NHS Grampian

# SECTION 1

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| JOB IDENTIFICATION | Must be completed |
| **Job Title:** | Nurse Practitioner |
| **Department(s):** | Specialist Older adults and Rehabilitation services |
| **Location:** | Aberdeen City Partnership |
| **Hours:** | 37.5 hours per week |
| **Grade:** | Band 6 |
| **Salary:** | £31,800 - £39,169 per annum |

###### SECTION 2

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|  | **Job Purpose**   * Works as an autonomous practitioner across role boundaries providing a comprehensive , holistic , high quality standard of care sensitive to the needs of the patients, families and carers. * Provides clinical support, guidance and advice at an operational level to nurses, junior doctors and other disciplines by being the first point of contact. * Provides effective nursing leadership, expertise, advice and support to hospital staff and ensures provision of high quality care. * Leads in the delivery of evidence / research based patient care. * Acts as first point of contact for all wards within the elderly and specialist rehabilitation service regarding deteriorating patients’ condition, clinical procedures, and other clinical advice. * Works in partnership with the multidisciplinary team to deliver to all patients a high standard of care which is research based and in accordance with NMC code of professional conduct as well as local and national health and safety legislation. * Develops own clinical expertise and shares responsibility for the teaching, supervision and assessment of doctors, nurses and allied health professionals. |
|  | **Organisational Chart**  cid:image001.jpg@01D32C81.25E563F0 |

