriate contracted services to meet organizational needs.

2. Facility Management

- 2.1 participates in the design, recommends, and selects equipment and supplies for the Occupational Health Program and services based on the need for the program and related activities and legislative requirements.
- 2.2 selects equipment and supplies considering the Occupational Health Service's design, functionality, privacy, and level of confidentiality.

3. Business Management

- 3.1 understands and applies basic business concepts and principles.

- 3.2 develops, maintains, and monitors budgets.
- 3.3 communicates budget requirements considering organizational goals, objectives, and priorities.
- 3.4 strategic planning and marketing of the Occupational Health Program and service.

4. Collaboration

- 4.1 utilizes appropriate communication skills to resolve conflicts and negotiate solutions.
- 4.2 establishes and maintains effective working relationships in the organization.
- 4.3 consults with colleagues, professional associations, and others, as appropriate.

5. Leadership

- 5.1 recruits qualified staff for the Occupational Health Service.
- 5.2 develop an orientation process to assist with orientating staff to the organization and the Occupational Health Service.
- 5.3 facilitates ongoing professional development and education.
- 5.4 participates in developing position descriptions, as required.
- 5.5 conducts performance appraisals/evaluations of staff as required.
- 5.6 serves as a role model and mentor.

6. Quality Assurance and Continuous Improvement

- 6.1 improves the quality of the Occupational Health Program and services by collecting, organizing, interpreting, and evaluating data, and remaining current on the leading best practices and open to innovative change.
- 6.2 participates in and conducts Occupational Health and Safety audits.
- 6.3 participates and conducts risk assessment, analysis, and management activities.
- 6.4 provides statistical and/or narrative reports to management, as required.
- 6.5 collects and analyzes health, safety, and environmental data.

7. Information System Management

- 7.1 collaborates with management to develop a comprehensive, written policy on confidentiality of health information.
- 7.2 develops and maintains complete and accurate individual employee health records within a record management system.
- 7.3 maintains employee health information in a secure and confidential manner according to legislative requirements and professional standards.
- 7.4 utilizes information technology.

8. Development and Maintenance of Policies and Procedures

- 8.1 develops a program manual relevant to the Occupational Health Program and its services.
- 8.2 develops, implements, maintains, and evaluates pertinent policies and procedures alone, or in collaboration with others, for the Occupational Health Program and services.

OCCUPATIONAL HEALTH NURSING PRACTICE

OHNs practices in accordance with Occupational Health Nursing standards.

The OHN:

1. practices in accordance with nursing standards and code of ethics, as well as provincial and federal legislation (CNA, 2021, p.7).
2. advises stakeholders on occupational health and safety hazards and risks, using effective leadership, communication strategies, and decision making (CNA, 2021, p.7).
3. recommends risk-reduction strategies related to identified occupational health and safety risks (CNA, 2021, p.7).
4. ensures the security, privacy, and confidentiality of employee health records (e.g., levels of security in relation to electronic and paper documentation, access, transfer, release, retention, and disposal) (CNA, 2021, p.7).
5. ensures documentation meets legislative requirements (e.g., immunization reports, exposure management, respiratory fit testing, incident reports, and investigations, WCB/WSIB data) (CNA, 2021, p.7).
6. delivers nursing services based on current Occupational Health Nursing best practices, critical inquiry, and culturally appropriate and evidence-informed practice (CNA, 2021, p.7).
7. uses program planning principles (e.g., need assessments, planning, implementation, and evaluation) to develop programs (CNA, 2021, p.7).
8. assists with reporting to governmental agencies as required by the applicable legislation (CNA, 2021, p.7).

CONDUCT EMPLOYEE HEALTH ASSESSMENTS INCLUDING FIT TO WORK ASSESSMENTS

OHNs participate in objective assessment of the employee's ability to perform job duties without endangering the health and safety of self or others.

The OHN:

