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Royal Devon University Healthcare NHS Foundation Trust

JOB DESCRIPTION

Job Title: **Occupational Health Registered Nurse**

Band: **5**

Responsible To: Clinical Nurse Specialist, Occupational Health and Wellbeing

Accountable To: Clinical Nurse Specialist , Occupational Health and Wellbeing

Section/Department/Directorate: People Directorate

Job Purpose:

To deliver the ongoing provision of a high quality, comprehensive occupational health service as part of the Exeter Occupational Health and Wellbeing Service 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 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 health and wellbeing agenda

They are expected to take delegated responsibility in a given shift for a group of patients.

Context:

Provide services within the boundaries of own clinical competence.

Flexibility, as required, to undertake hours outside of core hours to the demands of the service.

No direct budget accountability, but responsible for the effective use of Trust resources and compliance with Trust Standing Financial Instructions (SFIs).

The post holder has responsibility for the safe handling of patient property/valuables in line with Trust Procedures and Trust SFIs.

Key Working Relationships:

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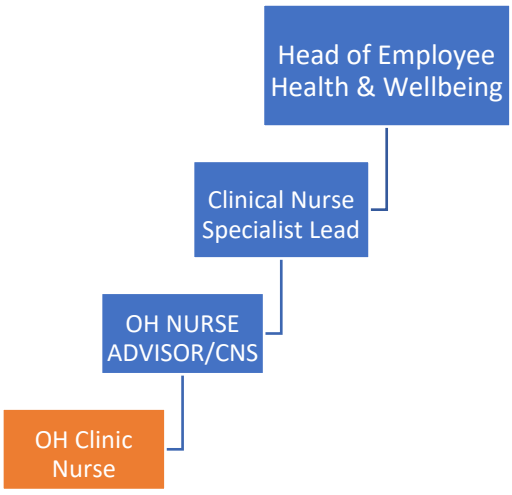
Internal to the Trust:

- Head of Occupational Health and Wellbeing
- Clinical Nurse Specialist Lead
- Occupational Health and Wellbeing Physicians
- Occupational Health Advisers/CNS
- Head of Staff Support and 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
- Risk Management Team
- Pathology Labs
- Control of Infection

External to the Trust:

- OHWB stakeholders
- Contract customers
- External healthcare partners

Organisational Chart:



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Key Result Areas/Principal Duties and Responsibilities Communication and Relationship Skills

- Ensure and demonstrate effective communication takes place between patients, relatives/carers and staff
- Participate and communicate effectively with the multi-disciplinary team and other agencies as necessary
- Ensure and demonstrate written and electronic communication through up-to-date, succinct, clear, legible, accurate and comprehensive paper and electronic documentation
- Support bereaved and distressed patients and carers as appropriate
- Assist in the teaching of junior staff and learners in clinical practice, acting as link nurse, facilitator or mentor after receipt of appropriate qualifications
- Participate in the development and delivery of the induction programme for junior members of staff
- Assist in the supervision, support, training and assessment of non-registered workers, appropriate to the post holders' own qualifications and other forms of qualification
- Demonstrate verbal communication through the ability to give basic information and support to individuals
- Listen effectively and modify communication to individual needs
- Take responsibility for teaching and assessing learners in practice and encourage critical reflection as in clinical supervision

Planning and Organisational Skills

- Responsible for the planning and assessment of care needs and development of programs of care, including implementation and evaluation for patients within their care, ensuring that high quality evidence-based care is delivered**.**
- Delegate activities to junior team members appropriately
- Cooperate and communicate clearly and professionally with all members of the multidisciplinary team to facilitate effective provision of care and treatment
- Work collaboratively with the wider multidisciplinary team in relation to decisions on service delivery and key performance indicator issues
- Review and evaluate the effectiveness of care for their area of responsibility for the shift and deliver clear, concise records and handover
- As part of the multidisciplinary team be responsible for actively identifying areas of problems and risks, reporting incidents and taking immediate action utilising the relevant Trust procedures

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- Manage own time and respond to unexpected demands in a professional manner
- Ensure all emergencies, untoward incidents, complaints and grievances are responded to and reported in accordance with Trust policies
- Be fully conversant with all policies and procedures, including Major Accident/Incident, Resuscitation, Fire, Health and Safety and act accordingly
- Contribute to the effective and efficient use of Trust resources
- Contribute to the safe use, checking, maintenance and storage of equipment
- Organise and deploy staff according to workload, ensuring appropriate staff cover and reporting deficiencies to Line Manager / Clinical Matron
- Supervise the delivery of care to maintain agreed standards
- Formally monitor quality of care for area of responsibility and identifying how current practice can be improved
- Initiate and / or participate in the audit process and professional and managerial projects as / when required

Responsibility for Patient and Client Care

- Responsible for carrying out all forms of patient care, for which they are competent to practice, without direct supervision, in accordance with local and Trust policies and procedures and within professional guidelines
- Carry out the assessment of patients identifying care issues and needs in partnership with the patient and with appropriate members of the multi professional team
- Assess risks to patients which need to be managed in relation to their health and wellbeing and within scope of professional practice
- To plan, implement and evaluate individual programs of care for patients using evidencebased practice and a holistic approach
- Administer medications as prescribed and maintain custody of all medicines, including controlled drugs, adhering at all times to the Trust's Policy on Administration of Medicines
- In conjunction with senior staff assist in ordering and controlling stocks of drugs, dressings and supplies used by the Service / Ward / Unit / Department
- Ensure the maintenance of accurate clinical observations of a patient’s condition
- Ensure the significance of data relating to patient’s condition and any change is interpreted and acted on in a timely way

