

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Occupational Health Advisor

Responsible to: Lead Occupational Health Advisor

Department: Lothian Occupational Health and Safety Services.

Directorate: HR/OD

Job Reference: **076460**

Last Update: January 2018

2. JOB PURPOSE

The post holder is a Qualified Specialist Occupational Health Nurse responsible for the management of a caseload of clients referred under the promoting attendance at work policy, providing advice to the client and managers.

The Post holder will be expected to provide excellent management and clinical leadership, ensuring a high standard of service delivery that is clinically effective, client-centred and maximises available resources, and meets in full the service specification and quality accreditation.

As part of a multi disciplinary team will provide pro active services to all members of NHS Lothian Staff disciplines, and to NHS Lothian Management at all levels.

The post holder will provide specific advice on the effects of work on health and health on work, including individual health assessments, immunisation, health surveillance, and screening. The Clinical Occupational Health element also has a role in the provision of Health Education and Training.

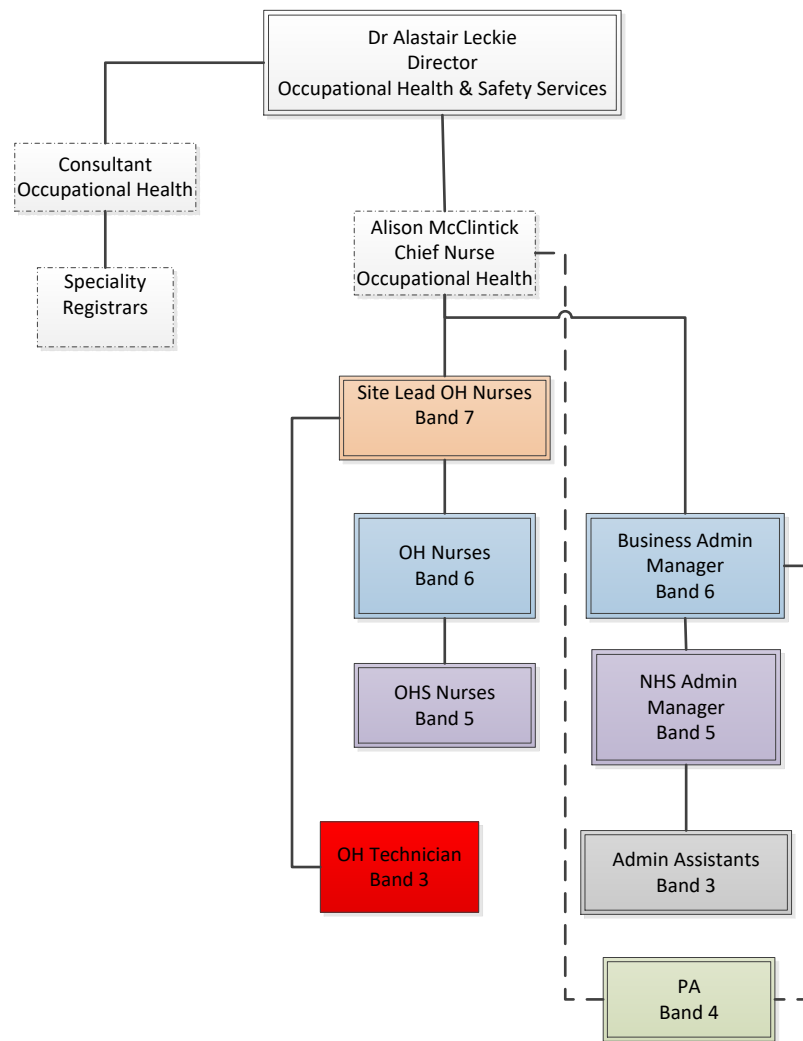
3. DIMENSIONS

The NHS Lothian Health and Safety Services operate to support NHS Lothian staff headcount of approximately 27,000, and a number of other organisations on a commercial contract basis.

The role covers requirements for a clinical Occupational Health Service including pre-employment, immunisation, exposure prone procedure clearance, health surveillance and management and self referral to an agreed quality standard in a defined service specification.

The post will be based at one of the NHS Lothian Occupational Health Service sites.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The NHS Lothian Occupational Health and Safety Service is an integrated service consisting of Clinical Occupational Health, Health and Safety, Manual Handling, Staff Physiotherapy and Staff Counselling.

This is a specialist, advisory and clinical service with the emphasis on preventative measures. It works as part of a multi-disciplinary team to provide a proactive service to all members of NHS Lothian staff disciplines reporting to the Director of HR/OD.