1. implements appropriate interventions to minimize the effects of occupational and non-occupational illness and injury by (CNA, 2021, p.10):
 - 1.1 managing acute and non-acute illness and injury situations.
 - 1.2 collecting occupational and relevant non-occupational histories (e.g., employment history, exposures, lifestyle, hobbies, previous illness, and injuries).
 - 1.3 providing care and treatment options.
 - 1.4 providing health counselling.
 - 1.5 liaising with the appropriate health-care providers (e.g., collaboration, referral).
 - 1.6 facilitating psychological support (e.g., crisis support, referral to the Employee Assistance Program).
 - 1.7 analyzing internal and external reports and consultations (e.g., health-care provider reports, independent medical evaluations, vocational assessments, nursing documentation, changes in work performance).
2. assesses the physical, chemical, ergonomic, biological, and psychosocial hazards of the job, and the potential health risk.
3. conducts Fitness-to-Work (FTW) assessments, as applicable, e.g., pre-placement, periodic and return-to-work (RTW) assessments, and identifies FTW implications (CNA, 2021, p.10).
4. identifies FTW implications in relation to the potential transmission of infectious diseases in the workplace (e.g., COVID-19, tuberculosis, varicella, influenza, hepatitis, and staphylococcus and streptococcus infections) (CNA, 2021, p.10).
5. identifies FTW implications in relation to specialized roles or specialized job functions (e.g., safety-sensitive role, substance-use-related harms when applicable) (CNA, 2021, p.10).
6. recommends workplace accommodation based on occupational and non-occupational illness, injury, and disability.
7. participates in Fitness for Duty (FFD) assessments of workers as required, e.g., assists management to determine a worker's FFD in the event of suspected impairment.
8. determines specific health assessments and testing that meets *bona fide* occupational requirements or other occupational standards.
9. collects, validates, and interprets health data in relation to job demands by utilizing the nursing process in conducting health assessments such as:

- 9.1 interviewing.
 - 9.2 obtaining health and occupational histories.
 - 9.3 documenting data.
 - 9.4 using appropriate screening equipment.
 - 9.5 evaluating test results in comparison to established reference values.
 - 9.6 conducting a physical assessment; and
 - 9.7 maintaining confidentiality of health and personal information.
- 10. evaluates assessment results and interprets results to the employee as related to job demands.
 - 11. follows up with client including education and referral as required.
 - 12. collaborates with the client and others to recommend employee placement and/or establish work limitations/restrictions and/or job modifications.

ASSESSMENT OF THE WORK ENVIRONMENT

OHNs participate in the recognition, assessment, evaluation, and control of occupational health hazards.

The OHN:

1. implements a comprehensive hazards assessment and identification process (CNA, 2021, p.7).
2. anticipates and assesses workplace health hazards which arise from physical, chemical, biological, ergonomic, and psychosocial stressors.
3. assesses and determines the risk and severity of hazards.
4. participates in workplace inspections; health, safety & environmental audits; incident investigation; and safety programs.
5. applies the principles of industrial hygiene to coordinate regular monitoring and preventative measures of workplace hazards and employee exposures.
6. interprets results of monitoring based on established reference guidelines.
7. evaluates the effectiveness of the implemented control measures (CNA, 2021, p.9).
8. makes recommendations on hazard control measures such as eliminating the hazard, engineering controls, administrative controls, and appropriate personal protective equipment.
9. reviews, interprets, and communicates pertinent information related to Safety Data Sheets (SDSs) and Workplace Hazardous Materials Information System (WHMIS 2015).
10. assesses and communicates the need for additional resources and/or expertise.

PROVIDE PRIMARY, SECONDARY, AND TERTIARY PREVENTION STRATEGIES

1. Emergency Response

The OHN:

- 1.1. complies with legislated requirements related to emergency response.
- 1.2. collaborates in developing, implementing, and evaluating company/ client emergency response plans including current nursing protocols.
- 1.3. assesses the need for first aid-trained workers and medical facility and equipment to meet legislated requirements.
- 1.4. collaborates in selecting appropriate emergency and first aid equipment and ensures its availability.
- 1.5. facilitates and/or coordinates in emergency response training.

2. Clinical Intervention

The OHN:

- 2.1 ensures that medical directives and nursing protocols are available and current.
- 2.2 works with employees to prevent and manage occupational and non-occupational illness and injury situations by (CNA, 2021, p.11):
 - 2.2.1 Identifying behavioral or physical manifestations for potential psychological or physical health issues.
 - 2.2.2 Identifying employees at risk of medical emergencies and intervening when required (e.g., suicidal thoughts, hypoglycemic episode, cardiac event).
 - 2.2.3 developing and facilitating a comprehensive rehabilitation plan.
 - 2.2.4 facilitating referrals to appropriate community, healthcare, and workplace resources (e.g., Employee Assistance Program, allied health professionals, lifestyle counselling, addiction counselling).
 - 2.2.5 advocating for employees' rights to rehabilitation, accommodation, and the return-to-work process.
 - 2.2.6 understanding the process for diagnosing substance-use disorders (*i.e.*, according to the DSM-5), the severity, and the variation within and between specific substance-use disorder diagnoses.
 - 2.2.7 understanding that substance use and substance-use disorders are multidimensional, complex, biopsychosocial and spiritual conditions.
 - 2.2.8 communicating respectfully by refraining from judging, labelling, demeaning, stigmatizing, or humiliating clients.
- 2.3 involves clients in decision-making and problem-solving activities.

