JOB DESCRIPTION

OCCUPATIONAL HEALTH DEPARTMENT

JOB TITLE: Occupational Health Nurse Advisor
GRADE: Band 6, Agenda for Change Terms and Conditions of Service
HOURS: 37.5 hours - (Monday to Friday)
RESPONSIBLE TO: Occupational Health Specialist Nurse
ACCOUNTABLE TO: Occupational Health Manager
BASE: The main base is James Cook University Hospitals, however the post holder will be required to travel and work at both James Cook in Middlesbrough and the Friarage Hospital in Northallerton Occupational Health Departments, and work at external customer locations as required by the needs of the service.

JOB SUMMARY/PURPOSE

To work as an autonomous practitioner, managing own work as a specialist within Occupational Health & Wellbeing.

To undertake Occupational Health screening, provide specialist services in sickness absence management and provide advisory services for staff, managers and customers of South Tees Hospitals NHS Foundation Trusts Occupational Health Service.

Maintain and develop employee health, in accordance with the health and wellbeing agenda.

MAIN DUTIES

- Provide an effective sickness absence case management service for managers and staff in the Trust and external customers
- To provide specialist advice to staff and their line managers during periods of ill health and / or sickness absence, along with detailed medical reports summarising recommendations in accordance with best practice and the Equality Act.
- Provide cover at regular periods for the departments 'duty nurse' service
- Plan and co-ordination of large volume immunisations programmes
- Provide clinics for the vaccination of staff appropriate to their role.
• Provide appropriate advice and supports to staff that sustain inoculation injuries involving human body fluids.

• Where appropriate provide support to the Occupational Health Department through health screening, health promotion, immunisations, blood screening etc.

• Advise managers of appropriate staff health surveillance programmes in accordance with the legal requirements for Health & Safety at Work, the Health & Safety Executive guidance, and COSSH Standards.

• Conduct and manage health surveillance programmes for appropriate staff depending on their job role including screening for hearing, vision, respiratory sensitizers and various blood tests / immunisations in accordance with Patient Group Directives.

• Effectively conduct fitness for work health assessments with new starters to the Trust (or occupational health customer base), providing a response to their line manager with regards to their work health and any adjustments / vaccinations / health surveillance in accordance with their role.

• Deliver presentations / training sessions to promote health and wellbeing

• Attend appropriate meetings representing the nursing team

• Conduct health promotion activities

• Take part in department audits

KEY RESULT AREAS

• To provide an Occupation Health Screening and Advisory Service that maintains a consistently high standard and which meets the reasonable expectations of the organisation.

• To work autonomously to provide an effective and responsive sickness absence case management service that contributes to the Trusts effective management and reduction of sickness absence

• To effectively plan and lead large volume immunisations programmes and provide an appropriate response to outbreaks of infectious diseases occurring in the Trust.

• To ensure a high standard of record keeping and standard of service to users

• To work to tight deadlines to provide an efficient service and minimise staff time away from the workplace.

• To effectively conduct fitness for work health assessments in accordance with the departments procedures and the Trusts policies.
KEY WORKING RELATIONSHPES

- The post holder will be required to communicate with other OH nurses, Managers, Human Resources and health professionals with the Trust and develop good working relationships.

- The role also required the need for providing and receiving complex information, including highly sensitive information to clients who may be distressed.

- To provide comprehensive written reports to Management and Human Resources.

- To liaise with Human Resources and Management regarding employee issues and potential hazards and sickness absence trends within the Trust.

- To promote good working relationships and effective communication with colleagues, hospital departments and external bodies.

- Liaison will be maintained with Infection Control and Health & Safety during the course of their work.

- Maintain effective communication with clients, managers and Human Resources Professionals.

CLINICAL RESPONSIBILITIES

- To undertake Specialist Occupational Health activities for South Tees Hospitals and external contracts in accordance with the Trust Policies and Occupational Health procedures / protocols.

- To provide specialist advice to staff and their line managers during periods of ill health and / or sickness absence, along with detailed medical reports summarising recommendations in accordance with best practice and the Equality Act.

- To work within NMC directives at all times i.e. Code of Professional Conduct, Record Keeping, Scope of Professional Practice, and Administration of Medicines.

- To undertake health screening and Occupational Health Specialist advisory services as required by the department.

- To function autonomously to manage own caseload of patients within a multidisciplinary team while developing specialist programmes of care.

- To assess and refer employees for further treatment i.e. physiotherapy, staff counselling.

- To identify, implement and maintain health surveillance programmes and undertake screening for employees based on risk.

- To develop and conduct health promotion programmes in accordance with the healthy workforce agenda and other initiatives.
To assist with the development of clinical protocols, patient group directives and maintaining a clinics service that is evidence based.

To work at all times according to regulations and to the most current guidance relating to governance and ethics in each Trust.

To undertake regular clinical audits for service area and produced detailed lessons learnt action plans / feedback to the department.

**SERVICE DEVELOPMENT AND IMPROVEMENT**

- To be aware of current developments and research within the OH field and to participate in educational programmes for own professional development where agreed
- To maintain OH records and to ensure complete and accurate documentation of all care provided
- To continuously strive to improve the Occupational Health Service through evidence based practice and service improvement.

**PHYSICAL WORKING CONDITIONS AND ENVIRONMENT**

- The post is centred around clinics and the office, requiring use of a computer with advanced keyboard skills and the use of Microsoft Office and COHORT systems.
- The post holder will be required to work autonomously and independently at external customer locations to the Trust whilst providing an Occupational Health Clinic service.
- The post holder will need highly developed physical skills with dexterity and accuracy required for clinical work e.g. providing vaccinations, venepuncture, hearing and vision screening and interpretation of such results to effectively convey to the client and take appropriate resulting actions.
- Attend team, local and national meetings/ training events.
- The use of a vehicle is required for travel across Trust sites and to provide clinics at external customer locations.
- There is a high volume of pre booked appointments varying in length along with the requirement for rapid response to needlestick injuries, outbreaks and skin conditions arising. Therefore there is a frequent requirement to sit, stand, walk to collect visitors from reception and back to clinic rooms, whilst delivering scheduled clinics and respond to high priority drop in cases.

