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##  JOB DESCRIPTION

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| 1 | Job Identification |
|  | Job Title: | Occupational Health Nurse (Staff Nurse Post) |
|  | Job Reference: |  |
|  | Department & Base: | Occupational Health & Safety Service |
|  | Hours of Work: | 37 |
|  | Pay Band: | 5 |
| 2  | Job Purpose |
|  | To deliver a comprehensive range of Occupational Health Services to NHS Borders. The post holder will work within a multidisciplinary team and assist the Head of Occupational Health with the delivery of a comprehensive occupational health service to the employees and managers of NHS Borders. The post holder will also assist with the provision of occupational health services to non NHS external customers as per agreed contracts. The post holder will at all times ensure their professional practice is within the guidelines set out by the Nursing and Midwifery Council (NMC). |
| 3 | Organisational Position |
|  | See attached. |
| 4 | Scope and Range |
|  | NHS Borders Occupational Health Service provides a comprehensive service to approximately 3,800 NHS employees, 500 members of the wider NHS family and further non NHS organisations. The post holder:* Has responsibility for service delivery to defined client groups throughout the geographical area of NHS Borders.
* Is accountable for the provision and evaluation of direct care to clients and for referral to other agencies.
* Is expected to ensure the appropriate use of resources and to monitor and order supplies including drugs.
* Delivers OH services to external customers within defined contract terms and under the supervision of the Lead Occupational Health Advisor/Head of Occupational Health.
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| 5 Main Duties/Responsibilities  |
|  | **To participate in the departmental clinical governance programme by:*** Attending and taking an active role in internal clinical governance and nurse meetings, to implement any actions following these meetings.
* Following the departmental annual work plan which details the goals and objectives for the whole department for the year ahead. This document is the standard upon which individual staff objectives are based and is reviewed quarterly.
* Assisting in risk assessment to ensure that all necessary procedures are in place to manage OH&S and clinical incidents effectively and safely within the departmental clinic areas and external satellite clinics.
* Actively participating in the development and revision of the NHS Borders and non-NHS Occupational Health Service policies and procedures, which must reflect current legislation, if applicable.