###### SECTION 3

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| **1** | **Communication and relationship skills 4(a) - 5(a)**  ***The post holder will communicate efficiently, effectively and professionally at all times; provides and receives highly complex, sensitive information, eliminating barriers to understanding; communicates very sensitive, complex condition related information to patients & relatives, giving empathy and reassurance.***  Such as older adults with complex medical conditions Communicates effectively and sensitively when a “Do Not Attempt CPR” (DNACPR) decision has been made by senior medical staff.  Required to communicate verbally and in writing with patients, carers and members of the multi-disciplinary team.  Anticipates barriers to communication and takes action to improve communication.  Communicates effectively with patients and carers recognising the need for alternative methods of communication to overcome different levels of understanding, cultural backgrounds and preferred ways of communicating.  Involved in communicating difficult information regarding sick patients to relatives ensuring that the information provided is understood.  Practices enhanced negotiation, influential and conflict management skills.  Demonstrates ability to listen to all colleagues in a professional manner.  Demonstrates the ability to address issues arising in a professional and discreet manner, whilst knowing own limitations.  Responsible for ensuring written communications are accurate, appropriate, legible, neatly recorded  in both nursing and medical notes, and adhering to NMC/ NHS Grampian/ local policies at all times.  The post holder is required to communicate both verbally and in writing with relatives/visitors, hospitals within NHS Grampian, NHS boards, external organisations and bodies, e.g. Higher Educational Institutions, professional bodies.  Required to demonstrate presentation skills both locally and nationally.  Ability to explore opportunities to network with other similar post holders, to share ideas and provide professional support.  Participates in the medical hand over, listening effectively to ensure awareness of potentially compromised patients who may become ill.  As an ILS provider, the Nurse Practitioner (NP) will be able to support appropriately any clinical resuscitation attempt; utilising effective communication skills with fellow members of the clinical emergency team; support delegating roles if required, acknowledging the appropriate skill level of the fellow team member. The NP should be able to communicate clearly and correctly resuscitation guidelines to all members of the cardiac arrest team. |
| **2** | Knowledge, training and experience 6 ***The post holder shows specialist knowledge across range of procedures, underpinned by theory.***  ***Professional knowledge acquired through degree supplemented by diploma level specialist training, experience, and short courses.***  The NP is an experienced Registered Nurse who has undergone specific additional training.  The NP works across all specialities as an autonomous practitioner who is competent in assessing acutely unwell patients across all specialities.  The NP team provides a central core of knowledge, skills and competencies, encompassing a range of activities central to patient care from health promotion and education, to medical and diagnostic testing.  Takes action when dealing with difficult decisions re: clinical management of a patient using evidence based practice and acts in the patient’s best interest. This may result in conflict of ideas with medical staff and the NP must analyse and deal with this situation in a complex manner always working within own level of competence and policies and procedures.  Attends clinical emergencies and has the ability support medical and nursing staff in such emergencies when required, taking responsibility for the support of clinical management of the patient in line with guidelines.  Always acts within own competence within known specialist knowledge.  Demonstrates the ability to appropriately react to unforeseen emergencies or deterioration in patient’s condition.  Possesses extensive up to date knowledge of relevant conditions and procedures.  Demonstrates commitment to developing clinical skills and expertise of medical and nursing staff, whilst maintaining responsibility for own professional development.  Maintains own clinical skills and knowledge and develops further as the role requires, thus maintaining adequate skill mix within the NNP team.  Must always work within the NMC *Code of Professional Conduct*.  Undertakes an annual appraisal to identify professional objectives and development needs; Uses appraisal system to demonstrate skills, knowledge and development.  Participates in conferences, seminars etc, in order to further improve knowledge and share best practice.  Ability to work towards qualification at Level 9 or level 11 such as advanced clinical skills and history taking, Pathophysiology and Non medical prescribing.  Develops extensive knowledge base with regards to multiple clinical specialties.  Extensive knowledge regarding care of the critically ill/compromised patient, recognizing signs and acting accordingly  Must attend the Immediate life support course (ILS) and update every 2 years.  Paediatric BLS (As per service/site requirement)  May undertake Advanced Life Support (ALS) Course and would then require to revalidate every 4 years.  Learns and performs advanced clinical skills, extending the conventional role of the nurse, and tasks previously performed by medical staff as follows:   * Cannulation * Arterial Blood Gas acquisition, processing, understanding abnormalities and act accordingly * Venepuncture, recognising abnormal blood results and act accordingly * Bladder scanning, interprets results and act accordingly * Catheterisation ( male & female) * Performing ECGs, ability to interpret & act accordingly * Patient examination following incident e.g. falls * Patient assessment and examination skills * Chest auscultation and ability to understand results and act accordingly   Commitment to lifelong learning and personal development plan; completion of mandatory training.  Shows evidence of ability to study at an advanced level e.g. to be working towards Post Graduate diploma in Advanced Nursing Practice. |
