



SECTION 1 - JOB DESCRIPTION

JOB DETAILS

Job Title	Occupational Health (OH) Specialist Clinician	Band	Indicative Band 7
Hours of Work	37.5	Base	Negotiable
Department	Occupational Health	Directorate	Clinical Quality

PART A: JOB SUMMARY

The post holder will take a key role in leading and developing the OH Service across the Organisation.

Using advanced practice, manage a clinical caseload of staff and patients, providing care and support within Occupational Health Services.

Demonstrate highly developed and advanced specialist knowledge and skills through innovative practice leading to training provision and manager support that ensures the effective and efficient use of resources.

The post holder will be a core member of the Occupational Health Multidisciplinary Team (MDT).

PART B: ROLE DUTIES, RESPONSIBILITY, AND ACCOUNTABILITY

Working Arrangements

- Manage a clinical caseload.
- Provide leadership, expert advice and resources on Occupational Health improvement methodology and delivery.
- To contribute to the management of the systems processes that support Occupational Health management, ensuring compliance with external and legal requirements.
- To work with the services to ensure that action plans derived from assessments are practical and implemented.
- Ensure that Occupational Health is fully integrated with all relevant Trust programmes and initiatives.



- Champion and promote quality as a key focus within the Trust and across the health system to improve clinical productivity and effectiveness.
- Contribute to the planning, managing, and overseeing the delivery of a number of multidisciplinary clinical quality improvement projects and initiatives to achieve a beneficial change to Occupational Health, in line with the quality objectives of the Organisation and national legislation.
- Liaise with Operational/Corporate Leads to agree and achieve deliverables, as appropriate.
- Provide expert advice to Senior Clinicians/Managers on management of Occupational Health.
- Ensure common understanding and shared commitment of Team members.
- Ensure that all Occupational Health risks are appropriately recorded and monitored at the appropriate level.
- Proactively manage stakeholders, respond to, and resolve conflict between different stakeholders when this arises through facilitation or other appropriate mechanisms.
- Ensure the flexibility of the workstreams, if required, to meet conflicting/changing requirements.
- Be responsible for own personal development to ensure the achievement of own objectives and that of the Team.
- Be able to explain strategy and organisational decisions, in relation to Occupational Health matters, to everyone in the Organisation.
- Support Business Planning and overall performance management, as appropriate, by ensuring Quality Impact and Clinical Risk Assessments are an integral part of the process.
- Attendance and active contribution to Multidisciplinary Clinical Group Meetings, as appropriate.
- The post holder will exhibit highly developed and effective persuasion skills to influence others and achieve the necessary shift in NHS culture and mindset to enable Clinical Teams to focus on the things that matter for the care they give.

Specialist Knowledge

- Have a specialist knowledge of Occupational Health
- Oversees the tracking of progress against plans and the strategy, ensuring appropriate processes are in place to flag issues, risks, and concerns.
- Advises and influences Managerial Teams so that staff, patients, carers, and public are appropriately involved and consulted in service evaluation and service redesign, and those changes are made which lead to improved overall experience.
- Provides expert advice and guidance to Senior Managers and staff on how to assess the impact of their policies, practices, and procedures, on the people who use their services and advises on any remedial actions.



- Being accountable and responsible for relevant Key Lines of Enquiry, ensuring that evidence-based assurance is provided.
- To engage with speciality networks, on a national and regional level, as a representative of the Trust.
- Personally leads, supports, and contributes, to formal discussions with senior level internal and external stakeholders in relation to Occupational Health matters.
- Presenting and analysing extremely complex and sensitive data to internal and external stakeholders.
- To develop and embed mechanisms of learning through Trust's experience.
- Ensures the Trust is aware of, and complies with, its statutory duties in relation to Occupational Health.
- Implements actions to improve clinical performance, as required.
- Benchmarks the Trust's performance with its peers and shares good practice.
- Work in a complex and multidisciplinary environment, able to act with minimal guidelines, and be able to set standards for others.
- Provides strong line management, leadership, and specialist advice, to managers and Team, setting clear performance objectives and drive performance of the Team to ensure that key targets and priorities are met.
- The post holder will be responsible for achieving agreed and set performance targets for improvement within the Occupational Health workstreams.
- Builds, manages, and maintains highly complex and effective relationships and alliances across internal and external Departments, services, and organisations, at a local and national level. Ensures highly effective relationships are maintained.
- The role and work will involve providing and receiving highly complex, highly sensitive or contentious information where there are significant barriers to acceptance which need to be overcome using the highest level of interpersonal and communication skills.

