

## JOB DESCRIPTION

|                        |   |
|------------------------|---|
| <b>Job Title:</b>      | <b>Occupational Health Nurse Advisor</b>                                |
| <b>Band:</b>           | <b>6</b>  |
| <b>Responsible To:</b> | <b>Clinical Nurse Specialist,<br/>Occupational Health and Wellbeing</b> |
| <b>Accountable To:</b> | <b>Clinical Nurse Specialist,<br/>Occupational Health and Wellbeing</b> |

**Section/Department/Directorate: People Directorate**

### Purpose:

To undertake case management as an autonomous practitioner, being responsible for a caseload of clients, respecting confidentiality, equality and diversity and providing specialist advice on health promotion, advisory services and sickness absence

To ensure knowledge is up to date and work as part of the Occupational Health multidisciplinary team, in accordance with current Health and wellbeing advice and evidence based best practice, under the direction of the Nurse manager.

To work clinically undertaking Occupational Health screening, surveillance, delivering immunisations and performing venepuncture.

To support the role of the Clinical Nurse Specialist in their absence.

### Context:

The **Occupational Health Nurse Advisor** will be based at **Barnstaple / Exeter but this is a Trust wide post**.

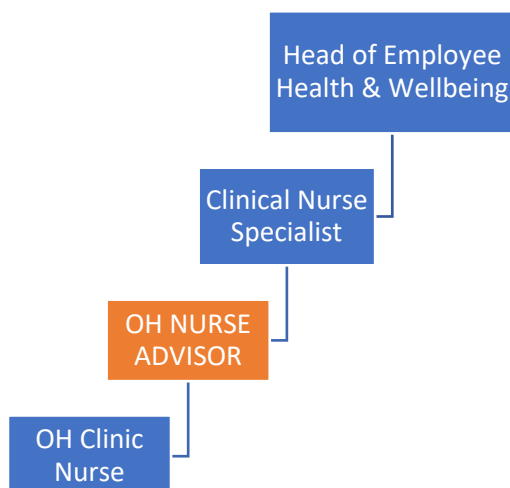
The post holder will undertake all Occupational Health and Wellbeing Service Nursing duties and work as part of a team, to meet the needs of the service. The post holder may be required to work in other areas as appropriate and as directed by the line manager.

### Key Working Relationships:

To provide an Occupational Health service primarily responsible for meeting the needs of Trust employees, but also external contracts from both the private and public sector and reporting to the Line Managers, having freedom to act within the policies and practices of the service. The post holder will be expected to work with their own case load of employees/ clients however they will be able to refer to a more senior nurse when required.

The post holder is required to communicate effectively with stakeholders of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

### Organisational Chart:



### Key Result Areas/Principal Duties and Responsibilities

- To maintain valid and up to date registration with the NMC and comply with NMC guidance on revalidation, clinical supervision and professional issues.
- Provide effective sickness absence management advice including case management service for managers and staff in the Trust and for external customers in accordance with best practice, local and national policy including Trust policy on absence management, work related stress guidance and the Equality Act 2010.
- Planning and co-ordination of screening, and immunisation clinics and programmes in line with department of health guidance and local trust policy for all staff and seasonal clinics as necessary.
- To assess Staff following a contamination or exposure incident, giving guidance regarding undertaking of a risk assessment for blood borne virus exposure according to local and national guidance and Trust policy. To keep records of all information and ensure reporting details are complete, including assessment for RIDDOR via Health and Safety if necessary.

- To have up to date knowledge of the current health and wellbeing agenda and where appropriate to provide support with health and wellbeing interventions, promotion and programmes.
- To conduct and manage health surveillance programmes, working with managers, documenting and recording information, in line with national and local policy.
- Delivering immunisations using appropriate protocols/prescriptions.
- To ensure a high standard of record keeping and standard of service
- To work within the data protection policy
- Attend appropriate meetings representing the nursing team
- Deliver presentations / training sessions to promote health and wellbeing
- Screening for fitness to work in new starters, this includes assessment of written declarations and follow up with telephone and face to face communication. Providing a response to line managers with regards to employee fitness and any adjustments /modifications/ vaccinations / health surveillance in accordance with their job description.
- To provide contact tracing service to staff who are in contact with infectious diseases.
- To provide a confidential service to all users.

### **Communication and Relationship Skills**

- 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 recipients, respecting equality and diversity, according to levels of understanding and type of communication, being aware of possible barriers such as language, culture, understanding or physical or mental conditions.
- The post holder will be required to communicate and promote good working relationships with other managers and staff, both within and outside of the Trust, at all times gaining consent as necessary and respecting confidentiality.
- The role also requires the need for providing and receiving complex information, including highly sensitive information to clients who may be distressed.
- To provide comprehensive written reports in response to questions from employees Management and Human Resources internal and external to the Trust.

