PLAINTIFF'S EXHIBIT
UC-P-208

UNION CARBIDE CORPORATE OCCUPATIONAL HEALTH MANUAL

SUBJECT	SECTION	INFORMATION/GUIDELINES
NURSING GUIDELINE	DATE 3/17/81	PAGE 1 OF 14
	APPLIES TO ☒ UNITED STATES	☒ INTERNATIONAL

PURPOSE/OBJECTIVE

These quidelines are presented to assist management in developing an occupational nursing program based on sound practices and good services. They will also assist the occupational health nurse in establishing good communication, in defining and assuming responsibilities, and in evaluating self-effectiveness.

These guidelines were developed with the following objectives in mind.

1. A reference for management in the planning and administration of an occupational nursing program to meet good professional and program standards.

2. Guidelines for nurses in developing proper orientation, defining scope of activities and responsibilities, and maintaining relations with individuals and groups where good communication is necessary. The occupational health nurse has the obligation to oneself, one's employer, and one's professional association to develop those qualities of judgment, dedication and responsibility that are the hallmark of occupational health nursing. These guidelines can be of help in achieving this professionalism.

DEFINITIONS/SCOPE OF PRACTICE

Occupational Health Nurse

A registered Professional Nurse employed by business, industry, or an organization for the purpose of conserving, protecting or restoring the health of workers. The occupational health nurse shall have professional preparation commensurate with job responsibilities and shall be licensed and registered in the state in which the nurse practices. Background in occupational public health and/or emergency room nursing is desirable. A Bachelor's degree is recommended. The nurse is employed for the purpose of prevention of disease and injury of employed workers at and through their place of employment. The nurse has additional responsibilities of making first-level diagnoses, and assessment of physical and emotional needs. In addition, the nurse provides total patient care in conjunction with or under the supervision of a licensed physician.

DEFINITIONS/SCOPE OF PRACTICE (cont'd)

Occupational Health Nurse Clinician/Practitioner

A Registered Professional Nurse who performs all the functions of the occupational nurse. This nurse has also had specialized preparation through education in a clinical area and is expected to demonstrate a high degree of skill in the application of basic knowledge in both physical and behavioral sciences. i.e., physical examinations, mental health counseling, etc.

Occupational Health Nurse Coordinator

A Registered Professional Nurse who is proficient as an Occupational Health Nurse Clinician, and who is able to develop, implement, evaluate, supervise, and coordinate the delivery of health care services to employees.

Occupational Health Nurse Consultant

A Registered Professional Nurse whose responsibility is to promote and improve the development of in-plant health services and to increase the effectiveness of occupational health nursing activities to meet the health needs of employed workers. The consultant has demonstrated expertise in occupational health nursing with additional skills in human relations and ability to plan, develop and implement educational and other activities for occupational health nurses; to act in an advisory capacity to employers, management and labor and others interested and active in the health of employees; to work with community agencies and professional organizations; to provide leadership, utilizing current trends, knowledge and resources to assist the occupational health nurse in the expanding role and programs.

RESPONSIBILITIES OF THE OCCUPATIONAL HEALTH NURSE

I. Administration

The Occupational Health Nurse:

a) plans, organizes, and develops an efficient occupational health nursing service consistent with the objectives and scope of the company medical program;

RESPONSIBILITIES OF THE OCCUPATIONAL HEALTH NURSE (cont'd)

Administration (cont'd)

b) provides leadership and self-example, which motivates employees to function effectively and efficiently;

c) recommends budget needs as related to the nursing service provided;

d) assesses health program, nursing procedures, and responsibilities and recommends methods that will increase effectiveness; and

e) participates and cooperates in research and studies for the improvement and delivery of health care.

II. Communications

The Occupational Health Nurse:

a) develops and maintains a communication system with the physician, management, and labor to promote understanding and acceptance of health policies and practices;

b) assists management in the interpretation of company medical related policies and procedures; and

c) communicates and relates to employees in terms meaningful to them.

III. Health Assessment

The Occupational Health Nurse:

a) develops and implements a nursing care plan which provides for continued care and treatment, rehabilitation, and return to work;

b) assists the physician in providing employee health examinations;

c) health screening - observes, examines and tests employees by the use of selective diagnostic procedures and selects appropriate action and referral;

III. Health Assessment (cont'd)

d) recognizes and assesses symptoms of acute illness to ascertain a nursing diagnosis in order to render appropriate treatment within the scope of the State's Nurse Practice Act;

e) cooperates with all other company personnel involved in providing and maintaining a safe and healthful work environment;

f) visits work areas to assess and maintain knowledge of environmental hazards;

g) develops and implements a nursing care plan which provides for continued care and treatment, rehabilitation, and return to work. The rehabilitation process is started at the earliest knowledge of illness or injury; and

h) understands the epidemiology, control and prevention of communicable diseases.

IV. Health Education

A. Definition

Health education is an essential part of all health services and includes teaching, support, and motivation in all areas of health and safety.

