

Job Description

Job title:	Lead Consultant Occupational Medicine
Division:	Workforce
Board/corporate function:	Corporate Functions
Salary band:	Consultant
Responsible to:	Head of Occupational Health & Wellbeing Service
Accountable to:	Corporate Medical Director
Hours per week:	Full Time, 10 PAs
Location:	Ground Floor, John Astor House, 3 Foley Street, London, W1W 6DN

University College London Hospitals NHS Foundation Trust

University College London Hospitals NHS Foundation Trust (UCLH) is one of the most complex NHS trusts in the UK, serving a large and diverse population. We provide academically led acute and specialist services, to people from the local area, from throughout the United Kingdom and overseas. Our vision is to deliver top-quality patient care, excellent education, and world-class research.

We provide first-class acute and specialist services across eight sites:

- University College Hospital (incorporating the Elizabeth Garrett Anderson Wing)
- National Hospital for Neurology and Neurosurgery
- Royal National ENT and Eastman Dental Hospitals
- University College Hospital Grafton Way Building
- Royal London Hospital for Integrated Medicine
- University College Hospital Macmillan Cancer Centre
- The Hospital for Tropical Diseases
- University College Hospital at Westmoreland Street

We are dedicated to the diagnosis and treatment of many complex illnesses. UCLH specialises in women's health and the treatment of cancer, infection, neurological, gastrointestinal and oral disease. It has world class support services including critical care, imaging, nuclear medicine and pathology.

At UCLH, we have a real 'One Team' ethos, and our values – safety, kindness, teamwork and improving, are central to the way we work. This is supported by our staff, who voted us as the #1 NHS Acute Trust to work for in the whole of England.

Our Vision and Values

The Trust is committed to delivering top quality patient care, excellent education and world-class research.

We deliver our vision through [values](#) to describe how we serve patients, their families and how we are with colleagues in the Trust and beyond.

We put your **safety** and wellbeing above everything

Deliver the best outcomes	Keep people safe	Reassuringly professional	Take personal responsibility
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We offer you the **kindness** we would want for a loved one

Respect individuals	Friendly and courteous	Attentive and helpful	Protect your dignity
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We achieve through **teamwork**

Listen and hear	Explain and involve	Work in partnership	Respect everyone's time
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We strive to keep **improving**

Courage to give and receive feedback	Efficient and simplified	Develop through learning	Innovate and research
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Equality, Diversity, and Inclusion at UCLH

At UCLH, we take equality of opportunity seriously and are committed to being a diverse and inclusive employer, with a culture that creates a real sense of belonging and trust. Respect, inclusion and sensitivity are hallmarks of quality of our care. That is why it is our fundamental aim, to recruit, retain and promote a diverse mix of people from all backgrounds, cultures, and perspectives, who are representative of our local communities to support our world class research, innovation, and creativity. We are proud to have 5 different networks that are owned and led by our staff which give a voice to all our staff to feed up to leadership of the organisation, including the Trust board, thus creating a sense of community and support and help drive cultural change to become a more inclusive organisation.

Our staff networks are:

- Black, Asian and Minority Ethnic (BAME) Network
- Lesbian, Gay, Bisexual Transgender, Queer, Intersex and Asexual (LGBTQIA+)
- Women's
- Disability Network
- Mental Health Network

The Workforce Directorate

The Workforce Directorate is made up of several corporate teams (occupational health and wellbeing, resourcing; medical workforce; workforce intelligence; employee relations and staff experience). The three clinical boards and corporate functions are each supported by an HR business partnering function.

The Directorate aspires to make day-to-day contributions that improve patient care as well as informing UCLH's and future NHS strategies that forecast and meet future challenges for our staff and the services our patients need. We place emphasis on the following to support our staff to deliver their full potential: -

1. provide high quality patient care Investing in our diverse workforce.
2. Delivering work leading research and innovation
3. Achieving excellent education and training
4. Improving value, productivity and sustainability.

It will be delivered by working closely with local, national and global partners who together play a vital role in keeping people healthy.