| **3** | Analytical and judgemental skills 4 ***Complex facts or situations, requiring analysis, interpretation and comparison of a range of options.***  ***Skills for assessing & interpreting specialist acute & other patient conditions, instigating appropriate action.***  Recognises the need to refer to other professionals when necessary.  Makes decisions regarding whether senior assistance/intervention is required e.g. speciality doctor Consultant or on call medical registrar or consultant.  Provides guidance, support and advice in the management of potential, actual and future violent and aggressive patients.  Ability to analyse, prioritise and organise own autonomous practice effectively.  Demonstrates the ability to appropriately react to unforeseen emergencies or deterioration in the patient’s condition.  Responsible for effectively analysing, prioritising, organising and delegating appropriately within areas of remit.  Uses advanced clinical skills and evidence based knowledge in identifying abnormalities and screening patients for disease risk factors, thus ascertaining whether or not medical intervention is required and reports any change in prescriptive care to relevant disciplines.  Operate as a team player by attending clinical emergencies when carrying on call bleep, and contributes to the decision making process in the assessment, diagnosis, intervention and treatment of the compromised patient.  Responsible for initiating laboratory requests, collecting specimens as required, interpreting results and managing the patient accordingly.  Responsible for performing and interpreting ECG’s, and acts on results accordingly.  Responsible for performing and interpreting Arterial Blood Gases and managing the patient accordingly.  Responsible for using own judgement within the NMC guidelines, NHS Grampian and local policies respecting the confidentiality of ward based staff when dealing with clinical issues.  During / prior to employment, the post holder will be required to demonstrate evidence of leadership and proven decision making skills. |
| **4** | Planning and organisational skills 2 ***Plans and organises straightforward activities, some ongoing; organises own specialist workload.***  Prioritises health problems and intervenes appropriately in complex, urgent or emergency situations including the initiation and maintenance of effective emergency care until appropriate senior review is obtained.  Demonstrates ability to take responsibility for own workload, liaising closely with fellow nurse practitioners on duty to ensure good operational, management and effective use of resources across the hospital site.  Must provide a service to both patients and staff in areas where junior doctors have been removed.  Provides equal standards care during day and night-time hours to patients throughout all specialties, working autonomously during night-time hours.  Assists line managers in the identification and delivery of clinical training needs of nursing and medical staff, facilitating the organisation of training sessions in response to identified needs.  Acts as an expert resource and facilitator to educate and train other staff and students, ultimately helping to provide optimum nursing care for patients.  Regularly provides education to health care teams including nurses, medical staff and allied health professionals.  Uses opportunistic situations to discuss health education and health promotion.  Uses own initiative and generates ideas in order to meet the strategic needs of the service.  Builds and maintains networks with other nurse practitioners locally, nationally and internationally. |
| **5** | Physical Skills 3b ***Highly developed physical skills, accuracy important; manipulation of fine tools and materials.***  ***Dexterity and accuracy required for e.g. intravenous injections, syringe pumps and infusions, insertion of catheters, removal of sutures.***  Displays basic skills to use information technology to operate such systems as Turas/ Extramed Trakcare PMS/ PACS/CDD’s/ e-mail/ NHS Grampian Intranet.  Performs a variety of clinical skills and procedures required within each specialty, some of which would previously been the role of medical staff, e.g. clinical examination of the acutely unwell patient, venepuncture/cannulation.  A high level of physical skill, accuracy and precision in specific clinical skills is required of the systems and equipment (as below)  Becomes familiar with and be able to teach other staff in the use of the following equipment – allowing for safe patient care:   * All SOARS service Infusion Devices – within NHS Grampian * Cardiac Monitors – all makes within SOARS NHS Grampian * Saturation Monitors – all makes within SOARS NHS Grampian * Blood Pressure Monitoring Machines – manual and automated * Patient Handling devices –Hoists, PAT slides, glide sheets, responsible for ensuring NHS Grampian manual handling policies are adhered to in clinical situations * Blood glucose level machines * Digital Thermometers – rectal, aural, skin * Airway management –Nasopharyngeal tubes, guedel airways, * Igels and tracheostomy systems * Oxygen delivery – all types of oxygen masks and nasal cannula, ambu-bag, humidification units, wall mounted oxygen, oxygen cylinders, management of hazardous gas * Suction Equipment – closed suction units, yankauer suction, suction catheters, and management of hazardous body fluids. * Defibrillation Machines – working knowledge of all types within NHS Grampian, manual, semi-advisory, advisory, biphasic including external pacing equipment * Uses of computer, including word, excel and power point systems, hand held PALM top. * Naso-gastric systems – passing naso-gastric tubes, passing Anderson tubes, setting up Enteral Feeding Pumps * Enterostomy feeds – PEG tubes, Jejunostomy tubes * Basic life support equipment and algorithm FR3 defibrillator * Awareness of immediate-advanced life support equipment and algorithms, cardiac arrest management * Bladder scanning equipment * Care of and maintenance of implantable venous access devices – ie PICC, central lines and Hickman lines * VAC pumps * ECG machine * Pressure relieving mattresses * BD Vacutainer Systems, winged infusion devices, Intima subcutaneous catheters * ABG machine * There is a need for accurate maintenance in the use of all clinical and other equipment used in the administration and delivery of medicines and treatments. |
| **6** | Responsibilities for patient/client care 6(a)(c) ***Develop specialised programmes of care/ care packages; provide highly specialised advice concerning care; assesses, develops & implements specialist nursing care programmes; gives advice/updates to patients and relatives.***  Provides differential diagnosis and initiates specific treatments and clinical management plans evaluating the effectiveness of any plan commenced.  Provides comprehensive and appropriate care to the patient at any time throughout the patient journey.  Utilises advanced clinical nursing/examination/assessment skills for acutely unwell and deteriorating patients to develop individual patient management plans in a variety of clinical settings.  Works as an autonomous practitioner in interpreting the findings of clinical investigations and instigates appropriate treatments; giving advice to ward staff and members of the junior medical team (this previously was a medical staff role).  Works as autonomous practitioner making clinical judgements regarding clinical management.  