**MENTAL EFFORT**

- There is a requirement to frequently concentrate for intense periods to conduct sickness absence consultations with staff and customers and provide an appropriate response in a detailed medical report which complies with the Equality Act 2010.
- Planning and implementing health surveillance programmes and respond to outbreaks of infectious diseases requires detailed concentration for significant periods and assessment of appropriate action in accordance with Trust policies and department protocols.
EMOTIONAL EFFORT

- To provide continuity of care to clients throughout their contact with the Occupational Health Department. To provide appropriate assessment, support and referral for potentially difficult and / or distressing situations, i.e. the need to stop work, change work practices or even change career
- To balance the demands of high volume pre booked appointments / clinics along with service development work, planning health surveillance programmes, respond to outbreaks and urgent enquiries, and plan and implement clinical audits.

COMMUNICATION

- Ensure all communication, which may be complex, contentious or sensitive, is undertaken in a responsive and inclusive manner, focusing on improvement and ways to move forward
- Ensure all communication is presented appropriately to the different recipients, according to levels of understanding, type of communication being imparted and possible barriers such as language, culture, understanding or physical or mental conditions.

HEALTH & SAFETY

- In addition to the Trust's overall responsibility for your health and safety, you have a personal responsibility for your own health & safety. As such you are required to inform your line manager of any safety issues that you identify that could affect you or others in the workplace. You must cooperate with management and colleagues at all times in achieving safer work processes and work places, particularly where it can impact on others.

EQUAL OPPORTUNITIES

- Abide by the Trust’s Equal Opportunities Policy, in detail and spirit, and ensure that clients and colleagues are treated without Discrimination.

INFECTION CONTROL

- You are expected to follow the Trust’s Hospital Infection, Prevention and Control policies and procedures at all times to protect patients, staff and visitors from healthcare associated infections by following policy guidance and protocol in and around the trust and in particular when entering and leaving the clinical area.
- To represent the Occupational Health Department at Hand Hygiene Steering Group Meetings and Infection Control Prevention Action Group and deliver the expectations of the Groups for the Occupational Health Service.
CONFIDENTIALITY

- To maintain client confidentiality in all aspects of this role in line with the Caldicott Principles, the Data Protection Act (1998) and the Access to Health Records Act (1991). To respect client/patient confidentiality at all times and not divulge client/patient information unless sanctioned by the requirements of the role.

TRAINING & DEVELOPMENT

- The Trust is committed to providing training and development opportunities for every employee.

Job Holder’s Signature ......................................................... Date: .........................

Manager’s Signature .......................................................... Date: .........................

Created by Pam McCourt, Occupational Health Manager, May 2013
Job evaluated - May 2013
# SOUTH TEES HOSPITALS NHS FOUNDATION TRUST

## DIRECTORATE OF HUMAN RESOURCES

## OCCUPATIONAL HEALTH DEPARTMENT

## PERSON SPECIFICATION

**JOB TITLE:** OCCUPATIONAL HEALTH NURSE ADVISOR, B6

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<thead>
<tr>
<th>ATTRIBUTES</th>
<th>ESSENTIAL</th>
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<tr>
<td>Qualifications</td>
<td>NMC Level One Registration</td>
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<td>A relevant OH diploma / degree</td>
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<td>Previous Experience</td>
<td>Substantial work experience in an Occupational Health Department</td>
<td>Experience of working independently and as part of a team</td>
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<td>Experience in the provision of sickness absence case management and production of management reports</td>
<td>Experience of working within the NHS</td>
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<td>Competent in using Microsoft Office software for storing / Retrieving data</td>
<td>Experience and knowledge of Health &amp; Safety Law and its application to Occupational Health</td>
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<td>Competent in using COHORT IT system for Occupational Health</td>
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<td>Knowledge</td>
<td>Understanding of Occupational Health &amp; Wellbeing agenda</td>
<td>Understanding of the current Occupational Health &amp; Wellbeing agenda</td>
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<td>Knowledge of legislation and guidelines pertaining to Occupational Health including the Health &amp; Safety Executive and Department of Health</td>
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<td>Skills and Special aptitudes</td>
<td>Clinical skills including venepuncture, audiometry, spirometry and immunisations</td>
<td>Understanding of OH terminology</td>
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<td>Excellent interpersonal skills and the ability to communicate effectively with patients, colleagues and members of the multidisciplinary team</td>
<td>Ability to use word processing to intermediate level</td>
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<td>Committed to personal and Professional development</td>
<td>Enthusiasm for promotion work health and wellbeing</td>
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<td>Ability to make decisions,</td>
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<td>Organise and prioritise</td>
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<td>Able to innovate and respond to change</td>
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<td>Good listening skills</td>
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<td>Good communication skills (written and verbal)</td>
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<td>Computer literacy</td>
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<td>Good time management</td>
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**Competencies / Behaviour**

- Ability to plan, organise and prioritise work.
- Influencing skills to challenge perceptions, use integrity and work autonomously.
- Good team worker
- Able to work alone, using initiative and generating own work.

**Other**

- Ability to travel throughout the required localities for the role.
- Car driver with access to a vehicle

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**Occupational Health Manager**

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**Occupational Health Specialist Nurses**

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**Occupational Health Nurse Advisor (Band 6)**

Vacancy

**Occupational Health Screening Nurse (Band 5)**

Vacancy