

SINGLE CORPORATE SERVICES

OCCUPTIONAL HEALTH AND WELLBEING

Job title:	Occupational Health Practice Nurse	<i>To be completed by HR Job Reference Number</i>
Reporting to:	Occupational Health Advisor	
Accountable to:	Service Lead Occupational Health	
Pay Band:	5	

As part of the Single Corporate Service, this role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

Job purpose

- Deliver safe, effective and responsive Occupational Health services to staff across Isle of Wight NHS Trust and Portsmouth Hospitals NHS Trust as well as external clients as required.
- Manage day to day activities, ensuring adequate resource to cover clinical commitments for both internal and external workloads.
- To participate in identifying and maintaining a safe working environment and preventing ill health that may be associated with work.
- The post holder would be able to gain experience and contribute by participating in the management of the service alongside more senior staff.
- To contribute to an atmosphere conducive to learning, audit and the use of research based/best practice guidelines.

Job summary

- The post holder will be responsible for undertaking general occupational health duties, including clinic work, and participate in health surveillance, management referrals and health promotion activities whilst acquiring the necessary skills to develop practice in line with current guidance.
- Confidentiality is a key aspect of this role and is an essential requirement. The service has SEQOHS accreditation, and it is essential that all elements of our work meet those standards.

Organisational Chart



Specific Core Function

Main Duties and Responsibilities

- To be responsible for running routine clinics as directed by the OH Team Lead Clinical to cover the needs of the service.
- To undertake routine work which is handled by the department daily e.g. the processing of New Starter health screening forms, giving telephone advice, health surveillance screening, and to deal with emergency situations, e.g., sharps injuries, outbreaks.
- To work as part of the multidisciplinary team to maintain effective communication with clients, manager and other professionals to ensure seamless service delivery.
- To advise clients on current recommendations in relation to work environments, in line with occupational health regulations.
- To provide a service which is client focused, referring to senior colleagues as appropriate.
- To ensure that clinics meet the needs of the client e.g., they run to time, adequate stocks are maintained, they meet infection prevention and SEQOHS standards.
- To adhere to evidence-based practice when providing clinical advice in accordance with current occupational health practice. This may include routine health checks, infection prevention or health and safety guidance.
- To liaise and work with specific expert groups e.g. infection prevention, virology etc.
- To assess new clients presenting to the OH Service dependent upon their health care need, whether in person or by written referral, under the supervision of senior colleagues, as required
- To undertake basic health screening procedures and assist in weekly health surveillance activities, e.g. lung function testing for workers exposed to respiratory sensitisers.
- To understand and provide vaccination programmes for various employee groups and promote awareness of the need to be protected against various infection hazards in the

context of specific occupations.

- To undertake pathology tests and have competent venipuncture skills in line with departmental protocols and liaise with laboratory staff e.g. virologists when appropriate.
- To participate in the provision of site visits and management of nurse clinics for external contracts as required
- To ensure that all vaccines and medications are ordered, stored appropriately and in a secure location in line with formal standing orders.
- To support sickness absence reviews.
- To ensure emergency equipment is maintained both within the department and onsite visits e.g. anaphylactic shock kit.
- To undertake a risk assessment, taking the appropriate action to assess any member of staff following exposure to sharps/contamination incident in line with trust policy.
- To provide support to clients who are emotionally and psychologically distressed, referring on to a senior colleague as appropriate.
- To undertake health screening risk assessments in accordance with the department protocols, obtaining advice from senior colleagues where there is uncertainty about fitness to work.
- To support occupational accident incidents as required.
- To occasionally be available for work outside of core occupational health office hours to assist with specific activities, such as FLU Campaign, new doctor inductions and health surveillance.
- To participate in the collection and evaluation of clinical data for the purpose of clinical audit within the specialty of occupational health.
- To maintain knowledge of legislation affecting occupational health practice.
- To act as role model of good practice to any new staff joining the department.
- To ensure that records are maintained accurately in line with departmental and trust policies, Data Protection, Medical Reports Act and Trust guidelines and to participate in clinical audit activities as and when required.
- To ensure the confidentiality of all communications and secure storage of notes
- To participate in the induction/orientation programme of new staff in the department.

Research and Education

Research

- Support local research teams, actively contribute to multidisciplinary audits, highlight areas for change and complete action plans for improvement

Education

- Support an environment that is conducive to learning and evidence-based practice.

Communication and Working Relationships

- To establish good personal and professional relationships across the trust and with all external clients.
- Proactively contributes to the development of occupational health standards and policies, develop and review protocols & procedures at operational level liaising with the OH seniors.

Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving complex, sensitive or contentious information.

Analytical and Judgement

- Judgements involving a range of facts or situations, which require analysis or comparison of a range of options.

Planning and organising

- Planning and organisation of appropriate tasks, activities, or programmes, some of which may be ongoing.

Physical Skills

- Dexterity to enable safe handling of Sharps, E.G venepuncture, vaccination.

Policy and Service Development

- The post holder is responsible for the implementation of policies for a team/department and proposes policy or service changes which impact beyond own area of activity.

Financial Management

- The post holder will observe a personal duty of care in relation to equipment and resources used in the course of their work.

Management/Leadership

- May have line management, or supervisory duties for clinical support staff including Occupational Health Technicians.

Information Resources

- The post holder will be responsible for data entry, text processing or storage of data compiled by others, utilising paper, or computer-based data entry systems.

Research and development

- Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Freedom to Act

- To act within their own scope of clinical practice.

Physical effort

- Some light manual handling may be required and ability to perform CPR in an emergency situation.

Mental effort

- There is a frequent requirement for concentration where the work pattern is unpredictable.

Emotional Effort

- Occasional exposure to distressing or emotional circumstances, or occasional indirect exposure to highly distressing or highly emotional circumstances.

Working conditions

- Exposure to unpleasant working conditions or hazards is rare.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	RGN/RN qualification		Application
Experience	Evidence based practice Basic nursing skills, e.g., injection technique, BP's etc. Collaboration with other agencies/multi disciplinary teams	Occupational Health experience Compliance with Written Instruction/ Patient Group Directives (PGD) Clinic based work experience	Application / Interview

	Implementation of health promotion initiatives		
Knowledge	<p>Up to date knowledge of current clinical and professional issues including NHS /DH /HSE legislation</p> <p>Understanding of NICE</p> <p>Working knowledge of Microsoft office applications, and electronic patient record databases.</p> <p>Understanding of corporate awareness and principles, such as GDPR.</p> <p>Flexibility with working hours and place of work</p> <p>Full UK driving License.</p>	<p>Ability to assess clients presenting to Occupational Health, plan and provide specialist advice dependent upon their particular health care need and work related issues</p> <p>HAV's trained</p> <p>Venepuncture skills</p> <p>Immunisation skills</p> <p>Spirometry skills</p> <p>Audiometry skills</p> <p>Experience of undertaking audit or nursing research</p> <p>Supervisory experience of junior members of a team</p> <p>Clear and effective presentation skills to small and large groups</p> <p>Understanding of SEQOHS</p>	Application / Interview

Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to: Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.



- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.