Reviews patients independently and autonomously whilst knowing when to call for fellow NP/medical assistance when required.  Responsible for the delivery of a high standard of nursing evidence/research based nursing practice.  Assesses patients who have fallen, ensuring appropriate clinical management and completion of *Datix* form; reviewing any Health and Safety issues and acting accordingly.  Ensures the provision of holistic care for all patients within their remit.  Supports patients who need assistance in exercising their rights.  Responsible for safeguarding children and vulnerable adults in the course of work and is aware of the specific duties relating to the role.  Supports and advises junior and senior medical/nursing staff who rotate from days to nights as to the services available at night and how to access appropriately.  Offers holistic education and support for patients and/or relatives to explore health problems.  Demonstrates established leadership skills, by managing the workload of the service area staff caring for the compromised patient and ensuring efficient and effective time and resource management. |
| **7** | Responsibilities for policy and service development implementation 2   ***Implement policies and propose changes to practices, procedures for own area of care;***  ***Contributes to development of specialist protocols.***  Provides ongoing education, guidance and support to nurses and other clinical and non clinical staff to ensure good working practice and optimising patient care.  In response to service demand, the service is increasing and expanding, so NP’s must have expanding clinical skills and knowledge in line with these developments in order to provide safe and effective patient care.  Understand own role within organisation and identify how this could develop over time in line with service developments.  Demonstrates an understanding of and adherence to, local and national health and safety policies and procedures.  Responsible for adherence to NHS Grampian local policies and procedures.  Ability to deals with out of hours’ pharmacy issues if need arises  Responsible for ensuring NHSG infection control policies are adhered to whilst carrying out clinical practice.  Participates with junior doctors in shared learning opportunities, both formal and informal.  Contributes towards the future development of the service by examining current service provision and explores effective ways of moving the service forward to support the strategic aims of NHS Grampian.  Has extensive knowledge of NHS Grampian policies and procedures relevant to the clinical area.  Demonstrates a positive attitude to changes in practice through the introduction and maintenance of evidence based care.  Participates in future service redesign in accordance with local and national priorities.  Contributes to the development of local guidelines and protocols.  Plays an active role in the clinical governance agenda at operational level and acts as a resource for both medical and nursing staff.  Maximises nursing opportunities in line with an evolving clinical service; demonstrates evidence of ability to adapt according to changing service needs.  Acts as a change agent in terms of organisational issues, future strategies and service redesign.  Undertakes roles previously performed by medical staff whilst working within own level of competency and code of conduct.  Demonstrates knowledge and proficiency in implementing NHS Grampian policies & procedures. |
| **8** | Responsibilities for financial and physical resources 1 -2(c) ***Personal duty of care in relation to equipment, resources/ maintain stock control, Safe use of equipment/orders, specialist supplies.***  Manages available resources, how they should be most effectively used and practices economy in the use of supplies.  To be responsible for signing off on SSTS, or other orders in the absence of line manager.  Practices in a multi-tasked/skilled clinical and management role with the resources available. |
| **9** | Responsibilities for human resources 2(a)(b) ***Day to day supervision; professional/clinical supervision. Allocates work to support staff; provides clinical supervision to other staff/students.***  Assesses and supervises the clinical skills of nurses and junior doctors in a variety of specialist areas.  Provides ongoing support and guidance to health care support workers (HCSW)/fellow NP’s and medical staff.  Mentors new NPs assessing competence against set standards.  Demonstrates the ability to delegate to staff effectively in order to achieve optimal use of time and resources.  Assist in the recruitment and selection process  Assists the Band 7 to act on behalf of the SCN in dealing with managerial or clinical issues when a delay would be detrimental to the service or the employee.  Assists with management and supervision of junior colleagues.  Acts as a positive role model for all disciplines of staff.  Contributes to the education and development of staff within the service areas to ensure staff knowledge is maintained to a high standard in order for evidence based care to be delivered.  Ensures staff are motivated and encouraged to develop by offering and providing, education and supervision (e.g. supervising clinical skills such as venepuncture, cannulation and catheterisation).  Responsible for providing professional leadership, education and evaluation to fellow team members and ward staff.  Displays effective leadership skills in order to manage workload and encourage a clinical environment which is both positive and effective for staff and patients.  Supports junior doctors giving opportunity for them to remain compliant with their rota.  Displays knowledge and experience of mentorship within clinical practice.  Attends and participates in multidisciplinary team meetings.  Mentorship and assessment of competencies of junior staff members. |
| **10** | Responsibilities for information resources 1 ***Records personally generated information; updates patient/client records.***  Responsible for collating all relevant information regarding the compromised patient prior to liaising with senior medical colleagues either by telephone or in person.  Maintains links with professional and practice development department, clinical skills centre, resuscitation department, NES, fellow practitioners and senior nurse on hospital duty due to the extended nature of the role and cross-boundary working.  Acts as an expert resource and facilitator to educate and train other staff and students, helping to provide optimum nursing care for patients |