Responsibility for Patients and Staff

- Ensure that patient, volunteer, and staff feedback are integral to the planning and delivery of work programmes to inform decision making Training.
- Ensure that patient and staff feedback are integral to the planning and delivery of work programmes to inform strategic decision making.
- Support the planning, delivery and facilitation of improvement events and training. Ensuring all relevant training is fit for purpose, current, role appropriate, and reflective of the needs of the Trust.
- Ensure that services are delivered in line with National Guidance and meeting legal requirements of NHS Trusts.

Training



- Support the planning, delivery and facilitation of improvement events and opportunities for experiential learning for large and small groups, including Board Members.
- Ensure all training is fit for purpose, current, role appropriate and reflective of the needs of the Trust.
- Take a lead role in the identification and development of opportunities for training, support, coaching, and mentoring staff, in quality improvement techniques to build capacity and capability for improvement Organisation wide.

Policy and Procedure

- Where appropriate develop policy and strategy. Ensure that corporately agreed policies, strategies, and priorities are reflected in planning and execution of them, such that the Trust Values are integral to the content of them.
- Work with, advise, and support Leadership Team in developing and implementing a set of clear well-structured, user-friendly documents, in relation to Occupational Health.

Management

- Assist with budget setting and effectively work within resource constraints across the Occupational Health.

Responsibility for Financial and Physical Resources

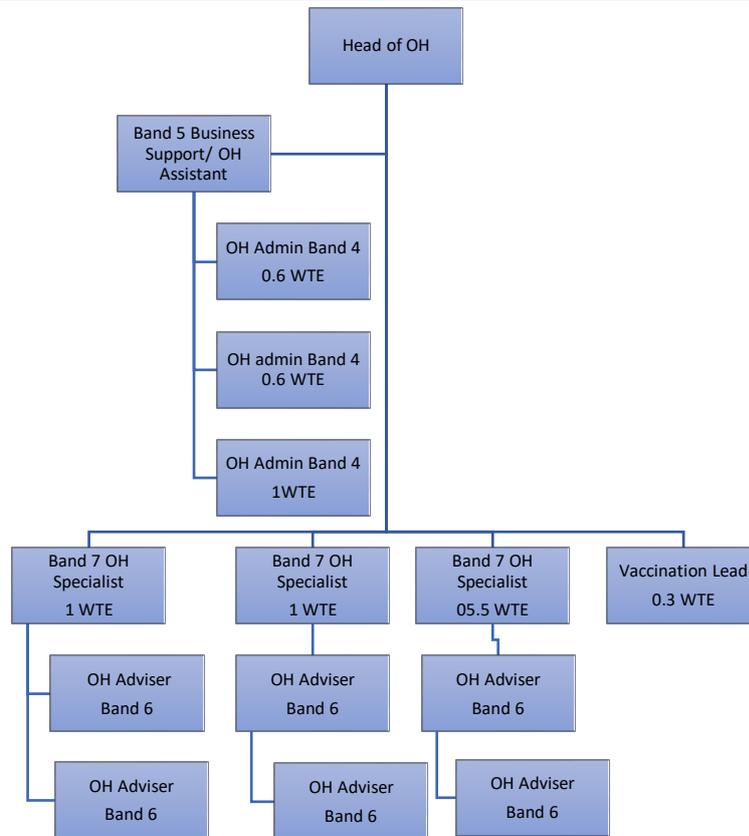
- Work within resource constraints.

Responsibility for Research and Development

- Work in partnership with systems providers to ensure decisions made are aligned with the Organisation's objectives.
- Undertake research, where relevant, and collate and share evidence-based practice.
- Share and publish work and innovations on Quality Improvement, Occupational Health, and Assurance.



