

Position Title : **NURSE II**
Group : Human Resources and Administrative Group

Definition/Job Summary:

Responsible for the administration of company health and safety programs, statutory benefits and compliances to regulating agencies. The position is also responsible for the updating and safekeeping of medical records and third party HMO providers.

Characteristics/Duties and Responsibilities:

1. Provides appropriate and timely health programs that encourages employees to maintain a healthy working lifestyle;
2. Secures all records, equipment, medical inventories related to occupational health and safety services in compliance to regulatory requirements of the corporation;
3. Provides immediate assistance to employee to the efficient accessibility and utilization of company (HMO) and statutory (PAG-IBIG, SSS, ECC) benefits;
4. Generates occupational health-related reports required by management and regulatory agencies;
5. Assesses and determines the general health status of the employees in the absence of a company physician;
6. Renders home/hospital visits to provide necessary care, treatment and assistance to concerned employee;
7. Assesses and reports occupational health problems and hazards with emphasis in prevention;
8. Coordinates and assists with third party HMO provides in conduct of annual physical examination of all employees;
9. Conducts regular inventory of medicines and medical supplies;
10. Prepares purchase of medicines and medical equipment, as necessary to ensure availability of stocks and inventory;
11. Coordinates and convene committees for the annual assessment and renewal of third party service providers;
12. Establishes and maintain relationship with HMO companies in order to stay up to date policy and offer the best possible options to employees;
13. Provide assistance to employees to ensure health and safety protocols are in place in relation to health emergencies (like the COVID-19 Pandemic); and
14. Checks accuracy of billings related to vaccine, annual physical examinations and HMO availments.