- 2.4 encourages development of client self-sufficiency.
- 2.5 utilizes health assessment skills to evaluate ill or injured employees.
- 2.6 utilizes nursing interventions to minimize severity of workplace illnesses and injuries where appropriate.
- 2.7 refers ill/injured employees to appropriate medical or community resources, if required.
- 2.8 provides nursing interventions to minimize lost time from work and/or facilitates a safe and timely return-to-work.
- 2.9 provides individual occupational health and safety education and counselling.
- 2.10 coordinates continuity of care.
- 2.11 monitors and evaluates treatment.
- 2.12 utilizes data to identify trends in occupational injury/illness and makes recommendations.

DISABILITY CASE MANAGEMENT

OHNs participate in a disability case management process involving a multidisciplinary approach to maximize the client's physical and psychosocial well-being and to assist in a safe and successful return-to-work.

The OHN:

1. develops, implements, and evaluates an effective Disability Management Program for occupational and non-occupational illness and injury.
2. establishes criteria to identify the employees requiring disability case-management and coordinates the Disability Management services.
3. collaborates with the employee and multidisciplinary team such as the physician, employer, insurance carriers, Workers' Compensation Board, healthcare providers, and appropriate others to coordinate effective disability case management and a safe and timely return-to-work outcome.
4. provides and coordinates case management by (CNA, 2021, p.10):
 - 1.1 communicating as needed with an ill or injured employee and the employee's supervisor and/or manager.
 - 1.2 identifying an employee's needs and rehabilitation challenges (e.g., counselling, assistive devices).
 - 1.3 identifying organizational barriers that impede an employee's ability to return to work or continue to work (e.g., interpersonal conflicts, policies, organizational culture, environment).
 - 1.4 identifying personal or psychosocial barriers that may affect a successful return to work (e.g., family dysfunction, childcare responsibilities, substance use).
 - 1.5 facilitating evaluations in relation to fitness to work (e.g., physical demands analyses, functional assessment evaluations, independent medical evaluations, health-care provider assessments, cognitive assessments, job matching).
 - 1.6 facilitating an employee's return-to-work and accommodation in collaboration with stakeholders (e.g., manager, union representative, human resources representative, insurance representative, workers' compensation, health-care provider)
5. coordinates an action plan based on appropriate medical information to accommodate the employee's capabilities and limitations/restrictions to facilitate an early return-to-work.
6. monitors and evaluates the effectiveness of rehabilitation strategies.
7. identifies and assists in resolving return-to-work barriers.
8. establishes and maintains disability claim and case management documentation, ensuring confidentiality of employee personal health information.
9. facilitates communication of all stakeholders in compliance with the applicable legislated requirements.

10. supports the employee's recovery and return-to-work, involving the employee in the decision-making and problem-solving activities.
11. encourages development of employee ownership of their recovery and return-to-work, and self-sufficiency (e.g., the employee achieves control of their health and return-to-work).

HEALTH SURVEILLANCE PROGRAM

OHNs coordinate health screening and surveillance activities to prevent occupational illness due to exposure to a hazard or a group of hazards.

The OHN:

1. develops, implements, evaluates, and revises health surveillance policies, programs, and procedures to support employee health.
2. ensures that occupational and environmental monitoring is conducted by qualified professionals to identify high-risk groups.
3. develops and conducts appropriate hazard-specific health assessments in relation to chemical, biological, physical, ergonomic, and psychological hazards (CNA, 2021, p.9).
4. interprets and explains findings to the employee and/or management and makes appropriate recommendations based on results.
5. determines aggregate health-risk patterns by review of scientific data, individual employee results and other internal organization documentation.
6. makes recommendations based on aggregate data, to management to reduce the potential for exposure.
7. evaluates and improves health surveillance policies, programs, and procedures (e.g., type of tests, frequency of measurements, nature of reports and follow-up, incident statistics review, compliance audits, disability management program review) (CNA, 2021, p.10).
8. collaborates with other disciplines in the development of hazard awareness education and training for employees and management to increase employee knowledge of health hazards and their risks, and to meet legislative Occupational Health & Safety Act requirements.
9. provides health counselling in relation to workplace exposures (CNA, 2021, p.10).

PROVIDE COUNSELLING, INTERVENTION, AND PROGRAMS

OHNs participate in the process of assisting employees and their dependents with health and psychosocial issues.

The OHN:

1. assists in developing, implementing, monitoring, and evaluating Employee Assistance Programs (Employee and Family Assistance Programs) and policies.
2. supports and influences employees to utilize the company-provided Employee Assistance Program, if available.
3. coordinates and/or conducts critical incident stress education/debriefing.
4. assesses and refers employees and/or their dependents to appropriate medical, worksite, and/or community resources.
5. facilitates access to information and resources for individual medical conditions or concerns, as appropriate.
6. provides follow-up as necessary.