The Occupational Health Service

The Occupational Health and Wellbeing service is in John Astor House, Foley Street, which is only a few minutes' walk from the Trust's headquarters on the 2nd floor of 250 Euston Road, NW1 2PG. The Service is within 10 mins walk from Warren Street station and Goodge Street Station and has exceptional public transport links via rail, underground and bus. Occasional travel may be required to support offsite clinics.

Job Purpose

The role of the post holder is to provide expert clinical leadership, ensuring that the Occupational Health services provides a quality-based service on the principles of clinical governance. The highest standard achieved is the Primary outcome and the postholder will be required to oversee all the clinical function and support with the assessment of the needs of UCLH staff in terms of occupational health requirements. Collaborative working is essential to support the unpredictable work expected within an NHS acute trust as is maintaining compliance with guidelines and regulations to ensure a safe and quality service. Another key aspect is to ensure there is continued development and sustainability of the specialism of Occupational Health through undertaking educational activities and supporting the education of new doctors with an interest in the specialism.

Growing Occupational Health and Wellbeing is also a key strategic priority, and the post holder will proactively drive forward the health, safety and wellbeing agenda utilising their expert insights on health at work, that will assure a fit for now and fit for future modernised OH service, which improves the overall staff experience and improves productivity and client care.

In conjunction with the Snr OH leaders the post holder will support in the development of a Trust wide long term Occupational Health Strategy that aligns with the Trust's overall strategy and plans and with SEQOHS accreditation.

Key Results Areas

The post holder will focus on multi-disciplinary partnership working and be a role model ensuring that the clinical practice that is delivered is of the highest quality and standardised in accordance with national guidance, policy, and service frameworks.

The post holder will be responsible to Head of Occupational Health and accountable to UCLH Medical Director.

The Post Holder will be a confident and credible clinical leader who will oversee and be responsible for the clinical function of the Occupational Health Service and will:

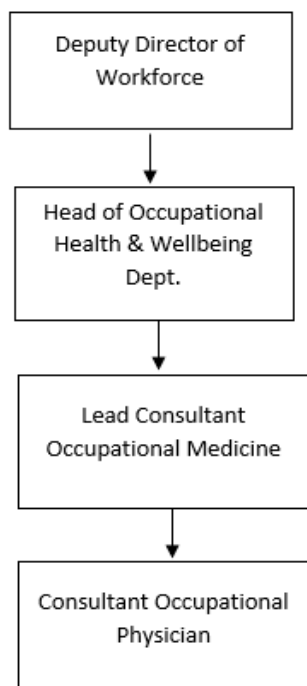
- Provide a leading role in the delivery of occupational health surveillance including the identification of the need for medical examination of new employees, immunisations, screening for employees at special risk, statutory medical examinations, and clinical assessments for fitness to work.
- Provide advice to management in cases of recurrent or long-term sickness and decisions on medical retirement.
- Work cooperatively with the service and with management to improve the standards of occupational health within the client group.
- Advise where necessary on working and relevant environmental conditions to minimise the occurrence of occupational or work-related disease.
- Help in the interpretation of sickness absence trends, as necessary.
- Be familiar with and advise on, where appropriate, current, and projected legislation related to occupational health and safety. To advise on ethical matters in relation to occupational health and safety and employment.

- Participate in the effective monitoring of occupational health services by means of audit programmes etc.
- Represent OH and actively attend and participate in committee meetings within the Trust concerning clinical governance and audits.
- Perform workplace needs assessments as and when required.
- Provide specialist support to the Occupational clinical and nursing team.
- Participate in the teaching and training activities of the Department motivating others to achieve high standards in clinical practice.
- Develop policy to local, regional, and national level where appropriate.
- Work closely with the infection control, virology, microbiology, and infectious diseases teams to manage outbreaks, infection control issues amongst staff and in policy development.
- Ensures own practice and that of other upholds the GMC codes of professional conduct.