PART C: STRUCTURE CHART



PART D: KEY STAKEHOLDERS

Internal

- All members of the Clinical Directorate
- Communications and Engagement Team
- Senior Operational staff across the Trust's Emergency, Patient Transport, and Primary Care Services
- Finance
- Trust Board
- Non-Executive Directors
- Executive Directors

External

- Commissioners and ICS Leads
- Specialist Networks (NAVSeG and NARSF)
- Regulatory Bodies and External Agencies, such as HSE, CQC, NHSE/I
- Legal Protection Unit
- Other Emergency Services, such as Police and FRS
- Trust Solicitor
- Other NHS Care Providers



PART E: TRUST GENERAL STANDARDS

DBS Checks and the Rehabilitation of Offenders Act: Posts which involve regular contact with vulnerable adults and/or children are exempt from the **Rehabilitation of Offenders Act 1974**, by virtue of the **Rehabilitation of Offenders Act (Exemption Order) 1975**. Appointment to this role will be subject to a DBS check through the Disclosure and Barring Service, at the appropriate level, which is deemed satisfactory to the Trust. The Trust will ask the successful applicant to provide the Disclosure and Barring Service Certificate prior to commencement in post. Failure to do so may lead to the conditional offer of employment being withdrawn.

Posts that are exempt from the Rehabilitation of Offenders Act 1974: Failure to inform the Trust of any convictions, cautions, reprimands, or warnings, during the course of your employment, may lead to disciplinary action under the Trust's Disciplinary Policy. Such action may include dismissal.

Flexibility: The post holder may be required to work at any of the Trust's sites, in line with service needs.

Infection Prevention and Control: All Trust employees have duties under the Health and Safety at Work, etc, Act 1974 which have a bearing on the prevention and control of infection in particular. Staff are expected to understand their responsibilities as outlined in the Infection Prevention and Control Policy, and related guidelines, comply with all stated systems, and maintain their knowledge of infection prevention and control relative to their role.

Confidentiality, Data Protection, Freedom of Information, and Computer Misuse: The information being handled by employees of EAST is strictly confidential. Failure to respect the confidential nature of this information will render the employee subject to disciplinary action, including possible dismissal. This could also constitute a criminal offence. It is the duty of all employees to uphold the principles of the Data Protection Act 2018, the NHS Confidentiality Code of Conduct, Caldicott Principles, and the Terms of Employment Contract. All staff must safeguard the handling of information held in both computerised and manual filing systems and it is the employees' responsibility to ensure all records are accurate and up to date, and that errors are corrected or notified, as appropriate.

All staff must be aware of their responsibilities under the Freedom of Information Act 2000 and must comply with, and keep up to date with, Trust policies and legislation on confidentiality, data protection, freedom of information and computer misuse.

Communication: All staff should be able to communicate effectively with people who use services, and other staff, to ensure that the care, treatment, and support of people who use services is not compromised.

Health, Safety, Security and Risk Management: All staff are required to adhere to, and act consistently with, all relevant health and safety legislation, and Trust policies and procedures, in order to ensure that the health, safety, and security of others, and their own, is maintained. This will include identifying and reporting all risks to health and safety, security of equipment and property, use of necessary safety devices and protective clothing, and the achievement of the Trust's objectives, in accordance with the Trust's Risk Management Strategy and policies.

Major Incident: In the event of a major incident, civil unrest, or other potential large-scale service disruptions (eg Pandemic), all East of England Ambulance Service NHS Trust employees will be expected to report for duty on notification. All employees are also expected to play an active part in preparation for a major incident, civil unrest, or other potential large-scale service disruptions (eg Pandemic), and to undertake training as necessary.

Business Continuity: All AfC Band 7 post holders and above are required to ensure that the Business Continuity Management System requirements under their area of responsibility are fully embedded into day-to-day business processes and that the necessary resources are available. Post holders should promote continual improvement of the Trust's Business Continuity Management System. This includes communicating the importance of effective business management to their team(s), and direct and support others to contribute to the effectiveness of business continuity. Promote continual improvement of the Trust's Business Continuity Management System.

