Guy's and St Thomas' NHS Foundation Trust

Functional Requirement Form

Occupational Health Service

Dear Manager,

Role/Post Title: Registered Nursing Associate (Band 4)	Recruiting Manager: Louise Gunn / Lucinda Inglis
Ward/Department: Palliative care	Line Manager: Louise Gunn / Lucinda Inglis
Directorate/Site: ILS / Guy's	Shift Pattern: 7 day working pattern including weekends and bank holidays, nights only

Please complete ALL sections of the *Functional Requirement Form* (FRF) in order to:

- Demonstrate the functional requirements you seek from applicants for your role
- Enable the prospective applicant to self assess his/her ability to meet the functional requirements of the role
- Identify reasonable adjustments which could be necessary for the applicant to fully undertake the tasks of the role
- Identify components of the role that may have a negative impact on the applicant's health, so that you or the Trust can take preventative measures
- Help the Trust comply with the Equality Act (2010) in providing reasonable adjustments for those who need them.

The FRF should be completed/reviewed for each recruitment episode. **Failure to do so may result in unnecessary delays**. The completed form should be submitted to the Recruitment Employee Services Area (RESA) team as part of the required documentation for the recruitment episode. If you require any assistance regarding completion of the FRF, please contact the Occupational Health Service via e-mail: **OHAdministrator@gstt.nhs.uk**.

PLEASE TICK CATEGORY/CATEGORIES THE ROLE INVOLVES

☐ **Role includes exposure prone procedures (EPP)/ Renal Dialysis (RD)**

EPP: invasive procedures where there is a risk that injury to the worker may result in exposure of the patient's open tissues to the blood of the worker. These include procedures where the worker's gloved hands may be in contact with sharp instruments, needle tips or sharp tissues (e.g. spicules of bone or teeth) inside a patient's open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.
Taking blood (venepuncture), setting up and maintaining IV lines, incision of external abscesses and simple endoscopic procedures are not considered EPP activities.

RD: undertaking haemodialysis or haemofiltration i.e. dialysis unit/ICU including renal nurses.

☒ **Role is patient facing and/or handling clinical specimens (NON EPP/RD)**

Patient facing: clinical roles (doctors, nurses, allied health), porters, cleaning staff, catering etc. Any role with direct contact with patients.
Handling clinical specimens: roles which involve the taking, transporting and testing of clinical specimens.

☐ **Role is NON patient facing and does not involve handling clinical specimens:** office based staff including offices within clinical areas.

☐ **Role includes food handling:** only those involved in producing, preparing and handling food.

☐ **Role includes rotation:** only those in a clinical role which involves rotating to clinical areas identified due to the increased risk of exposure to tuberculosis (TB) – Emergency Department, Acute Medicine, Critical Care, Infectious Diseases, Respiratory Medicine, TB/Chest Clinic, Theatres, Medical Admissions Ward, Microbiology and Mortuary.

*Re: Work in confined space (B20 on FRF below). It can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen). Some confined spaces are fairly easy to identify, e.g. enclosures with limited openings, enclosed drains and sewers. Others may be

less obvious e.g. ductwork and unventilated or poorly ventilated rooms. Further guidance is available at: http://www.hse.gov.uk/pubns/indg258.pdf

FUNCTIONAL REQUIREMENT FORM (FRF) - PLEASE COMPLETE BELOW				
A. Essential Occupational health Clearance for Role			**YES**	**NO**
Role includes Exposure Prone Procedures (EPP)/Renal Dialysis (RD)				**X**
Role is patient facing and/or handling clinical specimens			**X**	
Role includes food handling				**X**
B. Physical Demands of the Role	**Never**	**Occasional 0-33% work time**	**Frequent 33-66% work time**	**Constant 67-100% work time**
1. Sitting		X		
2. Standing			X	
3. Walking			X	
4. Lifting and handling patients			X	
5. Lifting and handling objects e.g. boxes		X		
6. Pushing/pulling e.g. trolleys		X		
7. Bending/squatting/crouching/kneeling/crawling		X		
8. Climb/descend stairs			X	
9. Climbing ladders/work at height	X			
10. Using hands above shoulder height		X		
11. Twisting/spinal rotation		x		
12. Sedentary/ immobile posture	X			
13. Reaching forward		X		
14. Simple grasping/fine manipulation/ manual dexterity		X		
15. Applying hand grip force		X		
16. Typing			X	
17. Writing			X	
18. Operating foot controls		X		
19. Repetitive movement	X			
20. Working in confined space*	X			
21. Working within a team				X
22. Requirement to wear personal protective equipment e.g. gloves, mask, eye protection, gowns				X
C. Psychological Demands of the Role				
1. Repetitive/complex tasks requiring attention to detail				X
2. Ability to concentrate/good memory				X
3. Communication demands (phone/e-mail/face to face)				X
4. Night worker				X
5. Rotational shift work				X
6. Required to deal with distressing/ challenging situations				X
7. Requirement to deal with anxious/aggressive people			X	
8. Requirement to work to deadlines				X
9. Requirement to supervise others			X	
10. Lone working				X
D. Sensory Demands of the Role			**YES**	**NO**
1. Good vision essential (with or without glasses)			X	
2. Good colour vision essential				X
3. Good hearing essential (with or without hearing aid(s)			X	
E. Additional Occupational Health Screening for Role			**YES**	**NO**
1. Exposure to chemical hazards e.g. skin and respiratory irritants (please specify)				X
2. Exposure to physical hazards e.g. vibration, extremes of hot/cold temperature, extreme noise (please specify)				X
3. Exposure to biological hazards e.g. viruses, bacteria, medical waste, animal handling (please specify)				X
4. Classified worker under the Ionising Radiation Regulations				X
F. Undertaking Aerosol generating procedures (AGP) list here and requiring			x	

the use of FFP3 mask		