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**JOB DESCRIPTION**

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake an Enhanced Disclosure Check.

The Trust is committed to recruiting and supporting a diverse workforce and so we welcome applications from all sections of the community, regardless of age, disability, gender, race, religion or sexual orientation. The Trust expects all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

**1. JOB DETAILS**

**Job Title: Occupational Health Practice Nurse**

**Band: 5**

**Reports to: Band 6 Occupational Health Adviser**

**Directorate: Transformation and Organisational Development**

**2. JOB PURPOSE**

* To deliver the ongoing provision of a high quality, comprehensive occupational health service as part of the Exeter Occupational Health Service (EXOHS) to internal and external customers.
* To practice in accordance with NMC Codes, statutory requirements and the Trust’s Vision for Nursing.
* To work flexibly within any of the organisations who purchase a service from EXOHS as directed by the Clinical Nurse Specialist and provide support according to service needs.
* To promote health and wellbeing in the workplace in line with EXOHS health and wellbeing agenda

1. **KEY WORKING RELATIONSHIPS**

**Occupational Health:**

Occupational Consultant and doctors

Occupational Health Nurse Manager

Clinical Nurse Specialist

Occupational Health Advisers and Practice Nurses

Head of Staff Support & Counselling Service

Business & Clinical Support Manager

Admin Services Manager and Team

Human Resources Teams of service users and business clients

Department Managers of service users

**Multidisciplinary Team:**

Risk Management

Pathology Labs

Control of Infection

1. **Dimensions**

Exeter Occupational Health Service provides a confidential occupational health service to the Royal Devon & Exeter NHS Foundation Trust and over 40 other NHS and non-NHS clients on a regular basis. Funding for the department is supported by income generated from private business clients. The department works in conjunction with other NHS Trusts Occupational Health departments in Devon, Cornwall and Somerset to provide services to regional clients. Exeter Occupational Health Service provides the lead contract management role for a countywide service. The department utilises an electronic patient record system which is continually being developed to respond to the needs of the department and clients. Approximately 16000 appointments are handled by the department each year. The post holder will be required to support delivery of specific contracts and be able to travel off site to various workplaces in Devon, Cornwall and Somerset to deliver occupational health services using own transport. The core hours are normally between 8.30 am and 5.00 pm but there will be a requirement to work outside of these hours on occasion therefore a degree of flexibility is required with regard to start and finish times.

**5. ORGANISATION CHART**

**6. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES**

**Clinical Skills**

* To assess, plan, deliver and evaluate health surveillance and immunisation and screening programmes.
* Undertake paper and face to face health assessments and inform manager or Human Resources as appropriate of outcomes or potential delays.
* Undertake venepuncture as appropriate. Analyse and interpret blood test results, update written and electronic records, notify person appropriately if further action is required and inform the Trust of health care worker’s fitness to undertake exposure prone procedures.
* To co-ordinate health and wellbeing activities and promote health and wellbeing to employees.
* Undertake drug and alcohol screening at the request of the occupational health physician
* Arrange onward referral to occupational adviser, occupational physician or other professional as appropriate.
* Manage inoculation injuries and contamination incidents.
* Work under guidance of established protocols and procedures. Use own initiative to deal with routine and non-routine issues and identify when appropriate to refer to occupational health adviser or occupational physician.
* Work within the requirements of national advisory bodies such i.e. Department of Health, Public Health England and National Institute for Clinical Excellence.
* Participate in the fulfilment of occupational health contracts which will involve working remotely off site in other work areas and include carrying equipment, drugs and laboratory specimens.
* Work autonomously with minimal supervision. Take responsibility for equipment and own safety in line with Trust Lone Worker Policy.
* Establish and maintain communication with people at all levels, including department managers and employees about routine and daily activities overcoming any differences in communication between the people involved.
* Maintain written / electronic records contemporaneously of all occupational health activities undertaken.

**Quality Management:**

* To contribute to the monitoring of standard of service in line with SEQOHS accreditation
* To contribute to the implementation of action plans to improve patient care standards and services.
* To contribute to the implementation of improvements to working methods and practices.
* To participate in and contribute to changes and improvements within occupational health and the Trust.
* Participate in audit, research and internal education programme.
* To contribute to policy development

**Financial Management:**

* To ensure own activity is recorded for management reporting and invoicing purposes
* To contribute to the monitoring and control of the use of resources within budgetary limits.
* To contribute to the analysis of staffing requirements against workload activity.
* To assist with developing the financial awareness within the team so that individual staff contribute to the efficient use of resources.