Equality and Diversity: Actively promote the Trust's commitment to equality and diversity by treating all patients, colleagues and visitors with dignity and respect, and comply with related policies including Equal Opportunities Policy, Dignity at Work Policy, Recruitment and Selection Policy, etc.

Mandatory, Job-Related Training, and CPD: Take a proactive approach to own personal development in order to ensure that skills set is aligned to the demands of the role as it evolves and develops to meet the organisation's changing needs. This will include full participation in a compassionate conversation, and identifying any reasonable adjustments you may need for learning, at the earliest opportunity.

Safeguarding Children and Vulnerable Adults: All employees have a responsibility for protecting, safeguarding, and promoting the welfare of children and vulnerable adults. Further information about the Trust commitment to this, and your responsibilities, can be sought from the Trust's Child Protection Leads.



No Smoking Policy: East of England Ambulance Service NHS Trust is a No Smoking Trust and all staff must comply with the Trust's No Smoking Policy.

Data Quality: It is the responsibility of all employees to ensure data is of a high-quality standard, in order to support the Trust in providing a quality service. Data must be accurate, valid, reliable, timely, relevant, and complete. For further information on the Trust's commitment to this, please refer to the Trust's Data Quality Policy.

Standards of Business Conduct: It is the responsibility of all employees to conduct all business in an honest and ethical manner. The Trust is committed to acting with integrity in all its dealings and relationships, and to implementing effective systems to prevent bribery. The Trust will uphold all laws relevant to countering bribery and corruption, including the Bribery Act 2010, in every aspect of its conduct, including its dealings with public and private sector organisations, and the delivery of treatment and care to patients.

Following the implementation of the Bribery Act 2010, all employees should be aware that if they accept or offer any financial or other advantage, with the intention or knowledge that this is received in order to induce or reward the improper performance of their duties, or offer to induce or reward the performance of another person's duties, they may be guilty of an offence under the Bribery Act 2010. For further information on the Trust's commitment to this, please refer to the Trust's Anti-Bribery Policy.

Sustainable Development: EEASt is committed to delivering its services in a more sustainable way, encouraging staff and patients to make sustainable lifestyle choices through awareness campaigns and working with local communities. All employees have a responsibility to ensure the Trust achieves its high standard of sustainable development, and have positive impacts on health, expenditure, efficiency, and equality across the six counties of the Eastern region in which it operates.

PART F: DBS REQUIREMENT

Does this post require a DBS check to be undertaken?	Yes	No
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If yes, please indicate what level of check is required:

Basic	<input type="checkbox"/>	Enhanced	<input type="checkbox"/>
Standard	<input type="checkbox"/>	Enhanced with Child & Adult Barred list	<input type="checkbox"/>

EXAMPLE ONLY:

Enhanced with Child & Adult Barred Lists

Rationale:

First Person on Scene qualification will be required for the role. As such, the Trust is asking for the post holder to effectively act as a Community First Responder and potentially stop and help a patient, as required, when out in a marked vehicle, therefore providing health care advice. This should be considered as a normal part of their activity and should be treated the same as a Community First Responder, ie an enhanced with barred list check. This is irrespective of whether they hold a clinical grade or non-clinical grade.

For support and guidance on which roles require/eligible for a DBS check please go to:
<https://www.nhsemployers.org/case-studies-and-resources/2018/08/dbs-eligibility-tool> or
<https://www.gov.uk/government/collections/dbs-eligibility-guidance>

Has the DBS level been approved by EVC Panel:	Yes	No
Date DBS level approved:		

PART G: JOB DESCRIPTION (AUTHORISATION)

This Job Description reflects the current main Organisation priorities for the post. In the context of rapid change taking place within the NHS/Trust, these priorities will develop and change in consultation with the post holder, in line with service needs and priorities.



Line Manager's Name/Signature:	Dated:
Job Evaluation (Indicative/Provisional Band) Approved:	Dated:
Job Evaluation (AfC Band) Approved:	