- To liaise with and attend meetings as appropriate with Human Resources and Management regarding employee issues and potential hazards and sickness absence trends within the Trust.
- Ability to be empathetic when delivering potentially distressing information.

### **Analytical and Judgement Skills**

- 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.
- Interpreting test results and planning onward care appropriately.
- To recognise own limitations, asking for advice from senior staff and referring as necessary.
- To remain accountable for all actions.
- To concentrate for long periods and weigh up information offered being influential and adaptable in a variety of situations. Providing advice in line with best practice local and national policy and procedure.
- To be economically and environmentally aware.

### **Planning and Organisational Skills**

- To provide day to day coordination and leadership for the department in the absence of the Clinical Nurse Specialist.
- 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.
- To ensure sufficient supplies by taking responsibility for ordering of immunisations clinical supplies, health promotion leaflets and paperwork for clinical use.
- To ensure own diary is updated with information, allowing time for travel etc. as necessary.
- To record appointments and outcomes on the OH computer system as necessary.
- To manage individual referrals: planning, implementing and evaluating advice given.
- Daily recording of fridge temperatures.

- Recording of immunisation stock levels
- To work to tight deadlines to provide an efficient service and minimise staff time away from the workplace

### **Physical Skills**

- The post holder will be required to work independently, may be a lone worker at locations within and external to the Trust.
- Ability to transport equipment and vaccines to remote clinics.
- Collection of vaccinations from pharmacy
- The post holder will need highly developed physical skills with dexterity and accuracy required for clinical work e.g. delivering vaccinations, performing venepuncture.
- Attend team, local and national meetings/ training events as necessary.
- Travel across Trust sites is required and to provide clinics at external customer locations.
- 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.

### **Responsibility for Patient and Client Care**

- Direct client contact whilst undertaking Specialist Occupational Health activities for the Trust and external contracts in accordance with the Trust Policies and Occupational Health and Wellbeing procedures / protocols.
- The post holder will be expected to work with their own case load of employees / clients, recognising their own limitations and seeking advice or referring on appropriately as necessary.
- To provide specialist advice to staff and their line managers regarding periods of ill health and / or sickness absence, with consent, along with detailed reports summarising recommendations in accordance with best practice, the Equality Act 2010, National and local Policy and procedure.
- To respect confidentiality, equality and diversity.
- To be aware of safeguarding legislation

- To assist in development of health and wellbeing promotion programmes and interventions in accordance with the health and wellbeing agenda and other initiatives.

### **Responsibility for Policy and Service Development**

- To assist in the monitoring, review and development of Occupational Health and Wellbeing Policies and procedures, to ensure they meet current legislation and departmental recommendations and reflect standards of evidence based best practice.

### **Responsibility for Financial and Physical Resources**

- To be responsible for the ordering and maintaining of clinical stock and supplies, to ensure safe storage, preparation and administration of vaccines in accordance with department processes, Trust policies and national guidance.
- To be responsible for the safe use and maintenance of clinical equipment.
- All staff will support their managers to make efficient and effective use of resources. All staff are responsible for identifying any actual or potential deviations from budgets and work with the budget holder or manager to find effective ways of handling it.
- The post holder is not anticipated to hold any budgetary authorisation responsibilities.

### **Responsibility for Human Resources**

- To take personal responsibility for own professional development.
- To be familiar with, understand and apply all department processes, procedures, policies and standards to ensure correct implementation.
- To facilitate and update appropriate advice/information for clients.
- To attend appropriate mandatory and statutory training.
- To promote awareness of national and local health related campaigns and to promote health on a one-to-one and group basis as relevant.
- To actively participate in the orientation and dissemination of current clinical practice to new members of the nursing staff at equivalent level and others as required.

**In addition to the duties and responsibilities listed, the jobholder may be required to perform other duties assigned by the supervisor/manager from time to time.**

### **Responsibility for Information Resources**

- The post holder will work in both clinical and office based environments, they will be required to use a computer to enter and retrieve information and have advanced keyboard skills for the use of Microsoft Office and other appropriate IT systems.

### **Responsibility for Research and Development**

- Take part in and deliver department audits and training sessions.