**To participate in the clinical activities of the department by:*** Being responsible for the prescription of medicines under Standing Orders, safe storage and control of medicines according to NHS Borders Code of Practice for the Control of Medicines Policy.
* Assessing the fitness to work of prospective employees for a range of NHS occupations guided by the NHS Borders pre-employment health assessment policy and legislation.
* Delivering a range of immunisations to protect staff from infectious agents at work, to ensure that immunisations are current and to interpret results of blood tests after venepuncture.
* Carrying out health surveillance such as audiometric testing, spirometry, face fitting, skin surveillance, hand arm vibration screening and vision screening testing as required by current health and safety legislation.
* Screening employees who are experiencing health problems which are affecting their ability to work effectively and safely, making onward referral as appropriate.
* Delivering additional immunisation programmes as directed by Scottish Government.
* 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, by the collection of information and investigations.
* Collaborating with infection control specialists to facilitate the appropriate management and co-ordination of outbreaks of infection which affect members of staff.
* Being responsible for accurate documentation of employee consultations and the safe storage and maintenance of all confidential health records in line with current legislation and departmental policy.
* Ensuring that clinical areas are fully equipped at all times with the appropriate sundries and immunisations to facilitate safe practice.
* Delivering health education and training programmes on a range of Occupational Health issues e.g. first aid, stress awareness.
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| 6 | Systems and Equipment |
|  | Spirometer: Specialised equipment used to measure lung capacity and functionAudiometer: Specialised equipment used to calculate hearing thresholdsVision Screening Equipment: Specialised equipment used to identify potentialeyesight defectsBlood pressure monitoring device: To assess the blood pressure of employeesDigital scales and height measurePC and Printer used to produce reports, maintain records, email, intranet and internetBespoke Occupational Health IT system which holds all the Occupational Health clinical data including immunisation information. It also operates as an electronic diary system. A range of reports can be generated for planning workload and audit purposes. Individual occupational health information and records of interventions are stored confidentially. |
| 7 | Decisions and Judgements |
|  | The post holder will be accountable for their performance against their agreed responsibilities within the annual work plan and clinically accountable for ensuring that they deliver a high quality of care. The post holder is required to carry out face to face/telephone/video consultation clinical assessments of a confidential nature. They must then analyse their findings and prescribe the appropriate course of action taking into consideration any legislation and NHS Borders organisational policies, which may influence their actions. Typical judgements include deciding on whether or not someone is ‘fit’ for their post and what immunisations may be required. The post holder is in an exceptional position within the organisation because they will be in receipt of highly confidential human resource, medical and personal information regarding all employees. Routine day to day work is not directly supervised but is monitored and allocated by the Lead Occupational Health Advisor. The post holder has discretion in how they carry out their work within the required standards of the service. |
| 8 | Communications and Relationships |
|  | **Who post holder communicates with:** | **What communication is about:** | **Any difficulties encountered:** |
|  | Administrative Staff | Appropriate administrative support  | Prioritising and balancing workload |
|  | Head of Occupational Health | To discuss professional and managerial issues, and operational implications of strategic direction | Availability of Head of Occupational Health |
|  | Lead Occupational Health Advisor | To discuss professional issues and to liaise to ensure service needs are met | Availability of Lead Occupational Health Advisor |
|  | Occupational Health Advisor | To discuss professional issues | Agreeing consistent advice |
|  | Occupational Health Nurse colleagues | To discuss professional issues and to liaise to ensure service needs are met | Agreeing consistent advice |
|  | Occupational Health Physician | To discuss the occupational health status of individual employees who are in consultation with occupational health |  |
|  | Human Resources Departments | To advise on pre-employment fitness | Conflict regarding the releasing of confidential employee information |
|  | Managers | To advise on a range of occupational health related issues | Conflict regarding the releasing of confidential employee information |
|  | Employees | To advise on a range of occupational health related issues | Employee anxiety due to a lack of awareness of the purpose of occupational health |
|  | Outside Contracts(all non NHS clients) | To communicate and advise about the level of service agreed and to discuss the organisation and planning of work |  |
|  | Health and Safety | To exchange information regarding occupational health and safety | Negotiation about the organisation of appropriate work and ethical principles, which are not always understood in a non-clinical setting |
|  | Infection control | To give and receive advice on infection control in an occupational health context |  |
|  | Laboratory staff | To discuss appropriate serological investigations |  |
|  | Pharmacy staff | To seek advice on drug storage/ interactions |  |
|  | Various outside agencies, including other OH Services, Local Authority, HSE, Counselling Agencies | Identifying and accessing useful services and advice provided by outside agencies such as alcohol and drug counselling |  |
| 9 | Physical Demands of the Job  |
|  | **Physical skills**: Venepuncture Administration of injections Spirometry Blood pressure measurement Audiometry Vision Screening Keyboard use Office manual handling Driving to clinics with equipment as above**Physical effort:** Working at PC input information to electronic employee records.Travelling between sites and satellite clinics over a wide geographical area, transporting clinical equipment.The requirement to cover such a large geographical area means the post holder frequently does not have access to appropriate rest facilities and may have to take breaks at irregular times. **Mental demands:** The completion of tasks which require concentration such as the analysing of clinical data and the performing of all clinical duties whilst dealing with unpredictable interruptions. **Emotional demands:**Responding to anxious employees who are experiencing emotional difficulties within and outwith work. Dealing with the conflict of a situation where objective advice is unpalatable by either the employee or the manager.Being able to communicate on a number of different levels. |
| 10  | Most Challenging/Difficult Parts of the Job |
|  | The post holder requires to prioritise and balance their own clinical workload. They must communicate effectively to the different staff groups with varying levels of knowledge within their department to assist with the effective running of the department. The post holder must constantly seek to actively promote the profile of the Occupational Health amongst staff and management in order to aid compliance with legislation and organisational policy. The post holder must demonstrate the objective independence of the Occupational Health Service.  |
| 11 | **Knowledge, Training And Experience Required To Do The Job*** Registered General Nurse/current registration with Nursing & Midwifery Council.
* Evidence of ongoing training and continuing professional development.
* 3 years experience in a range of post registration Nursing Practice. Clinical experience could include knowledge of pre-employment screening, immunisation administration, health promotion, spirometry, audiometry, vision screening and assessing employee fitness to work following absence or illness or injury.
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| 12 | JOB DESCRIPTION AGREEMENTA separate job description will need to be signed off by each jobholder to whom the job description applies. **Job Holder’s Signature:** **Head of Department Signature:** | **Date:****Date:** |

**OCCUPATIONAL HEALTH SERVICE ORGANISATIONAL CHART**

Director of HR, OD & OH&S

Head of Occupational Health

Lead Occupational Health Advisors

Physiotherapist

Counsellors

Business Manager

Healthy Working Lives / Working Health Services

THIS POST

OH Staff Nurse

OH Advisors

**PERSON SPECIFICATION**

For the post of OH nurse - band 5 staff nurse

Below are the essential knowledge, training (including qualifications) and experience required to do this job.

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| **ESSENTIAL*** Registered General Nurse - Current registration with Nursing & Midwifery Council.
* 3 years experience in a range of post registration Nursing Practice. Clinical experience could include knowledge of pre-employment screening, immunisation administration, health promotion, spirometry, audiometry, vision screening and assessing employee fitness to work following absence or illness or injury.
* Genuine interest in OH and staff well-being.
* Excellent communication and interpersonal skills.
* A team worker sensitive to professional boundaries and skill mix.
* Ability to work flexibly to meet service and client demands.
* Evidence of continuing professional development and updated clinical knowledge and skills in current field with skills transferrable to OH setting.
* Evidence of a high level of professional commitment to healthcare and its provision in keeping with research best practice and guidelines.
* A committed approach to ongoing education and professional review in order to improve and expand professional expertise.
* Computer / keyboard skills and working knowledge of Microsoft Office.

**DESIRABLE*** Previous Occupational Health experience.
* Knowledge of government, professional and work-related policies.
* Experience of analysing and interpreting complicated data.
* Ability to pass on skills and knowledge to others.
* Leadership skills.
* Outcomes focussed with a can do attitude
* Membership of an appropriate professional body.
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