Specific advice on effects of work on health and health on work is provided with individual clinical services such as health assessments, medical examinations, immunisations, health surveillance and counselling being linked to the workplace.

Health Education and Training on aspects of the management and implementation of health and

safety measures is offered to all levels of staff, therefore contributing to their effective employment and subsequent service delivered to their patients.

6. KEY RESULT AREAS

Responsible for the management of a referral caseload including assessment of clients, give advice to client regarding their care and follow up until discharged.

Responsible for provision of specialist occupational health advice and support as required to the client, management, and employee relations providing written reports to management as appropriate.

Flexible to move around and work in any of the Occupational Health Departments as required depending on the needs of each department.

Assist in the delivery of a range of clinical services driven by service needs and legislation for example skin health surveillance.

Participate in taking forward the Healthy Working Lives, Workplace Health Promotion and the Scottish NHS Occupational Health Nurses Strategy.

6. KEY RESULT AREAS (CONTINUED)

To train and supervise Band 5 Occupational Health Nurses, including undertaking appraisal and KSF reviews, support development of Personal Development Plans to identify staff training needs. Recognise individual team members' core competencies and capabilities and source training as appropriate to enhance nursing skills and practice.

Contribute to the development of clinical policies and procedures and ensure that they are kept up to date in line with changing legislation.

Be responsible for maintaining own personal and professional development plan and In relation to Occupational Health Nurse practice and maintain revalidation requirements.

To deputise for Lead Advisor (Band 7) and undertake role of Lead Advisor due to staff rota / annual leave / sickness absence and will be expected to attend meetings, PAGs, IMTs and OH Senior Meetings when required with delegated authority to act on own initiative and advise on Occupational Health issues, and works without supervision as a specialist practitioner. The postholder is jointly responsible with colleagues in Clinical and Staff Governance enabling staff to work safely and effectively.

Participate in the 24 hour on call rota for needlestick / contamination injuries

7a. EQUIPMENT AND MACHINERY

- Computer to process work and communicate with clients and others as the job dictates
- Expected to have knowledge of all clinical Occupational Health equipment used, although may not have daily clinical involvement Pager and Mobile phone: For emergency on-call needlestick / contamination incidents.
- Needles and tubes for venepuncture

7b. SYSTEMS

COHORT

Description of System

Database System - this is an Occupational Health IT system which holds all the Occupational Health clinical data, including immunisation information. A range of reports can be generated for planning workload and audit purposes. The system updates the Occupational Health Service with information on new employees and those who have left on a monthly basis. Individual Occupational Health information and records of interventions are stored confidentially and is password controlled. The system is integral to the running of the Occupational Health Service. It also operates as a complete electronic diary system.

8. ASSIGNMENT AND REVIEW OF WORK

The work of the Occupational Health Department is generated by the requirements of NHS Lothian as agreed by the stakeholders under a Service Level Agreement. Work is generated by the Occupational Health Manager of the Occupational Health Service as required by Divisions, service demands and legislations.

It is generated also by ;

- Health and Safety Legislation e.g.; Control of Substances Hazardous to Health Regulations which underpins the Hepatitis B and Health surveillance programmes.

- Management of Sickness Absence or Attendance at Work Policies

- Scottish Government Initiatives on workplace health issues. e.g. "Health Clearance for Health Care Workers"

The post holder as a specialist Occupational Health Nurse works autonomously managing own case load ensuring continuity of care for clients from first contact to discharge, and provides a high standard of service as required by ISO 9001, also works autonomously on the day to day management of the service working within OHS policies, responding to situations, problems and issues as they arise and prioritising the most urgent.

Post holder has freedom to act and make judgements on information received from clients and managers.

The post holder anticipates the requirement for maintaining service levels in line with client usage and new Government or Health Service initiatives or requirements.

The post holder meets formally with Lead Nurse / HR Managers and or Client Representatives to discuss delivery of service, individual complex cases and Health and Safety requirements, and with the Occupational Health Manager at monthly meetings.

Formal Review at annual PDP and appraisal meetings. Clinical Supervision undertaken at informal meetings and at appraisal.

9. DECISIONS AND JUDGEMENTS

Decision relating to clients fitness for employment are made on an individual basis by assessment within the parameters of local guidance and utilisation of specialist knowledge of legislation, health and work. Ensuring that each employee is fit in every way to deliver a high standard of patient care which is free from risk to both employee and patients.