Key Working Relationships

- Director of Workforce
- Chief Nurse
- Deputy Director of Workforce
- Head of Occupational Health & Wellbeing Services
- Head of staff psychological and welfare services
- Heads of Workforce
- Workforce Directorate – HR business partners, recruitment, medical staffing, learning and development, workforce information, staff experience and employee relations teams
- Director of Infection Prevention and Control
- Infection Control Team
- Senior leads within the Quality and Safety Department
- Health & Safety specialist advisers, e.g. the Radiation Protection Adviser
- The Risk Manager
- Virology Team
- Consultant Medical Staff
- Safety Representatives
- General Practitioners
- Divisional management teams and their staff
- Staff Side Partners
- Relevant Occupational Health networks
- Voluntary organisations
- Other third-party organisations such as NHS England, Public Health England, NHS Improvement and NHS Employers
- Other Trusts within the local health community and their occupational health staff

The Structure and position of role is below: -



The post holder will have direct line management and clinical supervision of all OH doctors and Doctors undertaking training in occupational medicine at UCLH in the future.

Main Duties and Responsibilities

Professional / Clinical responsibilities

- Ensure that all national professional requirements, training, confidentiality, conduct, and ethics are always adhered to.
- Ensure Professional and Organisation accountability is met.
- Ensure adherence to all Trust policies and Procedures.
- Lead on and participate in case review meetings, multidisciplinary clinical audit and CPD sessions.
- Lead in the delivery of high-quality occupational health services including the identification of the need for medical examination of new employees, screening for employees at special risk, statutory medical examinations, and clinical assessments for fitness to work.
- To work as part of a multidisciplinary occupational health team and collaboratively with other services, such as HR, ER, Staff Experience, Staff Psychology & Welfare Service, Physiotherapy to manage complex cases as required.
- To provide advice to management in cases of recurrent or long-term sickness and decisions on medical retirement.
- To act as a resource for staff regarding matters about their health and wellbeing
- To work cooperatively within the department and with other hospital and medical staff, to improve the standards of occupational health within the trust.

- Produce policies to local, regional, and national level where appropriate.
- To advise where necessary on working and relevant environmental conditions to minimise the occurrence of occupational or work-related disease.
- To help in the interpretation of sickness absence trends as necessary and support with workplace needs assessments to improve sickness absence rates
- To be familiar with and advise on, where appropriate, current, and projected legislation related to occupational health and safety.
- To advise on ethical matters in relation to occupational health and safety and employment. To participate in the effective monitoring of occupational health services by means of audit programmes etc.
- To attend and chair where required dept and Trust related meetings.
- To participate in the teaching and training activities of the Department and in the wider Trust.
- To provide support to the nursing team and the needs of contract work.
- To follow, as far as possible, recognised evidence-based practice.
- To support and enable the development, planning and implementation of programmes of practice, in conjunction with the head of occupational health and Clinical Nurse Lead.
- To work with the Clinical Nurse Lead in developing and monitoring clinical performance standards, in conjunction with the head of occupational health, and key stakeholders.

Management and Leadership

- To provide excellent clinical leadership to OH clinical staff in the Occupational Health service.
- To be visible at a trust level, acting as a resource for both management and employees who access the services provided.
- To Articulate the Trust vision, mission and strategic goals with particular emphasis on Occupational health.
- The post holder will have direct line management responsibilities and support with clinical supervision of any doctors undertaking training in occupational medicine at UCLH in the future.
- Develop and maintain a positive and focused team culture.
- Act as a role model for good practice in Occupational Medicine.
- Undertake individual appraisals against agreed objectives.
- enable an effective learning environment for all staff.
- Ensure the service meets all necessary legal and clinical requirements in relation to providing a clinical occupational health service.
- Provide cover for OH colleagues as required.
- Ensure Duty of Candour requirements are met.
- Chair regular meetings as required.
- Work collaboratively with all members of the multi-disciplinary team.
- Be aware of financial management issues and participate in efforts to ensure services are provided cost effectively.