### **Decision Making**

- To function autonomously to manage own caseload of patients within a multidisciplinary team.
- To act in accordance with local policies and procedures laid down by the department, and follow national guidance in relation to Occupational Health and Wellbeing.
- Ability to make clinical decisions in a range of situations, considering all evidence available and respecting confidentiality, asking for advice if necessary.
- The post holder will respect absolute confidentiality within the law and have the ability to decline any request for personal or confidential information until or unless advised to do so.

### **Mental Effort**

- Concentration in environments where there may be distractions.
- Ability to prioritise and plan work.
- Empathy and sensitivity to difficult situations
- Exceptional listening skills

### **Emotional Effort**

- The post holder will be working with unpredictable situations on a regular basis
- The post holder will be required to respond appropriately to angry, anxious, distressed and upset clients.

### **Working Conditions**

- Ability to travel and transport equipment that is necessary to undertake clinics off site at least once a week and possibly more. The post holder will be expected to travel across the Trust's locations from the normal place of work to external contract sites to provide clinics and services as necessary.

- Work will be in a variety of locations, carrying own equipment and setting up of remote clinics will be necessary.
- Clinic work includes possible contact with body fluids. Working with medical sharps for immunisations and collection of specimens.
- Office work with DSE daily.

## **GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

## **SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed



of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

## **HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

## **INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Attending mandatory and role specific infection prevention education and training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

## **CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

## **JOB DESCRIPTION AGREEMENT**

**Job holder's Signature:** .....

**Date:** .....

**Manager's Signature:** .....

**Date:** .....

**PERSON SPECIFICATION POST: Occupational Health Nurse**

| REQUIREMENTS  | E/<br>D*                              | HOW TESTED?<br><br>Application<br>Form/Interview/Re<br>ference/Test   | INTERVIEW<br><br>COMMENTS | SCORE<br><br>(1 Low<br>– 10<br>High) |
|---|---------------------------------------|---|---------------------------|--------------------------------------|
| <u>QUALIFICATIONS/SPECIAL TRAINING</u><br><br>Current registration on part 1 of the NMC register<br><br>A Degree or Diploma in Occupational Health (or evidence of currently completing these) or equivalent demonstrable experience  | E<br><br>E                            | Application Form<br><br>Application Form  |                           |                                      |
| <u>KNOWLEDGE/SKILLS:</u><br><br>Competent to deliver immunisations in line with National and local guidance<br><br>Computer literacy; competent in using Microsoft Office software for storing / Retrieving data<br><br>Competent in using an electronic record systems<br><br>Health surveillance qualifications e.g. Spirometry etc.<br><br>Knowledge of legislation and guidelines pertaining to Occupational Health and Wellbeing including the Health & Safety Executive and the application of the Equality Act 2010.<br><br>Enthusiasm for promoting, health, work and wellbeing agenda This would take into account current theory, practice and guidance relating to OHWB. | E<br><br>D<br><br>D<br><br>E<br><br>E | Application form and interview<br><br>Application form and interview<br><br>Application form and interview<br><br>Application form and interview<br><br>Interview |                           |                                      |



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|--|---|--|--|--|
| <p><b><u>PERSONAL REQUIREMENTS:</u></b></p> <p>Committed to personal and Professional development and that of the Team e.g mentoring</p> <p>Ability to work independently and as part of a team</p> <p>Ability to make decisions, Organise and prioritise</p> <p>Excellent interpersonal skills and the ability to communicate effectively with managers, clients, colleagues and members of the multidisciplinary team</p> <p>Able to innovate and respond to change</p> <p>Good time management</p> <p>Good listening skills</p> <p>Good written and verbal communication skills</p> <p>Ability to plan, organise and prioritise work.</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> |  |  |
| <p><b><u>OTHER REQUIREMENTS:</u></b></p> <p>The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.</p> <p>Ability to travel throughout the required localities for the role.</p>  | <p>E</p> <p>E</p>   | <p>Interview</p> <p>Application form and Interview</p>   |  |  |

\*Essential/Desirable

| <b>HAZARDS :</b>                            |   |                                |   |  |   |
|---|---|--------------------------------|---|--|---|
| Laboratory Specimens<br>Proteinacious Dusts | x | Clinical contact with patients | x | Performing Exposure<br>Prone Invasive Procedures |   |
| Blood/Body Fluids                           | x | Dusty Environment              |   | VDU Use  | x |
| Radiation                                   |   | Challenging Behaviour          | x | Manual Handling<br>Transporting equipment        | x |
| Solvents                                    |   | Driving                        | x | Noise  |   |
| Respiratory Sensitisers                     |   | Food Handling                  |   | Working in Isolation                             | x |
| Cytotoxic drugs                             |   | Night working                  |   |  |   |