



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Betsi Cadwaladr  
University Health Board

## **JOB DESCRIPTION**

### **JOB DETAILS**

<b>Job Title:</b>	Occupational Health Advisor
<b>Band:</b>	Band 6
<b>Salary Scale:</b>	£35,922 to £43,257
<b>Hours of Work:</b>	08.30 hours-17.00
<b>Department/CPG</b>	Occupational Health & Wellbeing / Workforce & Organisational Development
<b>Base:</b>	Ysbyty Gwynedd / Glan Clwyd/ Wrexham

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### **ORGANISATIONAL ARRANGEMENTS**

**Accountable to:**

Managerially –	Occupational Health Specialist Practitioner and Team Leader
Professionally -	Head of Occupational Health & Wellbeing

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### **JOB PURPOSE**

To assist and support the occupational health team leader as part of a multidisciplinary team in the co-ordination, provision and delivery of an effective high quality occupational health & wellbeing service to the health board and external contracts.

Deliver a full range of Occupational Health services, to include sickness absence case management, pre-employment assessments, clinical interventions and health surveillance activities.

The post holder will provide professional specialist occupational health and wellbeing advice to its users.

In the event of significant event / outbreak of infection to provide appropriate advice.

Provide support and advice to employees and managers within the organisation.

## **DUTIES AND RESPONSIBILITIES**

### **Management**

Manage a caseload without direct supervision and ensure client care needs are met e.g. co-ordinating and planning care for identified users. Ensure workload is prioritised as dictated by need.

Manage complex and sensitive situations by co-ordinating and linking with other relevant multidisciplinary professionals or agencies and taking any other interim measures that are necessary to achieve service provision e.g. If a client has been exposed to HIV and requires prophylaxis treatment, distressed patients etc.

Deliver care from defined service pathways of care. Assess users' needs and use judgement to provide advice from key national health, safety and wellbeing guidance e.g. advice line, sickness absence management, Occupational Health & wellbeing core advice.

Assist on specific projects / objectives e.g. wellbeing initiatives, accreditation standards, TB management, needle stick management.

Demonstrate excellent time management and organisational skills to accommodate own caseload / meeting the service objectives.

Deliver core occupational health & wellbeing initiatives and events e.g. flu / doctor's intakes / needle stick management / student intakes / wellbeing events / corporate health standards.

Assist colleagues in the induction process of new Occupational Health staff, training where necessary.

Take responsibility of the occupational health & wellbeing service in the absence of the team leader / lead projects.

### **Clinical**

Abide by Professional Registration and legal requirements/health board policies/service user policies relating to practice, provide professional specialist advisory occupational health & wellbeing advice to employees and employers of the health board and external users. Often analyzing situations for employees or managers, interpreting and deciding how the policy can be delivered for individual circumstances.

Management of sickness absence caseload undertaking unsupervised sickness absence and health advice clinics / consultations. Assessing clients needs, planning and implementing care, maintaining records. Providing autonomous expert knowledge and skill to clients and managers in relation to an employee's rehabilitation into the workforce, fitness / unfitness to work, or fitness to undertake their current or alternative duties. The post holder must have a

thorough understanding of client's job requirements, and the health impacts of undertaking employment. Discuss termination of contract due to health capability or ill-health retirement with senior practitioners.

Ensure effective client care on complex issues. e.g. advice on pregnant workers, display screen equipment assessments, infection control outbreaks, COSHH, manual handling, health and wellbeing.

Provide counselling/crisis intervention and where appropriate refer to specialist services.

Deliver target group programmes on occupational health practice and initiatives with a view to achieve health gain and evaluate outcomes of interventions e.g. sharps/ body fluid contamination incidents, training clinical leads on sharps & body fluid post injury management, vaccination recalls, audiometry, lung functions etc.

Co-ordinate in the appropriate management for a significant outbreak of communicable infection or group infection e.g. MRSA / TB, chicken pox/ rubella, scabies, gastroenteritis/ salmonella. Tracing and following up of any additional/potential staff contacts co-ordinating appropriate screening and treatment.

Assist the physician in providing support to the recipient of a blood borne virus  
If a staff member has been exposed to a blood borne virus co-ordinate support and screening e.g. exposure to HIV / Hepatitis B / Hepatitis C.

Undertake and interpret results of specialist tests under the health surveillance and employment programme to assess fitness for work e.g. hepatitis B antigens / viral loads etc.

Ensure electronic and manual records are held securely so confidentiality is secure and maintained.