Information management

- To ensure information is recorded and stored on the occupational health management system.
- To adhere to Trust policy in relation to information governance as well as local confidentiality requirements to maintain a confidential occupational health service.

Education & Professional Development

- To ensure that colleagues are supported in updating their knowledge skills and competencies, where appropriate and in engaging with clinical team supervision in conjunction with the Clinical Nurse Lead.
- To forge strong links with the medical education team and deliver sessions to junior doctors to support the understanding of occupational health as a discipline and support newcomers to the specialism.
- To manage the performance of direct reports where required, through coaching and mentoring to enhance their potential and take action to improve poor performance when necessary.
- Develop and supervise quality improvement projects.
- Participate in team objective setting as part of the annual job planning cycle.
- Provide clinical supervision and take the lead role as clinical supervisor to junior OH clinical staff and to any junior or trainee Doctors in occupational medicine.
- Where required collaborate with academic and clinical colleagues to always ensure the Trust's research portfolio meeting the full requirements of research governance.

Service Development & Delivery

- Work closely with the Directorate in relation to service development as delegated by the Head of Occupational Health.
- Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented.
- Accountable for the Clinical delivery of a high-quality occupational health service that is clinically led, and evidence based.
- With the Head of Occupational Health support planning and evaluation of the occupational health service
- To represent the OH&W department at a trust level and to develop relationships with contractors, other service providers and outside agencies as required.
- Take part in business management of the occupational health services including supporting with tendering process, supporting external contract negotiations, and meeting contract requirement in discussion with the Head of OH
- In conjunction with the head of occupational health and the clinical nurse lead to advise on appropriate occupational health standards for the trust which are in line with current guidance and best practice
- To support and enable innovation within the service, undertaking research and projects to improve the occupational health and wellbeing of staff.
- To monitor external developments and horizon scan for developments in regional/central policy and strategy which impact on healthcare and the workforce at UCLH.

To engage positively with colleagues across UCLH, ensuring that service provision always meets the needs of its customers.

Risk & Governance Management

- To ensure a safe, effective and quality occupational health service is delivered always to UCLH through the occupational health service provision.
- To undertake audit and risk assessments as appropriate to ensure safe effective service delivery.
- To review clinical guidelines and provide updates to support the service delivering contemporaneous interventions.

General

- To adhere to the UCLH values and always adopt a professional approach to customer care.
- To comply with the Trust's Equal Opportunities Policy and treat staff, patients, colleagues and potential employees with dignity and respect always.
- To take personal responsibility for promoting a safe environment and safe patient care by identifying areas of risk and following the Incident, Serious Incidents and Near Misses reporting policy and procedure.
- To take personal responsibility for ensuring that UCLH resources are used efficiently and with minimum wastage.
- 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, use of personal protective equipment and safe disposal of sharps.
- To be aware of and adhere to all Trust policies and procedures, the Health and Safety at Work Act and UK GDPR/DPA 2018.
- Ensure own actions support equality, diversity and rights, and are compliant with the Trusts policies and contributing to the OH&W Service being sensitive to individual needs, beliefs and values.
- To participate in the Trust appraisal systems to identify areas where own professional development can be achieved.
- Regular attendance to team meetings and working groups as required.
- To always maintain confidentiality.

Job Plan

The Lead Consultant in Occupational Medicine Job Plan consists of 10 Programmed Activities per week on average, to be carried out on UCLH sites. The post holder will be expected to discuss and agree a detailed job plan including personal and professional objectives with the Corporate Medical Director and Head of Occupational Health within three months of their start date; and the postholder may be required to undertake a prospective diary exercise to inform this process.

The consultant's job plan will comprise about 7.5 PAs Direct Clinical Care and 2.5 PAs Supporting Professional Activities. Most of the job plan, for Programmed Activities related to direct patient care, follows a team-based approach. The part of the job plan related to wider departmental activities, supporting professional activities and personal objectives is more individually tailored.

