

SINGLE CORPORATE SERVICES

OCCUPATIONAL HEALTH and WELLBEING

Job title:	Occupational Health Technician	<i>To be completed by HR</i> <i>Job Reference Number</i>
Reporting to:	Team Lead	
Accountable to:	Service Lead – Occupational Health	
Pay Band:	3	

As part of the Single Corporate Service, the 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.

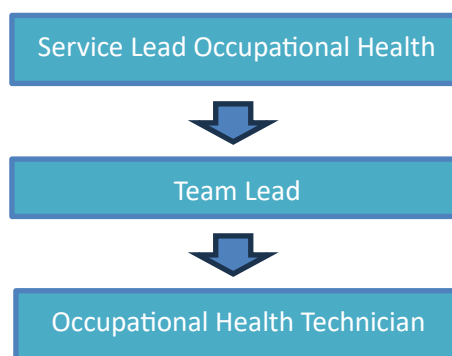
For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

Job summary

The main responsibilities of this role will require the post holder to support the delivery of high-quality Occupational Health Services to NHS Trust employees & external clients, to promote health and wellbeing and safeguard employee's health from risks arising from their working environment. The post holder will be involved in the development of services to ensure the delivery of evidence-based practice with the highest possible standards of care. The post holder will be required to learn a diverse range of clinical and clerical skills performed with appropriate supervision from the occupational health nurses and administrative staff.

In undertaking this role, you will be expected to always behave in a way that is consistent with and actively supports the Trust's values. Ensure client safety is maintained and that the client's experience is positive by treating all clients, relatives and colleagues with respect, dignity, and courtesy in accordance with Trust values, whilst ensuring you act within your sphere of competence.

Organisational Chart



Key Responsibilities:

Clinical

Provide a broad level of clinical support to the OH clinical team, always following set procedures, policies, and guidelines.

- To assist the clinical team to provide a high standard of customer focused service.
- Play an active role in health & wellbeing activities at departmental and organisational level.
- Act on own initiative when managing clients' needs in the clinical setting and refer onward as the need arises.
- To undertake a wide range of learned skills; this will be performed under the direct and indirect supervision of a suitably qualified Occupational Health Nurse (OHN). These skills and competencies will be performed according to all relevant internal policies and protocols including relevant external requirements. Some of these skills are listed below:
 - Spirometry
 - Audiometry
 - Skin surveillance
 - Vision Screening
 - Medicals
- Venepuncture for a wide range of blood tests for staff and to external companies.
- Electronic screening of clinical new starters health assessments with no declared health issues and referring on to the OHN those requiring further assessment.
- To be able to assist with wellbeing health assessments to include clinical assessments, measurement of blood pressures, urinalysis, cholesterol testing and body mass Index measurements.
- To accurately maintain all administrative systems in line with service requirements always ensuring accuracy, timeliness and confidentiality are maintained.
- To undertake only when competent, any of the above with minimum supervision.
- Participate in innovation and quality of healthcare by attending the nurses or department meetings; participate in projects, client feedback, and quality initiatives pertinent to the role.
- Treat all clients and colleagues with respect in accordance with Trust values and Equality and Diversity Policy.

Professional Education and Development Role

- Develop skills relevant to role in clinical speciality as identified by OH Lead Nurse and in accordance with Trust Policies.
- To assist the team at health at work programmes and training sessions.

Administration

- To understand the record systems on G2 and assist with the confidentiality and security of all personal files when involved with managing cases. To assist with correspondence overseen by the OH nurses.
- To assist with data inputting of clinical work under supervision.

General

- Report any problems arising in all aspects of work undertaken.

- Respond positively to client requests and act promptly and effectively to constructive criticism or complaints by ensuring the appropriate person is informed immediately.
- To be responsible for general tidiness of work areas in particular the clinical areas and stock checks.
- To be responsible for basic checks and cleaning of medical equipment. Assisting with the decontamination process when equipment is to be sent out for calibration, maintenance, or repair.
- Maintain a medical equipment record of maintenance and calibration checks, be responsible for arrange annual maintenance checks.
- To add to the quality of service given to individual clients during their visit to the department.
- To support the team so that routine functions are streamlined and effective.
- To undertake any other duties that may reasonably be required.

Health & Safety

- Take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.
- Co-operate fully in following the trust policies and procedures regarding health & safety matters.
- Immediately report to their manager any shortcomings in health & safety procedures and practice.
- Report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible.

Key Responsibilities

Communication and Working Relationships

- To establish good personal and professional relationships across the trust and with all external clients including line managers and HR managers
- Proactively contribute to the development of occupational health standards and policies.
- Communicate sensitive health details with empathy ensuring that information is understood.

Analytical and Judgement

- Judgements involving straightforward job-related facts or situations.

Planning and organising

- The post holder organises own day-to-day work tasks or activities under supervision.

Physical Skills

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

Policy and Service Development

- The post holder follows policies in own role which are determined by others; no responsibility for service development, but may be required to comment on policies, procedures, or possible developments.

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

- The post holder provides advice or demonstrates own activities or workplace routines to new or less experienced employees in own work area.

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

- Generally, works with supervision close by and within well established procedures and/or practices and has standards and results to be achieved.

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 may unpredictable.

Emotional Effort

- Occasional exposure to distressing or emotional circumstances

Working conditions

- Exposure to unpleasant working conditions or hazards is rare.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	Educated to NVQ 2 or relevant equivalent qualification or healthcare related study.	Grade 4 English and Maths GCSE	Interview / Application form
Experience	Experience of working in a healthcare environment.	Experience of performing phlebotomy or willing to be trained.	Interview / Application form

	Can demonstrate understanding of and share the Trust values.	Spirometry & audiometry skills or willing to be trained. Experience of completing medical assessments, eye tests, height, weight, blood pressure measurements and other clinical tests as appropriate for the role.	
Knowledge	<p>Ability to work independent with minimal supervision at times and work as part of a team.</p> <p>Effective client care & customer care skills</p> <p>Excellent verbal and written communication skills.</p> <p>Working knowledge of Microsoft applications (Word, Excel etc)</p> <p>Working knowledge of GDPR and Patient confidentiality.</p> <p>Flexibility with working hours and place of work</p> <p>Full UK driving License.</p>		Interview / Application form

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.