Ensure explicit informed consent is obtained before disclosure of information / recommendations to other parties.

Provide clear and specific advice to management and staff on functional and work capacity.

Liaise and negotiate with member of staff and health board management on: recommendations for fitness to return to work, rehabilitation, phased return to work, organisational features of work which may require adjustment or modification and future reviews, whilst taking into account the member of staffs physical and mental well being and the health and safety of others.

Communicate highly sensitive information both verbally and in writing to member of staff and management.

Provide and receive highly complex, sensitive and/or contentious information where there are significant barriers to acceptance which need to be overcome requiring a high level of interpersonal and communication skills.

Review complex employment health checks ensuring the member of staff is physically and mentally fit for the proposed employment.

Advise the management and employee on fitness to work and if applicable recommend suitable alternatives or adjustments to the post in line with relevant legislation.

Undertake health and wellbeing / health education activities and training.

Develop and maintain relevant key clinical information for users.

Undertake site visits to ergonomically assess working area and conditions.

Providing managers with specialist detailed reports and recommendations e.g. display screen equipment assessments.

Recognise and respond appropriately to urgent and emergency situations e.g. anaphylaxis.

Assist the lead facilitator in stress focus groups as support facilitator, facilitating conversation with key parties to enable them to find real solutions. Providing specialist support and information and training to staff, clients and managers on stress management e.g. groups of 6 employees.

Periodically in the absence of senior colleagues ensure continued service delivery.

Periodically in the absence of junior colleagues undertake the day-to-day screening and advisory activity of the service e.g. administration of vaccination / taking blood samples in a validated manner / vision, respiratory, skin, night, audio screening / venepuncture.

Deliver target group programmes on occupational health practice and initiatives with a view to achieve health gain and evaluate outcomes of interventions e.g. sharps/ body fluid contamination incidents, training clinical leads on sharps & body fluid post injury management.

### **Financial**

Contribute to the financial efficiency of the service e.g. identifying cost effective services.

### **Education and Development**

#### **General**

Participate and present at appropriate training workshops and study days on issues related to occupational health & wellbeing and health promotion e.g. How to manage needle stick injuries.

Assist in the clinical supervision of nursing staff within the occupational health department.

Research, develop and design literature for client education purposes e.g. display screen equipment user guide, and reactive information, needle stick prevention advice, diet and nutrition information etc.

### **Personal**

Ensure high levels of competence and proficiency are maintained in accordance with the health board policies and guidelines for best practice.

Keep up to date with developments that effect client care to ensure best practice for service user needs. Ensure that relevant personal requirements are met for Post Registration Education Practice and mandatory training with the health board.

Maintain a professional portfolio and active status on the Nursing & Midwifery Council register. Participate in personal development reviews.

### **Communication**

Communicate and receive highly complex sensitive and / or contentious information both verbally and in writing to managers, clients and on occasion relatives, where there are significant barriers to acceptance which need to be overcome, requiring a high level of interpersonal and communication skills empathy and reassurance e.g. Fitness / non fitness to work, positive MRSA, meningitis exposure.

Motivate clients to facilitate a different thought process within the individual, to enable a different thought process to empower ownership of health needs / safe and achievable return to work for employer and employee.

Establish and maintain excellent professional working relationships and communications with occupational health & wellbeing staff, health board wide at all levels and external contracts.

Act as a resource for managers, individuals, outside companies and union representatives, providing specialist knowledge and advice underpinned by theory with consideration for the corporate and professional position of the service.

Maintain client confidentiality through informed consent e.g. when compiling reports regarding functional recommendations.

Regularly establish robust communication with members of the Occupational Health team and other multidisciplinary professionals in aspects of care i.e. physiotherapist, General Practitioners (GP), Specialists, Occupational Health

Physician, Counsellor, Workforce and Organisational Development Managers etc.

Compile written reports / correspondence on various aspects of Occupational Health interaction e.g. communicate with GP's to inform of specific client treatment, Specialist referral's or requests for current health related issue reports.

### **Information & technology**

Be conversant with the range of Occupational Health computerised facilities and resource links to maintain lines of communication and research development.

Proficient with personal and professional accountability for accurate entries into electronic databases.

Collate statistical information as required for service statistics, audit or research.

Daily use the computer data base to process key information e.g. retrieving clients from diary waiting room, processing appointment type, capturing vaccination details and data in put of clinical information e.g. health / sickness absence reports.

### **Quality of Service**

Undertake audit in relation to improving service.