		Number of Programmed Activities
Programmed activities for direct clinical care:	Direct Clinical care (including admin) Supporting OH nurses, Physiotherapist, MDTs, Teams Meetings etc.	7.5 PAs
Supporting programmed activities:	Job planning, appraisals, CPD Quality improving activities, write Policy and procedures, Training and professional development of the clinical & Nursing team	2.0 PAs
	Clinical Governance of self and Team	0.5 PA
Total		10 PAs

Direct Clinical Care Activities

The Lead Consultant will undertake Occupational Health clinical work 7.5 PAs per week and will support OH nurses/ OH physiotherapist for relevant queries.

Supporting Programmed Activities

The Lead consultant will undertake CPD, job planning/appraisal, mandatory training. They will improve or support occupational health services such as attending committees, contributing to, or writing protocols, procedures, and policies. They will undertake teaching and professional development of themselves, the clinical and nursing team and other clinical governance activities 2.5 PAs per week.

Administrative/Secretarial Support/ Office Facilities

The Lead consultant will have access to administrative support and to onsite/Trust IT systems.

The proposed timetable will be agreed on taking up the post and then reviewed at least annually as part of the job planning process.

There may be a requirement for on call work in accordance with the needs of the service.

Confidentiality

All employees and honorary appointees are required to exercise discretion and always maintain confidentiality.

Conflict of Interest

All applicants to any post within the Trust are required to declare any involvement directly with any firm, company or organisation, which has a contract with the Trust. Failure to do so may result in an application being rejected or, if discovered (after appointment) that such information has been withheld, this may lead to dismissal.

Consultant Terms and Conditions

The Terms and Conditions referred to in the contract can be viewed in full on UCLH's intranet site (Workforce/Medical Workforce) or via the NHS Employers' website (<https://www.nhsemployers.org/topics/pay-pensions-and-reward/medical-and-dental-pay-and-contracts>)

Criminal Record

In view of the nature of the work this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act (1974) by virtue of the Act's exemption order (1975). Applicants therefore must disclose information regarding convictions including those which for other purposes are "spent" under the provisions of the Act. You are, therefore, required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as "spent" under this Act and any cautions. In the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.

UCLH will check with the police for the existence and content of any criminal record of the successful applicant. Information received from the police will be kept in strict confidence. The disclosure of a criminal record, or other information, will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making the decision the Trust will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Trust's published Equal Opportunities Policy.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal/disciplinary action if the discrepancy comes to light. If you would like to discuss what effect any conviction you have might have on your application, in confidence, for advice, please contact a Senior Officer in the Workforce Team.

Data Protection

In accordance with the Data Protection Act (1998), UCLH is authorised, if required to do so, to obtain, process and/or use information held on a computer in a fair and lawful way. The Trust is authorised to hold data only for the specific registered purpose and not to use or disclose it in anyway incompatible with such purpose. It is further authorised to disclose data only to authorised organisations as instructed.

Equality and Diversity

To comply with UCLH's Equal Opportunities Policy and treat staff, patients, colleagues and potential employees with dignity and respect always.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Hepatitis B

All employees who perform "exposure prone procedures" should be immunised against Hepatitis B. Antibody response should be checked on a regular basis. If successful in being appointed to a

post, all employees must report to the Occupational Health Department within two weeks of starting in post. Failure to comply with this, or the new regulations pertaining to Hepatitis B, may result in an employee being suspended from duty. Any affected professional who accepts an offer to join UCLH is encouraged to speak to the team as a priority.

Insurance Policy

UCLH accepts no responsibility for damage to or loss of personal property except for small valuables handed to their officials for safe custody. Staff are therefore recommended to take out an insurance policy to cover personal property.

Job Sharing

UCLH has a job-sharing policy under which all posts are open to job sharing, with or without a job share partner.

Health and Wellbeing

UCLH is committed to proactively consider how we can best encourage and safeguard the health and wellbeing of all our staff. We operate a no smoking policy which does not allow smoking in any of our property or in ground in which it is located. We have a comprehensive staff support programme for staff who wish to give up smoking and our occupational health team will offer dedicated personal support to any smoker who wishes to give up smoking and/or improve their wellbeing.