The post holder is expected to conduct clinical assessments, determining the best possible outcome through analysis and prescribing the appropriate course of action. Consideration being given to medical standards, legislation, NHS Lothian policies and ethics; liaising and referring to the appropriate professional internally or externally if required. Give advice to management planning of supported return to work. Fully respect and understand the highly confidential employee relations, medical and personal information they receive.

Autonomously make decision on fitness of employees specific to employment following assessment and

Interpret results of blood tests and make decisions based on results and employee medical history.

Interpret audiograms and spirometry results, making a decision on fitness or referring where appropriate; inline with HSE legislation.

Attendance at Problem Assessment Groups giving the group Occupational Health advice on cases.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Deputising for Lead Occupational Health Advisor.

Moving between Occupational Health Departments when required and to balance and prioritise workload within an environment with constantly changing needs and interruptions.

The ability to use initiative to provide a dynamic and proactive Occupational Health Service with constraints of time and resources. Meeting the occupational health needs of a diverse and complicated organisation often with significant and competing demands.

To be impartial, providing independent advice to both the employee and employer. Effectively communicating sensitive information whilst maintaining confidentiality in line with NMC and OHSS policy

Maintaining medical confidentiality as managers often request more clinical or personal information than they are entitled to.

Dealing with complex management referral cases and the complexity of clinical problems, both physical and psychological that employees present at occupational health.

To communicate efficiently and respond appropriately and effectively when called during the night when on call for sharps and contamination injuries after a busy day at work.

11.COMMUNICATIONS AND RELATIONSHIPS

The post-holder must have excellent interpersonal, written and oral communication skills with the ability to express their views in a convincing and coherent manner.

The post holder is required regularly to communicate with a wide range of clinical and non clinical personnel within the NHS.

The post holder will be required to work closely and communicate effectively with:

Internal

The Lead Nurse and other members of the Management team advising them of the status and development of the Nursing Services

Nursing staff for sharing the vision, aims and objectives of NHS Lothian Occupational Health and Safety Services and how they can deliver accordingly.

Occupational Health Clinicians and other Professional staff, to improve service delivery to our customers.

External

Directors, Managers and staff of NHS Lothian to deliver a high quality Occupational Health service provision.

ISO Internal and External Auditors to confirm audit requirements are being met.

The nature of the post does mean the post-holder must build highly effective relationships with a diverse range of people.

The post-holder will receive sensitive information and is expected to manage this information appropriately.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

The physical skills needed for the job:

Manual handling skills – moving equipment as required

Requirement to travel to carry out clinics in various locations; to attend meetings in various locations on a frequent basis

IT and keyboard skills – access to e-mails; internet; databases; PowerPoint; preparation of presentations – used on a daily basis.

Requirement to be trained in venepuncture

The physical effort needed for the job:

Good posture whilst sitting for long periods of time at workstation. The ability to carry out work site visits this can include many different environments and locations such as a hospital ward, laundry.

The mental demands of the job:

Working within an ever changing environment and the ability to implement and deal with change.

Good concentration is required at all times for observation whilst carrying out health assessments/consultations with clients. These consultations are varied in their nature and duration.

Good listening and vocabulary skills for effective communication.

Good report writing skills.

Working knowledge of the client group to enable appropriate levels of communication.

Good management skills for the contract and nursing team management.

The emotional demands of the job:

Having to deal with clients in a distressed state, this may be due to the employee not being fit for the proposed post or other personal factors.

Ability to deal impartially in their communication with both employers and employees

Good facilitation skills for working internally with own team and external with clients.

Environmental and working conditions of the job:

Working with body fluids – blood; urine and clinical waste

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Qualifications:

Registered nurse with current NMC registration
Specialist Post Grad Degree in Occupational Health

Experience:

Able to undertake management referral clinics and provide written reports.
Knowledge of PAG Groups
Knowledge of eKSF appraisal
Able to undertake Health & Safety Audit / Co-ordination

Training and Competence:

Evidence of self-motivation and self-discipline and ability to motivate others.
Well developed communication skills both oral and written.
Experience in and ability to write reports and understand research processes.
Good presentation skills and experience in delivering talks on Occupational Health subjects.
Evidence of training, experience and competence in Pre-employment health screening, workplace assessments, health surveillance.
Evidence of experience, competence and recent recognised training or update in spirometry and, audiometry.
Evidence of training, experience and competence in venepuncture.
Evidence of training, experience and competence in the administration of vaccines and their potential side effects and contra indications.
Evidence of recent training in the management of Anaphylaxis and CPR.

Job Holder's Signature:

Date:

Head of Department Signature:

Date