| **11** | Responsibilities for research and development 1-2(a)-(b) ***Undertakes surveys or audits, as necessary to own work/regularly undertakes R&D; clinical trials***  ***May undertake/undertakes research, clinical trials, lead clinical audit in own area.***  Leads and participates in clinical audit in line with service developments.  Undertakes audit of service provision to improve patient outcomes.  Participates in data collection and analysis to identify service developments and NP training needs.  Demonstrates an understanding of research.  Initiates and develops audit of service delivery and implements findings to improve patient care and identifies training needs.  Provides an innovative and progressive attitude to continual improvement of patient care through research and evidence based practice. |
| **12** | **Freedom to act 3-4**  ***Clearly defined occupational policies; work is managed rather than supervised/ broad occupational policies; accountable for own professional actions; not directly supervised/ lead specialist.***  Assists in the organisation of medical staff workload and has ability to delegate tasks appropriately within the team.  Participates in a flexible working pattern covering 24/7 in order to provide effective clinical care, maintain professional development and contribute to continuity of care to improve the patient’s journey as per needs of the service.  Acts as a role model as a senior nurse and member of the Hospital’s extended team.  Carries out other duties as required which are consistent with the responsibility of the post.  Demonstrates willingness to further develop management skills.  Carries clinical responsibility as a bleep holder for all areas within remit.  Responsible for working autonomously with no direct supervision in various specialties, using advanced nursing skills to ascertain a comprehensive health history, examine, diagnose and initiate treatment appropriately.  Must have the ability to work autonomously using own initiative. |
| **13** | Physical effort 2(a)(c) ***Frequent sitting or standing in a restricted position; occasional moderate effort for several short periods; walks/stands most of shift, occasionally moves, manoeuvres patients.***  A portion of the NP role entails physical work and therefore the post holder requires moving & handling skills which must be kept up to date annually. On occasions, required to assist with transferring immobile patients. Must display the ability to work within confined spaces as additional medical equipment may be required for monitoring and supporting the patient’s condition.  There are regular occasions when violent/aggressive incidents occur and regular sustained or sudden intense effort in the management of these incidents may be required for short or long periods of time. Required and an awareness of appropriate services to contact during such incidents is imperative and training in controlling violent or aggressive incidents will be required.  Must be of a level of fitness to sustain working over a large area, walking across a large hospital site.  Must have completing ILS course and may be required to take charge of clinical emergencies in some situations, and then assist/lead in the resuscitation of the patient.  Required to attend to patients who become compromised out with their bed space *i.e.* on floor, in bath/toilet areas, on trolleys, in x-ray department, corridors, and ensuring delivery ofoptimum clinical care in areas of limited resource.  Required to be able to transfer patients from the bed to trolley (and vice versa) and also be able to urgently transfer patients from one specialty to another (e.g. the compromised patient) |
| **14** | Mental effort 2a ***Frequent concentration, work pattern predictable; Concentration on patient assessments, injections, schedule of visits.***  Prepared to tolerate unreliable, irregular break times and an unpredictable workload.  Able to adapt to the shift pattern required within the European Working Time Directive (EWTD). Provide cover for the hospital site 24/7. This will require a commitment to work day/night shift in order to complete development needs and training.  Deals effectively with limited resources whilst prioritising workload and be flexible with competing demands from various disciplines/services.  Requirement for prolonged concentration due reduction in Senior staff cover during the out of hours period, and lone working nature of the role at night.  Expectation from service that the post holder is expert in a wide variety of clinical settings and is able to immediately respond to requests, providing up to date evidence based advice at all times.  Ability to make measured but rapid decisions.  On occasions due to the autonomous nature of this post, and the night time hours of work there may be stressful situations, where there is no immediate senior support available.  Promotes a happy and safe work environment to minimise stress levels at all times. |
| **15** | Emotional effort 2(a)/3(a)(b)-4(b) ***Occasional/frequent exposure to distressing/highly distressing circumstances;***  ***Deals with distressed relatives, care of terminally ill/ deals with consequences of terminal illness highly distressing or emotional circumstances; Imparts news of terminal illness, bereavement.***  Responsible for remaining objective and supportive of others.  Supports junior staff in relation to challenging behaviours as a result of receiving bad or disappointing news.  Provides support in dealing with distressed, upset, angry or anxious patients, carers, relatives and staff.  The NP uses communication skills to de-escalate many situations whilst ensuring the safety of the patient, self and staff by managing the situation appropriately. This can be very demanding both emotionally and physically.  The post holder will deal with any interpersonal conflict in an appropriate manner. |
| **16** | Working conditions 3(a)(b)-4(b) ***Frequent unpleasant, occasional/frequent highly unpleasant conditions; smell, noise, dust/ body fluids, faeces, vomit, emptying bed pans and urinals, catheter bags.***  Promotes at all times safe standards of working practice as per NHS Grampian policies.  Assesses and manages risk within own area of responsibility ensuring adequate measures are in place to protect staff and patients.  Monitors own work areas and practice to ensure they are free from hazards and conform to health and safety legislation and local policies.  Identifies, intervenes and reports appropriately where circumstances contribute to an unsafe environment for patients and staff.  Takes responsibility for ensuring staff adherence to the NHS Grampian Risk Management Strategy thus contributing to the health and safety of staff / patients and families.  Aware that the post holder is at times a lone worker during night time hours and this poses potential risks to personal safety.  Due to the nature of the workload,the post holder isat risk from needle stick injury and exposure to hazardous body fluid i.e. blood, vomit, sputum, exudates, faeces, and should be able to deal with such situations according to trust policy and guidelines.  Demonstrate skills and knowledge in areas of risk assessment. |