Private Practice

All consultants should adhere to the national Code of Conduct for Private Practice. Private Practice should as far as possible, be undertaken within UCLH facilities, always ensuring that the needs of the practitioner can be met. In this way income generated can be used to further develop patient care within the Trust. The appointee must follow Trust agreed procedures when seeking to commence private practice. Any private practice commitments must not prejudice the basic service requirements contained in the job plan. Appointees expressing an interest in a part time post in order to undertake private practice will normally be expected to hold a 6 programmed activity [PA] contract.

Public Transport and Car Parking

Our bases are within 5-10 minutes' walk of Warren Street, Great Portland Street or Euston stations. Our central London base limits our ability to offer car parking, yet spaces in secure car parking may be available and secure cycle spaces can also be allocated. Your recruitment contact shall happily check options for you.

Residential Criteria

It is considered acceptable for new employees to commute a distance of approximately 25 miles to the hospital unless there are exceptional circumstances or job requirements that prevent this. Trust staff must be able to contact a consultant by telephone.

Service Commitment

UCLH expects its employees to communicate with colleagues, patients and visitors in a polite and courteous manner at all times and to adhere to the UCLH Service Commitment "Putting Patients First" and adopt a professional approach to customer care at all times.

Staff Involvement

The Trust is committed to involving staff at all levels to improve patient services and working lives. The Trust continually strives to improve internal communication systems and encourage staff involvement in organisational and service developments – including business planning – to enable staff to influence discussions which affect them and their working conditions.

Staff Nursery/Crèche

UCLH has childcare provision at three nurseries for employees. The nurseries are based in the following areas:

- The Mousehole nursery (23 Devonshire St.)
- The Fig Tree (4 St. Pancras Way)

NHS Pension Scheme

The post-holder will be entitled to join or remain in the NHS Superannuation Scheme, which provides:

- A pension and a tax-free lump sum on retirement
- Life assurance cover
- Voluntary early retirement benefits
- Ill-health retirement benefits
- Redundancy benefits
- Family benefits

Other

The job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

Skills and Abilities						
Clinical skills commensurate with the provision of an NHS occupational health physician service.	E		x	x	x	
A thorough understanding of the principles of clinical governance, must have experience of designing and undertaking audit and presenting outcomes.	E		x	x		X
Competent in the use of office-based IT ie word, outlook, excel, MS Teams.	E		X	X		X
Willingness to engage in and learn new IT skills and contribute to the development of future IT systems within the department.	E		X	X		
Understanding of the principles and applications of clinical research in one or more aspects of Occupational health.	E		X	X		
Publication of relevant review articles or case reports.	D		X	X		X
Experience in teaching small and large groups of students, managers, and peers.	E		X	X		X
Communication						
Effective Communicator, able to demonstrate leadership capability within MDT.	E			X	X	X
Ability to introduce changes to systems of working to improve quality.	E		X	X		X
An ability to communicate with clarity in written and spoken English; ability to build rapport, listen, persuade/ negotiate.	E		X	X		X
Able to communicate with colleagues at all levels to ensure a patient-centred approach.	E			X		X

Personal and People Development						
Ability to take responsibility, lead, make decisions and act as an authority of expertise in specialist field of Occupational Health	E		X	X		
Ability to develop others' knowledge, skills and competencies through assessment and targeted educational as well as a broad delivery of expertise to various groups.	E		X	X	X	
Flexible, able to cover the service and in colleague's absences as required.	E			X		
Professional attitude towards work, reliability, good record of attendance and tidy personal appearance	E		X	X		
Able to demonstrate UCLH Values.	E			X		X
Demonstrate understanding and commitment to Equality, Diversity, and Inclusion.	E		X	X		X
Specific Requirements						
The hours of the service are Monday – Friday 08.30-16.30,	E		X	X		

A= Application I= Interview R= References T/P = Test/Presentation