Assist with attaining compliance with national occupational health accreditation standards.

Develop research awareness and work within a clinical based practice by the application of good quality research evidence for appropriate clinic intervention.

Apply appropriate occupational health ethics & confidentiality to meet professional requirements.

Analyse & prepare reports / statistical data for the service.

### **GENERAL REQUIREMENTS**

**This post is subject to the Terms and Conditions of employment of the Betsi Cadwaladr University Local Health Board.**

**Standard general items to be covered in job descriptions should include the following text:**

### **Competence**

You are responsible for limiting your actions to those that you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager / supervisor.

### **Registered Health Professional**

All employees of the Health Board who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

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### **Supervision**

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement speak to your Manager.

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### **Risk Management**

It is a standard element of the role and responsibility of all staff of the Health Board that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

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### **Health and Safety Requirements**

All employees of the Health Board have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Health Board to meet its own legal duties and to report any hazardous situations or defective equipment.

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### **Flexibility Statement**

The content of this Job Description represents an outline of the post only and is therefore not a final list of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

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### **Confidentiality**

All employees of the Health Board are required to maintain the confidentiality of members of the public and members of staff in accordance with Health Board policies.

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### **Record keeping**

All employees are responsible for ensuring Departmental and Health Board Records are created and maintained in accordance with Health Board Policy.

**Date Prepared: October 2023**

**Prepared By: Jeremy Thomas**

**Date Reviewed:**

**Reviewed By:**

**Agreed By:**

**Date:**

**Employee's Name and Signature:**

**Agreed By:**

**Date:**

**Manager's Name and Signature**

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# BCU HB

## PERSON SPECIFICATION

**Job Title:** Occupational Health Specialist Practitioner

**Band:** 6

	<b>ESSENTIAL</b> The qualities without which a post holder could not be appointed	<b>DESIRABLE</b> Extra qualities which can be used to choose between candidates who meet all the essential criteria working at full competencies	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• RGN</li> <li>• Specialist Practitioner award in Occupational Health or equivalent experience or Willing to attain Occupational Health Degree or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• NEBOSH certificate</li> <li>• Counselling qualification</li> <li>• Management qualification</li> <li>• Teaching qualification</li> <li>• Wellbeing qualification</li> </ul>	Certificates
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Significant Band 5 or equivalent experience</li> <li>• Knowledge of national documents and strategies and their impact on service delivery</li> <li>• Work across various disciplines at all levels in the organisation and all levels of management</li> <li>• Working knowledge of current occupational health &amp; wellbeing issues</li> <li>• Computer literate with standard Microsoft office applications</li> </ul>	Experience of working with OPAS G2	Application Form Interview References

<p><b>SKILLS</b> including those physical skills necessary for the post.</p>	<ul style="list-style-type: none"> <li>• Continually working to improve quality and strive for excellence understanding key issues facing the health board and the NHS</li> <li>• Expert level of communication, interpersonal and relationship skills</li> <li>• Expert level of planning and organisational skills</li> <li>• Identify, develop and introduce relevant standards / policies</li> <li>• Ability to concentrate for long periods of time on sensitive issues</li> </ul>		<p>Application Form Interview References</p>
<p><b>KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Infection control standards</li> <li>• Clinical Governance and risk management</li> <li>• Health &amp; Safety / risk assessments</li> <li>• Audit and research</li> </ul>	<ul style="list-style-type: none"> <li>• Prior knowledge of occupational health &amp; wellbeing practice</li> </ul>	<p>Application Form Interview References</p>

<p><b>PERSONAL QUALITIES</b> (Demonstrable)</p>	<ul style="list-style-type: none"> <li>• Ability to work with a high degree autonomy and to make clinical decisions on own initiative</li> <li>• Exceptional personal qualities including communication as will be dealing with people who may have difficulties in understanding</li> <li>• Ability to work as part of a team</li> <li>• Time management / meet deadlines and organisation skills / work without supervision</li> <li>• Demonstrate a constructive approach to problem solving</li> <li>• Proven commitment to professional development for self</li> <li>• Presentation skills, convey expert health information to individuals / groups</li> </ul>		<p>Application Form Interview References</p>
<p><b>OTHER RELEVANT REQUIREMENTS</b> (Please Specify)</p>	<ul style="list-style-type: none"> <li>• Ability to travel across geographical region of the health board and contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Speak Welsh</li> </ul>	<p>Application Form Interview Document Check</p>

