#### **JOB DESCRIPTION**

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| 1. JOB IDENTIFICATION |
| Job Title: Occupational Health Staff Nurse  Responsible to :Occupational Health Nurse Adviser  Department(s): Occupational Health & Wellbeing  Directorate: Workforce Directorate  Operating Division: Corporate  Job Reference:  No of Job Holders: 6  Last Update (insert date): January 2022 |

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| 2. JOB PURPOSE |
| To work together with other Occupational Health professionals with the aim of providing a comprehensive range of Occupational Health activities. With supervision and support deliver best practice Occupational Health services to NHS Fife and external customers such as universities. |

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| 3. DIMENSIONS |
| The dimensions of this post will encompass the whole of NHS Fife, involving work across hospitals, health centres and clinical sites and a wide range of community based work settings.  The postholder will work within a team and assist the Senior Occupational Health Nurse Adviser (s) with the delivery of a comprehensive occupational health service to employees and managers of NHS Fife and external contracts as determined by NHS Fife.  The postholder’s Job Description and Professional practice is governed by NHS Fife policies and procedures and also guided by the Nursing and Midwifery Council (NMC). |

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| 4. ORGANISATIONAL POSITION Director of Workforce  Head of Workforce Planning & Staff Wellbeing  Board Nurse Director  Head of Occupational Health & Wellbeing  Occupational Therapy Lead  Occupational Therapist / MH Nurse  Occupational Health Physician  Counselling  Physiotherapy  Administration Team  Occupational Health Team Leader  PA/Administration Team Leader  Consultant in Occupational Medicine  Board Medical Director  Senior Occupational Health Nurse  Adviser  **Occupational Health Nursing Team** |

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| 5. ROLE OF DEPARTMENT |
| The Occupational Health & Wellbeing team’s accountability will be through the Director of HR, the Health and Safety Committee and the Staff Governance Committee (standing committee of the Board). Occupational Health & Wellbeing strategy, policies, advice and programmes will help to underpin NHS Fife’s strategic and operational objectives by supporting service improvements and service delivery for the organisation, as well as helping the organisation to achieve performance indicators in relation to Local Delivery Plans. The broader context will encompass close links with the work of the Estates, Facilities and Capital Services Directorate, Well at Work, Risk Management arrangements, Human Resources, Corporate Governance and the Equality and Diversity agenda.  The role of Occupational Health & Wellbeing encompasses the following:   * Provision of a first class advisory service which supports organisational compliance with statutory legislation and its corporate drive to achieve best practice in all areas of service delivery. * Provision of a professional corporate advisory on Occupational Health issues to all members of staff of NHS Fife. * Delivery of key Occupational Health Programmes including operational activities such as Pre-Placement Screening, Immunisation, Health Promotion, Health Surveillance, Counselling etc. * Management of corporate processes for collection and reporting of data (i.e. Ill Health statistics and pro-active Key Performance Indicators etc), Occupational Health & Wellbeing monitoring and audit, production of related Occupational Health documentation. * Provision of Health Surveillance training such as Skin Health Surveillance Responsible Person’s and Managers Training. * Management, review and support for the remaining external contracts provided by NHS Fife including Working Health Services.   The above services influence the management of Occupational Health risks for Staff, Patients, members of the public, Contractors, and Volunteers, where the aim is to remove or reduce risk to these groups to an acceptable level. |