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| **NHS GRAMPIAN**  **PERSON SPECIFICATION** | |
| The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. Shortlisted candidates **MUST** possess all the essential components as detailed below. | |

# POST/GRADE: Nurse Practitioner

**LOCATION/HOSPITALS: Aberdeen City Partnership**

**WARD/DEPARTMENT: Elderly and Specialist Rehabilitation Service**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | RGN with current NMC registration. Educated to Diploma/Degree level | Educated to MSc degree level.  Has undertaken modules of advanced nursing practice |
| Experience | Extensive experience at band 5 or above with a sound knowledge of medical and nursing aspects in general medicine.  Evidence of continuing professional development relevant to clinical practice. | Evidence of post registration  Study within advanced nursing practice.  Experience working within geriatric and/or rehabilitation medicine. |
| **Special Aptitude and Abilities** | Ability to work autonomously.  I.T skills.  To work effectively, prioritise workload and be flexible.  Accurate written and verbal communication skills.  The ability and knowledge to take an in depth Medical history.  Promote knowledge and information by presentations.  Willingness to learn and develop to acquire new skills within the role both on the job and academic | A sound knowledge of the aspects of medical conditions and treatment planning. |
| **Disposition** | The ability to work unsupervised  Must be capable of using initiative to make sound and rational decisions.  Works well under pressure  Calm, approachable and a good listener.  Reliable. |  |
| **Particular Requirements**  **of the Post** | Collaborate with other members of the multidisciplinary team.  Participate in nursing / multidisciplinary audit and research  Venepuncture and Cannulation skills/practice.  Teaching skills.  Up to date BLS  Flexible working, including out of hours. | Clinical Examination Skills.  Immediate life support qualification  ECG recording/ interpretation  ABG interpretation  Good management skills  Advanced Life Support |

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| **MAJOR RISKS IN DOING THIS JOB** |
| *Please indicate the major risks the job holder could face in doing this job e.g. lifting patients/objects, working with hazardous substances, dealing with violence and aggression.*  **Job holder will be required to assist with moving and manoeuvring patients in order to carry out practical procedures. The job holder may be exposed to emotional stresses given the nature of the service.**  *If there are no major risks for the job holder please tick this box. □* |