**Information Management:**

* To contribute to the collection, recording and storage of information.
* To make use of relevant information in decision making, problem solving and care management.
* Manage allocated reports and inform clinical nurse specialist / data manager of any areas of concern that need to be addressed.

**Management:**

* To provide clear instructions and accurate information to occupational health colleagues
* To contribute to the supervision, development and coaching of individual staff so that they function effectively within the roles and responsibilities as laid down by the Trust’s vision for Nursing.
* To assist with the process of allocating workload.
* To develop own supervisory skills and competence.
* Participate in meetings internally or externally relevant to occupational health practice

**Professional Development:**

* To practice in accordance with NMC Codes and Standards.
* To contribute to the development of professional knowledge and skills of other staff within the team.
* To develop own knowledge and practice by recognising and taking advantage of all opportunities to learn including participation in clinical supervision.

**Other Responsibilities:**

* To take part in regular performance appraisal
* To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling
* To contribute to and work within a safe working environment
* The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.
* To undertake any other duties commensurate with the role

**THE TRUST - PURPOSE AND VALUES**

We are committed to serving our community by being a high quality specialist Hospital with consultant-led services. We aim to co-ordinate our services with primary and community care, and to develop a limited number as Sub-Regional Referral Centres with appropriate levels of research, development and educational involvement. Where appropriate, and consistent with our services, we may provide services aimed at preventing disease and debilitation.

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 who 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.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

### GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, the Trust reserves the right to insist on changes to your job description after consultation with you.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call 01392 207462.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

**PERSON SPECIFICATION**

**POST:** Registered Nurse

**BAND:** 5

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| **REQUIREMENTS** | At Recruitment | At PDR |
| **QUALIFICATIONS/SPECIAL TRAINING:**  NMC Registered Nurse (RN) or Registered Mental Health Nurse (RMN) with a minimum of two years post registration experience | **E** |  |
| **KNOWLEDGE/SKILLS:**  **Ability to undertake the following range of occupational activities with minimal supervision:**   * Able to work within NMC Codes of Conduct * Delivery of immunisation and screening programmes * Mantoux screening * Venepuncture * Health assessments face to face or by telephone * Health surveillance (spirometry, audio and keystone vision screening * Co-ordination of health and wellbeing in the workplace   Including participation in planned events   * Knowledge of Health and Safety legislation * Management of inoculation/contamination injuries * Drug and alcohol screening * Good IT skills, familiar with OPAS, Microsoft word and powerpoint | **E**  **D**  **D**  **E**  **D**  **D**  **E**  **D**  **D**  **D**  **E** | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |
| **DELIVERING THE SERVICE**   * Assess, plan deliver and evaluate the clinical care of OH patients * In conjunction with occupational health advisers deliver an efficient, effective service within budgetary constraints * Contribute on a daily basis to the clinical service delivery needs as identified by the occupational health adviser * Liaise with the Admin Services team and Business and Clinical Support Manager to ensure OH Services are delivered in timely manner * Contribute to service improvements by identifying processes that could streamlined * Able to transfer equipment between car and workplace taking into account good moving and handling practice | **E**  **E**  **E**  **E**  **E** |  |
| **EXPERIENCE:**   * Occupational health within the NHS * Experience of managing own caseload and working to tight deadlines * Promoting health and wellbeing in the workplace | **D**  **E**  **E** | **E** |
| **PERSONAL REQUIREMENTS:**   * Good team member, able to complement group dynamics * Ability to prioritise own workload and demonstrate good organisational skills * Excellent written and oral communication skills * Reliable * Motivated * Good attendance record | **E**  **E**  **E**  **E**  **E** |  |
| **OTHER REQUIREMENTS:**   * Must have a flexible approach to work. * Post will require 7am/7pm start and finish on occasions. * Post holder will deliver services at various work locations in Devon Somerset and Cornwall as required * Adaptable to changing needs of the service * Willingness to undertake skills training related to the specialty * Use of car to undertake off site visits | **E**  **E**  **E**  **E**  **E**  **E**  **E** |  |

\* **E**ssential/**D**esirable

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| **Hazards within the role, used by Occupational Health for risk assessment** | | | | | |
| Laboratory Specimens Proteinacious Dusts | ✓ | Clinical contact with patients | ✓ | Performing Exposure Prone Invasive Procedures |  |
| Blood / Body Fluids | ✓ | Dusty environment |  | VDU Use | ✓ |
| Radiation |  | Challenging Behaviour | ✓ | Manual Handling | ✓ |
| Solvents |  | Driving | ✓ | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in isolation | ✓ |
| Handling Cytotoxic Drugs |  |  |  |  |  |