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| 6. KEY RESULT AREAS |
| Participate in the day to day delivery of Occupational Health Services to NHS Fife staff and other organisations such as universities and colleges.  Actively participating in carrying out health assessments and monitoring programmes to prevent ill health in the workplace, referring to the Occupational Health Nurse Adviser/Senior Occupational Health Nurse Adviser/Occupational Health Team Lead / Occupational Health Nurse Manager or Occupational Health Physician as required, following pre agreed criteria, and advising managers and staff of the outcomes as appropriate.  Workload management on a day to day basis.  Develop and maintain good relationships with customers, clients; outside agencies who are involved in service delivery to effect highest standards attainable in good Occupational Health Services. Working knowledge of relevant Health & Safety legislation and the Equality Act 2010.Participate in the development and revision of NHS Fife Occupational Health policies and procedures, which reflect current legislation where applicable, contributing to ongoing development of best practice. Support new staff and colleagues during their induction to the Occupational Health Department.  Attending and taking an active role in internal clinical governance and nurse meetings and to implement any actions following these meetings.  Assisting in carrying out environmental review and risk assessment, thus ensuring that all necessary policies and procedures are in place to manage clinical incidents effectively and safely within the department.  Manage and deliver immunisations programmes specific to the client’s needs.  Assisting in the implementation of the Department of Health (DOH) guidelines relating to Exposure Prone Procedure work. This involves the assessment of fitness to practice in accordance with these guidelines.  Participate in and carryout the organisation of a range of health surveillance activities such as: audiometric testing; spirometry; electronic vision screening; hand arm vibration assessments; skin assessments and others as identified by risk assessment and legislation. Referring results out with normal parameters to Occupational Health Nurse Advisor/Occupational Health Physician.  Assessing the fitness to work of prospective employees for a range of occupations guided by local policy and procedures and medical standards associated with the post.  Take responsibility for the ordering of stores and general housekeeping of departments.  Being responsible for the safe control of medicines according to Fife NHS Code of Practice and Control of Medicines Policy.  Maintain written and electronic records ensuring that information is recorded, controlled and is treated with maximum confidentiality in line with data protection act, ensuring compliance with legislation and recommended standards.  Actively participate in training programmes and/or presentations such as induction programmes; tools box talks on a variety of specific work and non work related health issues.  Responsible for their own personal development plan in relation to occupational health nurse practice and maintain their revalidation requirements.  Actively participate with the Clinical Supervision Policy.  Assist with the delivery of all departmental / NHS Fife training programmes ensuring that they are delivered to the highest possible standard.  Actively participate and assist in the quality management to ensure a quality service to both customers and employees. Actively participate in audit, data collection and analysis. Be familiar with and ensure implementation all local, regional and national policies, procedures and guidelines pertinent to all staff within the area of responsibility and comply with their contents in the pursuit of the highest standards of Occupational Health Services.  Working in partnership with other agencies such as public health. Specifically collaborating with infection control specialist to facilitate the appropriate management and co-ordination of outbreaks of infection. |

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| 7a. EQUIPMENT AND MACHINERY |
| Some or all of the equipment listed will be used depending on the requirements of the department or specific contract.  Spirometer – used whilst undertaking respiratory health surveillance, measuring lung capacity and function.  Audiometer – used for testing client hearing under health surveillance/hearing conservation programme.  Electronic Vision Screening Equipment – specialist equipment used to identify potential visual defects.  Cholesterol measuring equipment- measuring clients cholesterol levels.  Blood pressure equipment – used to measure clients blood pressure.  PC and printer – used to record information onto electronic database; maintain records; e-mail access; internet access; excel; word and powerpoint.  Syringes and needles – giving immunisations; venepuncture  Electrocardiograph Machine – for recording heart activity  Auroscope – for examining ears |
| **7b. SYSTEMS** |
| **Description of systems that the post holder works with or contributes to:**  COHORT database system – this is an Occupational Health IT system which records Occupational Health information on clients; customers and post holders appointment diary. This system has been adopted as postholder is required to work from a variety of locations, this ensures continuity of systems and workflow. This IT system is also used for billing purposes. A range of reports can be generated for planning workload and audit purposes.  Other databases specific to individual departments and contracts.  Access and Excel information systems.  Other systems related to work activities such as accurately recording timesheet, expenses sheet and annual leave sheets.  **The post holders role in relation to the systems is as follows:**  Maintaining clients records, both written and electronic.  The post holder shall input data into cohort database system, and other systems as adopted by the department.  Collates information for measuring targets and timescales (key performance indicators ). |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| Post holder will work within a multidisciplinary team and will manage their own caseload following discussion with the Occupational Health Nurse Adviser/Senior Occupational Health Nurse Advisor/Occupational Health Team Lead / Occupational Health Nurse Manager.  Post holder will act independently, within agreed criteria, to problem solve. If this is out with agreed criteria it is referred to Occupational Health Nurse Adviser/Senior Occupational Health Nurse Advisor/ Occupational Health Team Lead / Occupational Health Nurse Manager.  Although working autonomously the post holder has daily access to an Occupational Health Nurse Adviser/Senior Occupational Health Nurse Advisor/ Occupational Health Team Lead / Occupational Health Nurse Manager for guidance and advice.  The Occupational Health Nurse Adviser/Senior Occupational Health Nurse Advisor/Occupational Health Team Lead / Occupational Health Nurse Manager will review the post holders workload on a frequent basis to ensure that agreed standards and targets are met. |