HEALTH EDUCATION AND PROMOTION

OHNs enhance awareness of health issues and promote informed decisions about employee health, safety, and well-being.

The OHN:

1. recommends the development of health promotion programming for the organization (e.g., psychological health and safety program, body-mechanic training) (CNA, 2021, p.12).
2. provides programs and services that increase awareness of health issues, choices, and influences behaviour change by:
 - 2.1 conducting need assessments on health promotion, disease prevention, and disease management for individuals or workgroups.
 - 2.2 identifies organizational health, safety, and wellness needs (e.g., environmental scans, demographic analyses, absenteeism rates, time-loss reports, overtime-usage statistics, perception surveys, Employee Assistance Program utilization) (CNA, 2021, p.12).
 - 2.3 determining the required resources, internal and external to the organization.
 - 2.4 utilizing internal and external resources as appropriate.
 - 2.5 providing programs that meet the established priorities utilizing adult learning principles.
 - 2.6 collaborating with clients, providers, and relevant business units.
 - 2.7 determining, developing, and implementing programs.
 - 2.8 evaluating the effectiveness of the health and wellness programs and activities in relation to the outcomes and cost effectiveness of the health promotion initiatives.
 - 2.9 reviewing the need assessment results; and
 - 2.10 revising the health promotion program or activity as appropriate.
3. actively supports the organization and employees in initiating and implementing health and wellness activities.
4. influences organizations and employees to effectively access the public and private health care system (CNA, 2021, p.12).
5. develops and provides individual and organizational educational activities using the principles of adult education (e.g., literacy level, established program objectives, delivery format, appropriate learning atmosphere, cultural sensitivity) (CNA, 2021, p.12).
6. determines whether learning outcomes are achieved and aligned with program objectives (e.g., questionnaires, evaluation sheets, audits, direct observation) (CNA, 2021, p.12).
7. empowers employees to take actions to improve their health behaviours to reduce their risk of illness and injury (e.g., motivational interviewing techniques, educational programs using evidence-based resources) (CNA, 2021, p.12).

LEADERSHIP

OHNs provide Occupational Health and Occupational Health & Safety leadership at an organizational, operational, and individual employee level in the workplace.

The OHN:

1. provides leadership to promote the development of individual and/or organizational health, safety, and wellness (CNA, 2021, p.12).
2. demonstrates leadership in relation to service development and implementation (e.g., gap analyses, needs assessments, environmental scans, benchmarking) (CNA, 2021, p.12).
3. sets goals, objectives, policies, and procedures that align with organizational strategies, and supports service development and implementation.
4. coordinates the provision of services with internal and external resources (e.g., emergency preparedness and response, health surveillance, injury management, training/education, hazard recognition).
5. demonstrates the cost effectiveness of health, safety, and wellness services to senior management (e.g., cost-benefit analyses, business plans, return-on-investment).
6. collaborates with senior management to incorporate health and safety into the organization's strategic plan.
7. collaborates with stakeholders in relation to health, safety, and wellness services (e.g., employees, management, occupational health and safety committees, unions, infection control committees).
8. identifies appropriate internal and external resources (e.g., auditors, Employee Assistance Program providers, industrial hygienists, safety professionals, benefit providers).
9. facilitates continuous improvement through the ongoing evaluation and revision of services.
10. establishes and maintains occupational health communication with the employee, employer, business units, unions, and external stakeholders.
11. champions the development of healthy workplace programs, policies, and services.
12. recruits and coaches qualified Occupational Health Service staff.
13. serves as a role model and mentor for others.
14. accepts responsibility for and implements areas of potential growth for professional development and lifelong learning.
15. engages in research activities, as appropriate, and supports evidence-based practice.
16. participates in political action to lobby for improvements to public policy on issues of occupational health, safety, and well-being.
17. supports and participates in professional organizations, committees, and other related volunteer groups.
18. engages in leadership roles within committees.

19. collaborates in business strategies aimed at achieving a healthy organization.
20. assumes an Occupational Health and Occupational Health & Safety leadership role in the work environment.

REGULATORY / LEGISLATIVE COMPLIANCE

OHNs possess a working knowledge of the applicable occupational health and safety, and environmental legislation and promote employer legislative compliance.

The OHN:

1. demonstrates compliance with the regulations governing nursing practice in province or territory of licensure.
2. utilizes knowledge of applicable, current occupational health, safety and environmental regulations and laws.
3. identifies and communicates the impact of regulations/legislation on the corporate Occupational Health, Safety, and Environmental Programs and services.
4. implements strategies designed to meet legislative standards.
5. influences regulatory and legislative policy related to Occupational and Environmental Health and Safety.
6. advocates for regulatory and legislative policy related to the recognition of Occupational Health Nurses as specialized nursing discipline.

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