B. Purpose

1. To create in the employee a desire to learn more about health.

2. To increase the employee's understanding of health problems on the job, at home, and in the community.

3. To help encourate the employee to develop skill in defining and solving health problems.

4. To help the employee become a consumer of health information and services which will enable him to attain and maintain optimal health.

IV. Health Education (cont'd)

C. Objective/Commitment (cont'd)

Health education is an essential and important part of the health program for all employees and should permeate every health service the company offers.

D. Procedure

The Occupational Health Nurse:

1. plans programs of health education in cooperation with management and physician.

2. interprets the health needs and interests of employees to management.

3. correlates health education with nursing care given the individual employee.

4. assists or advises in the teaching of first aid, health courses, etc. in accord with local policy.

5. provides employees with printed educational material applicable to their particular health problem.

6. works with community health agencies.

7. periodically evaluates the effectiveness of the program with the physician and management.

V. Health Counseling

A. Definition

Counseling is a helping relationship involving something more than information, but something less than treatment of emotions and feelings (psychotherapy).

V. Health Counseling

B. Purpose

To help employees reach a better understanding of their problems.

C. Objective/Commitment

1. Management recognizes its responsibility in this area in providing time for counseling by the physician and/or nurse.

2. Any employee requesting advice on problems related to emotional health or social adjustment should be given guidance and/or counseling by the physician and/or nurse.

D. Procedure

The Occupational Health Nurse:

1. Plans the nurse's role in the health counseling program with the physician.

2. Works with management to provide facilities for conducting interviews in private.

3. Provides time in daily work schedule for counseling.

4. Carefully evaluates the employee's problem before attempting to interpret his needs.

5. Recognizes the need for specialized service when the problem is beyond the nurse's competence and the company physician is not available.

6. Assists management to recognize human relations problems which may have implications.

VI. Immunization

A. Definition

Immunization is the administration of antigens to stimulate the development of specific antibodies, and therefore, resistance to the disease.

VI. Immunization (cont'd)

B. Purpose

To protect against communicable disease.

C. Objective/Commitment

Immunizations will be provided to employees who, by reason of their occupation or job assignments, may be exposed to significant hazards. When an impending epidemic threatens, the Medical department will participate in an immunization program after the approval of the Corporate Medical Department and local management.

D. Procedure

The Occupational Health Nurse:

1. Prepares an immunization schedule.

2. Sets up an immunization record system.

3. Keeps currently informed about community immunization programs in order to correlate employee programs with those recommended by local health officials.

4. Arranges with local authorities for immunization of employees with special needs (e.g., yellow fever).

5. Smallpox and cholera vaccinations must bear a stamp approved by the Health Administration of the country in which the vaccination is performed. This may be obtained from the local health office.

6. Yellow fever certificate, when required, must be issued by a yellow fever vaccination center. These centers are listed in the Immunization Information for International Travel, issued by the U.S. Department of Health and Human Services and sold by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

VIII. Absenteeism

A. Definition

Absenteeism is time lost from work of one day or more due to sickness or accident, occupational or non-occupational.

B. Purpose

To serve as a basis for health counseling of the worker and for tabulating the overall absenteeism record and the absentee severity and frequency rates of the company.

C. Objective/Commitment

Employees must be evaluated by the plant physician, where applicable, before returning to work after being absent from work because of occupational illness or injury. An employee absent from work 3 or more days from any cause, must have a note from a physician.

D. Procedure

The Occupational Health Nurse:

1. Cooperates with management and the physician in the evaluation of employees for return to work on either a full-time or modified work basis.

2. Should maintain an accurate record of illness and injury absences and reviews them with management and the physician for determining frequencies and patterns of absence.

3. Provides health counseling.

4. Assists management with proper job placement of those requiring modified work or time schedules.

VIII. Accident Prevention

A. Definition

Accident prevention is a cooperative effort of health, safety, and operating personnel in the prevention, elimination, or control of hazards of behavior which might result in injury.

VIII. Accident Prevention (cont'd)

B. Purpose

To encourage and assist management and employees to assume an active role in the control of environmental hazards and the prevention of accidents.

C. Objective/Commitment

The Medical Department shall participate with management in a safety program which integrates off-the-job as well as on-the-job aspects of safety.

D. Procedure

The Occupational Health Nurse:

1. Understands what constitutes a safe working environment.

2. Knows safety practices and safety devices used in the plant.

3. Promotes and, when indicated, teaches first aid classes.

4. Makes reports and recommendations when indicated.

IX. Environmental Control

A. Definition

Environmental control is the application of the principles of medicine, engineering, or related disciplines in limiting or regulating those factors that might affect health or well-being of individuals in the industrial plant and the surrounding community.

B. Purpose

To provide an environment as free as practical from chemical, physical, or psychological agents which might exert a detrimental effect on the health and well-being of the working population and the general public.

IX. Environmental Control (cont'd)

C. Procedure

The Occupational Health Nurse:

1. Has a general knowledge of the toxic or potentially toxic agents or conditions present in the workplace.

2. Has a general knowledge of basic principles of industrial hygiene and knows when specialized services are needed and where and how to get them.

3. Has knowledge of the laws, codes, or regulations dealing with the health or sanitary conditions in work establishments.