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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder is expected to think autonomously however it is not expected that they would decide independently on any changes to the service delivery this must be discussed with the Occupational Health Nurse Adviser/Senior Occupational Health Nurse Advisor/Occupational Health Team Lead / Occupational Health Nurse Manager.  Following clinical assessment, and using appropriate protocols, it will be up to the post holder to refer onto other specialist services if appropriate, these may include physiotherapy or counselling services depending upon the local arrangements and processes.  The post holder will fully respect and understand the highly confidential human resource, medical and personal information they are in receipt of.  The post holder will deal with client/managers queries, concerns and/or complaints and deals with or refers onto the appropriate personnel. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| The post holder is required to work autonomously, adopt a flexible attitude to work to meet client’s needs however maintaining confidentiality at all times. One of the most challenging aspects of this job is maintaining confidentiality as managers often request more clinical or personal information than they can have access to.  Dealing with the complexity of clinical problems both physical and psychological that employees present at Occupational Health.  The post holder is expected to be diplomatic and non-judgemental in their approach thus providing independent advice to both employee and employer as and when necessary. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| **Internal:**  Administrative support services – to advise administrative staff on actions when requested  Occupational Health Nurse Adviser – for clinical judgement; to discuss a range of occupational health and professional issues.  Senior Occupational Health Nurse Adviser – for clinical supervision; for clinical issues; to discuss a range of occupational health and professional issues.  Occupational Health Physician – to discuss individual clients case.  Counselling and Psychology Services – for general advice  Occupational Health Team Lead - for clinical supervision; for clinical issues; to discuss a range of occupational health and professional issues.  Occupational Therapist – for general advice  **External:**  Managers – to discuss a range of health at work issues  Employees – to discuss health and work issues  Human Resource Department – for general health advice as well as recruitment  General Practitioner – to obtain reports with the employees written consent; for the purpose of giving advice and determining employees fitness for work  Health and Safety Adviser – for general advice  Violence and Aggression Adviser – for general advice  Manual Handling Adviser – for general advice  Other NHS departments – for advice and project work.  Other external agencies as identified following assessment of the employees clinical need.  Other professional bodies  **Difficulties to communication:**  Due to the geographical area this can create difficulties in face to face communication with all of the above relationships. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **The physical skills needed for the job:**  Manual handling skills – moving equipment (audiometer; spirometer) on a daily basis  Driving skills – requirement to drive to carryout clinics in various locations; to attend meetings in various locations on a frequent basis  IT and keyboard skills – access to e-mails; internet; databases; on a daily basis.  **The physical effort needed for the job:**  Good posture whilst sitting at workstation including working on computer.  Sitting for long periods of time either at workstation or whilst carrying out health assessments.  Good dexterity for carrying out health surveillance assessments such as Hand Arm Vibration Assessments.  The ability to carryout work site visits this can include many different environments and locations such as a hospital ward; laundry; industrial situations.  **The mental demands of the job:**  Good concentration is required at all times for observation whilst carrying out health assessments with clients.  Good listening and vocabulary skills for communication.  Attention to detail and accuracy and good report writing skills.  Working knowledge of the client group to enable appropriate levels of communication.  **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 and employers.  **Environmental and working conditions of the job:**  Working with body fluids – blood; urine and clinical waste  The post holder will be required to work in a variety occupational environments this is determined by the contract and nature of the industry. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Registered Nurse.  Requires to hold current registration with NMC.  Experience in managing own caseload and working autonomously is essential.  Holds evidence of training or experience within the Occupational Health setting is desirable as well as using some or all equipment listed in section 7a of Job Description depending on department or contract.  IT skills – keyboard; using e-mails; internet; basic knowledge of Microsoft office.  Ability to travel throughout the geographic area of Fife within the constraints of contractual hours. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Line Managers Signature:  Head of Department Signature: | Date:  Date:  Date |

*For Official Use only:*

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| **Date Received:** | **Date Evaluated:** |
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