Evaluate the effectiveness of interventions and updates care plans to take account of the changing needs of the patient

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- Where appropriate plan the needs of patients, ensuring appropriate involvement of multi professionals and other agencies in the process
- Ensure safe practice to minimise the risk of infection to patients and staff in accordance with national and Trust policy
- Contribute to Health Promotion and raising health awareness with patients and relatives as appropriate.
- Promote and contribute to the principles of Safe Effective Quality Occupational Health standards.
- Assess the relevant learning needs of individual patients and/ or carers
- Ensure an understanding of caring for and the protection of vulnerable people
- Where appropriate be responsible for involving patients and their families / carers during the planning and delivery of care to ensure that they understand and agree with the program of care
- Instruct and demonstrate procedures to patients and/or relatives/carers as appropriate
- Evaluate effectiveness of patient teaching and takes necessary action to achieve objectives

Responsibility for Policy and Service Development

Under the Freedom to Act is responsible for exercising professional accountability and ensuring that: -

- At all times ensure own and others practice is in line with the NMC Code of Professional Practice and abides by the legal and statutory rules relating to practice
- Patients interests and rights are respected and acts as an advocate on behalf of patient
- The privacy and dignity of the patient is respected at all times
- High standards are achieved and maintained
- Through working in partnership with patients ensure they are the focus of effective care
- The role of other persons delivering health care is recognized and respected
- Public trust and confidence is not jeopardized
- Demonstrate a high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service
- Maintain an up-to-date Personal Development Plan
- Promote and support innovative and evidence based practice and share knowledge and expertise with colleagues

- Utilise educational opportunities to facilitate learning in the clinical situation
- Demonstrate critical reflection skills and the learning gained from experience
- Participate in, and promote clinical supervision
- Participate in the Trust's Development & Review procedure and also act as a reviewer to junior staff and HCAs as required by your Line Manager
- Contribute to service and practice development initiatives within the clinical setting
- Be aware of, promote and work within **all** policies and procedures adopted by the Trust
- Attend mandatory training relevant to post as specified by the Trust
- Carry out other duties as may be required and which are consistent with the responsibilities of the post.

OTHER RESPONSIBLITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are 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

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.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health and Wellbeing, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health and Wellbeing.
- Follow the Trust's health and wellbeing vision.
- Undertake a Display Screen Equipment assessment (DSE) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

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 a Disclosure & Barring Service Disclosure Check.

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, we reserve the right to insist on changes to your job description after consultation with you.

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.

JOB DESCRIPTION AGREEMENT

Job holder's Signature: ..... Date:

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Manager's Signature: .....

Date: .....

PERSON SPECIFICATION POST: Band 5 Registered Nurse

REQUIREMENTS	E/ D*	HOW TESTED? Application Form/Interview/ Reference/Test	INTERVIEW COMMENTS	SCORE (1 Low – 10 High)

<u>QUALIFICATIONS/SPECIAL TRAINING:</u> NMC Registered Nurse Level 1/2 Evidence of Continuous Professional Development (CPD) Mentorship qualification or willingness to work towards within 18 months of commencement of post	 E E D	Application Form/Interview		
<u>SPECIALIST KNOWLEDGE AND EXPERIENCE</u> Can demonstrate a specific interest in area of work Will require a specific specialty qualification/equivalent experience related to the post or willingness to work towards within 18 months of commencement of post <u>SKILLS</u> Good organisational / time management skills Ability to record and deal with accurate facts, figures and information Ability to interpret and adhere to Trust and departmental policies protocols, procedures and guidelines	 E E E E E	Application Form/Interview/ Reference Application Form/Interview/ Reference		

Clear written and verbal communication at all levels	E	Application Form/Interview/ Reference		
Ability to problem solve	E			
Actively participates as part of the multi disciplinary team	E			
Ability to prioritise work	E			
Flexible to change in demands of the service	E			
Willingness to maintain skills and where appropriate support other team members to maintain their own skills	E			
Willingness to learn new skills	E			
Computer literate	E			
Ability to support unregistered staff / students	E			
Ability to identify and manage risk	E			
<u>PHYSICAL SKILLS/EFFORT</u>				
Constant standing / walking	E			
Assists patients with walking/sitting and other activities of daily living	E	Application Form/Interview/ Reference		
Ability to undertake manual handling and Movement tasks	E			
Prepared to work variable shift patterns	E			

Manual dexterity e.g. Venepuncture and vaccination skills, handling of instrumentation and use of equipment	E			
<u>PERSONAL REQUIREMENTS:</u> Ability to think clearly under pressure Provides appropriate emotional support to colleagues, patients and carers. Provides leadership and support to junior members of the team Ability to deal with the emotional aspects of the post e.g. Terminal illness, Trauma and chronic disease Ability to explain condition and related interventions to patients / carers <u>MENTAL EFFORT</u> Concentration undertaking complex procedures Ability to accurately monitor and record the patients clinical status, recognising changes in condition and report those changes to the appropriate person Regular interruptions to daily tasks	E E E E E E E E	Application Form/Interview/ Reference/		
<u>OTHER REQUIREMENTS:</u> The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	Interview		

Ability to travel to other locations as required	E	Application Form/Interview/ Reference		

*Essential/Desirable

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