4. Make tours of the occupational environment to become familiar with products used and existing or potential hazards.

5. Observes and reports symptoms which might be related to work materials or conditions.

6. Promotes and assists with the education of the workers related to occupational hazards that may affect them.

7. Collaborates with the physician and others responsible for investigation and control of hazards.

8. Secures information and literature on chemicals and other materials used in company processes.

X. Records, Reports and Directives

Health records and directives are essential in providing effective nursing care. The Occupational Health Nurse:

a) develops, reviews, and maintains a nursing policy and procedure manual;

X. Records, Reports and Directives (cont'd)

b) participates in the formulation and maintenance of signed medical directives within the limits of the State's Nurse Practice act; and

c) develops and maintains a record and reporting system which meets legal requirements and company policy, insures continuity of care, and confidentiality of medical information.

XI. Facilities and Equipment

a) The facilities, equipment, and supplies required to provide efficient nursing care shall be determined by management with the physician and the nurse.

b) The Occupational Health Nurse periodically reviews facilities, equipment, and procedures and makes necessary recommendations.

XII. Continuing Education

a) It is recommended that the Occupational Health Nurse continue education, personal and professional development.

b) The nurse should maintain active membership and participation into activities of professional nursing organizations.

RELATIONSHIPS

Appropriate channels of authority for administering the health services should be clearly defined. This section defines the professional responsibilities of the nurse and the designated company physician and their interrelationships, lines of authority to be established, and channels of communications to be developed in reporting to management.

Nurse - Physician

Professional Responsibilities

A. The technical and medical aspects of industrial health services must be the responsibility of a physician, whether a physician be employed on a full-time, part-time, per case or other basis, as the size and type of plant and other considerations may dictate. There are two main reasons for this:

Professional Responsibilities (cont'd)

1. To conform to the medical and nurse practice acts of the various states.

2. Because of the fundamental characteristics of medical service, which requires closely integrated action of both physician and nurse.

B. The occupational health nurse's knowledge about the individual employee may furnish the physician with valuable background that could assist the physician in determining the proper course of action.

Objective/Commitment

A. In order to function effectively, the nurse shall be provided with comprehensive written medical policies and procedures signed by the physician.

B. The physician should recognize the nurse as an individual with professional education, which qualifies the nurse to contribute significantly to the occupational health program:

1. The nurse should be provided with proper definite written directives for guidance.

2. With adequate directives and appropriate delegation of authority by the physician, the nurse can free the physician to attend to those matters requiring a physician's attention.

3. The nurse should use the knowledge and judgment derived from education and experience and apply the directives defined by the physician. There will be other situations on which the nurse will be expected to exercise independent judgment and initiative.

Communications/Organization Relationships

A. An adequate communication system is essential to efficient health service functioning. Effective channels of communication between the nurse and the physician shall be developed and maintained.

Communications/Organization Relationships (cont'd)

B. When a physician is employed full-time, the nurse or supervising nurse should report to the physician in both administrative and medical matters.

C. When the physician is employed part-time, the nurse should report directly to a member of management in matters of an administrative nature. Matters of a medical nature, however, must remain the responsibility of the physician, with delegation of appropriate segments of that responsibility to the nurse.

D. Physician and nurse should both be expected to conduct themselves in accordance with the code of ethics of their respective professions.

Continuing Education

A. The nurse should be an active, participating member in the appropriate professional specialty organization, and be cognizant of the available opportunities for continuing education.

B. The physician should encourage and support the professional development of the nurse in efforts toward continued education if the company and its employees are to derive maximum benefits from the nurse's services.

Nurse- Management

Responsibilities

A. The health service should be organized with full recognition of the legal, ethical, and professional principles governing medical and nursing services in industry.

B. A physician employed full-time, part-time, per case or other basis should have responsibility for the medical program of the health unit.

Responsibilities (cont'd)

C. Provisions should be made for the occupational health nurse to act under the direction of a physician in medical matters.

D. Where a physician renders service on a part-time, per case or other basis, the occupational health nurse should be given a set of directives to guide her professional activities, and should report to a designated member of management on administrative matters.

E. Where a physician is employed full-time or where a nurse is employed as an administrator or supervisor of a multi-nurse plant/unit, it is desirable that the nurse report to the company physician/medical director on administrative as well as medical matters.

F. Management should establish definite written policies under which the medical and nursing program are to function. The nurse and the physician should participate in the formulation of such policies.

Relationship to Line Management

A. In dealing with employees, the nurse should utilize every opportunity to work through the immediate supervisor concerned, but should have the right and obligation to appeal to higher levels of management when any decision of supervision will be to the detriment of employee health and the best interests of the company.

Continuing Education

A. Management should encourage the professional development of the occupational health nurse. This can be done through membership and active participation in a professional association at the local, state, and national levels. Also, where practical, through attendance at conferences, seminars, and university classes.

B. Attendance by the nurse at intra company education courses or conferences should be encouraged by management to broaden the nurse's knowledge and understanding of company policies and increase the nurse's effectiveness.

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