

## PEOPLE DIRECTORATE

### JOB DESCRIPTION

<b>POST</b>	Occupational Health Nurse
<b>PAY BAND</b>	Band 5
<b>RESPONSIBLE TO</b>	Head of Occupational Health & Wellbeing
<b>ACCOUNTABLE TO</b>	Head of Occupational Health & Wellbeing
<b>BASE</b>	Cross-site

### ABOUT US

The Humber Health Partnership is one of the largest acute and community Partnership arrangements in the NHS, seeing well over one million patients every year and managing a budget of over £1.3 billion.

Made up of two Trusts - Northern Lincolnshire and Goole NHS Foundation Trust (NLG) and Hull University Teaching Hospitals NHS Trust (HUTH) - our Partnership has significant ambitions and is committed to delivering world-class hospital and community services for the 1.65 million people we serve.

Together we employ nearly 20,000 staff. Our five main hospital sites are Diana, Princess of Wales Hospital, Scunthorpe General Hospital and Goole and District Hospital, for NLG and Hull Royal Infirmary and Castle Hill Hospital for HUTH.

As Teaching Hospitals working with the Hull York Medical School, we both lead and contribute to research in many areas - biomedical research, primary care, palliative medicine, cardiovascular and respiratory medicine, vascular surgery, cancer surgery and oncology.

We believe that by developing a diverse, inclusive, innovative, skilled and caring workforce, we can deliver excellent care to our patients and a great future for our employees, our Partnership and our community.

### ABOUT THE POST

The Occupational Health & Wellbeing Team provides a preventative and advisory service for all members of staff in the Trust as well as a range of Occupational Health services to a number of local small and medium-sized commercial businesses. We are a small, nurse-led team with Occupational Physician support on a sessional basis.

The purpose of the Occupational Health Nurse is to provide a variety of clinical services which include pre-employment screening, vaccinations and immunity checks, health promotion, health surveillance, workplace visits, and general health advice.

Responsible for managing own clinical caseload, organising this effectively and efficiently with regard to clinical priorities and use of time.

## MAIN TASKS REQUIRED OF THE POST HOLDER

- Deliver clinically effective evidence-based occupational health for members of staff
- Be a proactive and supportive member of the multidisciplinary team
- Prioritise own caseload as well as being aware of others
- Be able to work flexibly when faced with unpredictable demands and fluctuations in service activity
- Provide clinical education and training to others, including students or members of the Occupational Health team

## DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

### 1. Clinical Duties

- Assessment of pre-employment health questionnaires and make a decision on whether the applicant can be given medical clearance to work
- Undertake pre-employment health assessments as required in order to provide the recruiting manager with written advice and guidance on fitness to work or recommend specific modifications to the applicant's working conditions, working hours, or environment
- Provide a listening ear for staff who refer themselves to the department, offering advice and signposting to internal or external support agencies as appropriate
- Advise and offer appropriate vaccinations and immunity tests for staff working in clinical areas and actively participate in the flu vaccination campaign
- Manage reported body fluid exposures and provide advice and follow-up
- Work closely with the Infection Prevention & Control Team with the aim of minimising the spread of infections or viruses between staff and patients, implement contact tracing and follow-up as necessary
- Organise and deliver health surveillance programmes as and when indicated
- Undertake workplace assessments and provide advice
- Ensure that individual's privacy and dignity are respected at all times

- Monitor clinical effectiveness and audit nursing practice using evidence based guidance. Support the OH team in working towards SEQOHS accreditation
- Participate in training programmes for staff and managers, in particular; Management of Sharps injuries, DSE, Mental Health at Work , Line Managers Training and others as appropriate.
- Provide training and support for new members of the OH and Wellbeing Team
- Influence and implement change in clinical OH practice.
- Contribute to the development of policy and procedures within the OH Department and the Trust
- Coordinate and develop specialist areas of interest relevant to OH practice
- Update and maintain staff health records ensuring confidentiality of records in accordance with the Data Protection Act, Access to Medical Reports Act, and professional guidance
- Maintain stock levels/ordering of: pharmacy/pathology/NHS supplies
- Attend relevant local Health and Safety / Infection Control meetings
- Liase with other specialists and refer staff when required and as indicated in the Department policies and guidelines

## 2. Professional Duties

- Maintain own competency to practice through CPD activities, demonstrating awareness of new trends and developments and their incorporation into practice as necessary.
- Comply with Trust Policy on mandatory and statutory training programmes. Actively participate in personal development by attending workshops, tutorials, individual training sessions, peer review, external courses and professional clinical interest groups.
- Participate in clinical supervision and the personal appraisal development review scheme.
- Demonstrate a sound understanding of Clinical Governance and Risk Management and their application to the work situation.

- Evaluate own work and current practices through the use of evidence based practice projects, audit and outcome measures. Reflect on the service provided, make recommendations and implement changes as a result.
- Collect data for use in service audit. Be involved in regular audit of clinical practice and service delivery as part of Occupational Health and Wellbeing quality initiatives.
- Communicate effectively and work collaboratively with medical, nursing, AHPs, colleagues in the Occupational Health Team and other agencies to ensure the delivery of a co-ordinated multidisciplinary service. This will involve attendance at the Occupational Health and Wellbeing department meetings
- Accountable for own professional and clinical decisions in line with NMC Code and ethical guidelines from the Faculty of Occupational Medicine
- Keep NMC Registration up to date and actively engage in Continuous Professional Development to meet PREPP requirements
- Ability to work on own initiative, within the guidelines, policies, and procedures of the Occupational Health Department

### **3. Administrative Duties**

- Undertake basic training in the use of the Occupational Health electronic records system and keep up to date by accessing refresher training as necessary
- Assist in the collection of activity data to produce relevant statistical information on service delivery including contribution to the annual report
- Be responsible for organising and planning own caseload to meet service and client priorities, readjusting plans as situations change or arise.
- Be aware of the individual's responsibility under Health and Safety legislation and take appropriate action when necessary
- Take appropriate action, including reporting, in the event of incidents to staff, patients or any other person
- Adhere to all Trust and departmental policies and other statutory requirements such as Infection Control, Health and Safety, Equal Opportunities, COSHH, Fire Safety, Complaints and Accident Reporting
- Undertake any other duties considered appropriate by the Head of Occupational Health & Wellbeing

## OUR VALUES



Our values have been created in partnership with our most valuable asset – our employees. Our values set out a clear statement of our purpose and ambition which is to provide the very best in patient care, all of the time. We recognise that without the shared values driven responsibility that each and every person in our teams have, we could not provide excellent services to the patients that we care for. Crucially we recognise that looking towards the future, we must continue to create a culture that enables and drives our collective values and behaviours as an absolute fundamental foundation for both our staff and the patients that we serve.

## ADDITIONAL INFORMATION PERTINENT TO ALL STAFF

### Health and safety - Healthcare associated infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, including the 'bare below the elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI.

The Trust has the responsibility of ensuring adequate resources are available for you to discharge your responsibilities.

## **Safeguarding**

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.

The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours, by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

## **Confidentiality**

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Northern Lincolnshire and Goole NHS Foundation Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). This duty of confidence is given legal effect by reference to General Data Protection Regulation (GDPR). It applies to any information which is processed by the Trust (i.e. stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being identified. Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

## **Equality impact assessment**

The Foundation Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.