

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Senior Occupational Health Nurse Adviser</b>
<b>Department:</b>	<b>Occupational Health &amp; Wellbeing</b>
<b>Reports to:</b>	<b>Occupational Health &amp; Wellbeing Manager</b>
<b>Liaises with:</b>	<b>Managers, Trust employees, External clients, Occupational Health staff, Counsellors, Manual Handling Adviser, HR Team, External agencies, Health and Safety Officer, Health and Safety Executive, Health Protection Agency, Risk Management, Infection Control Team and Pathology Services. General Practitioners</b>
<b>Band</b>	<b>7</b>

### JOB SUMMARY

To participate in the development and maintenance of a full Occupational Health and Wellbeing Service for all employees of Kingston Hospital NHS Trust and its external clients and to have special responsibility for specific identified contracts. To provide all aspects of nursing care including consultation, advice, education, testing and immunisations where appropriate and in accordance with patient group directions and department protocols. To act as line manager to other Occupational Health nursing staff.

### Trust Culture and Values

The Trust has defined its culture as one that is patient centred which puts safety first and where all staff take responsibility, are valued and value each other. To support this our five values are that we are all:-

**Caring** – we design and deliver care around each individual patient's needs and wants

**Safe** – we make the safety of patients and staff our prime concern (safety comes first)

**Responsible** – all staff take responsibility for the hospital, its services and reputation

**Value each other** – we all value each other's contribution

**Inspiring** – we always strive to empower each other to develop and deliver improvements to benefit our patients

Our training, policies, procedures, and practices are all intended to support behaviours in line with our values and all staff are expected to uphold these by 'Living Our Values Everyday'.

Chairman: Sukhvinder Kaur-Stubbs Chief Executive: Jo Farrar

**Associated with the University of London**

Main Kingston Hospital NHS Trust Site – Galsworthy Road, Kingston upon Thames, Surrey KT2 7QB

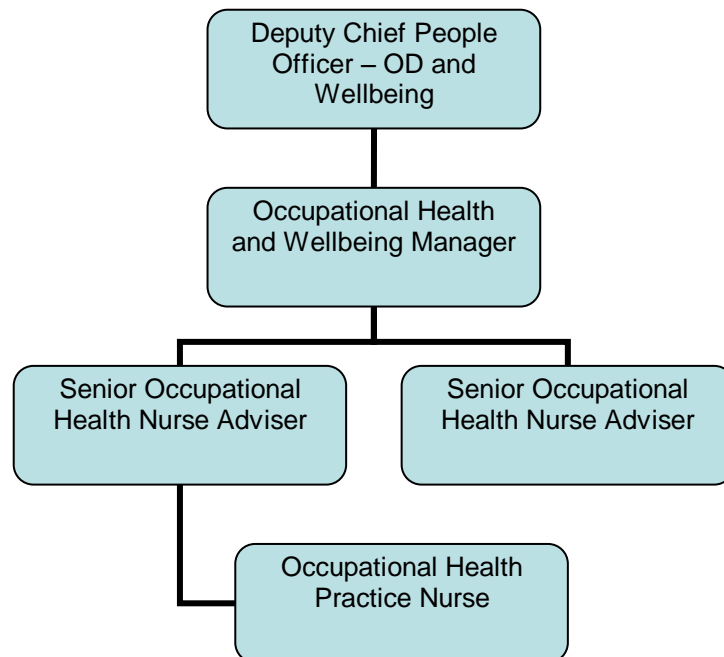


[www.kingstonhospital.nhs.uk](http://www.kingstonhospital.nhs.uk)

## **DEPARTMENT PHILOSOPHY**

The Occupational Health and Wellbeing Service works as a multi-disciplinary team to provide a proactive service to all members of staff, covering all areas of the working environment. The service works to national guidelines and benchmarks to maintain the physical and psychological well being of staff.

## **DEPARTMENT STRUCTURE CHART**



## **KEY RESPONSIBILITIES**

### **Clinical**

1. To work autonomously and as part of the multidisciplinary team and maintain effective communication with clients, managers and other professionals to ensure seamless service delivery
2. To act as a specialist nurse adviser, advising clients on OH requirements in relation to working environments
3. To develop and facilitate a client centred approach to care, referring to the Service Manager as appropriate



4. To provide specialist clinical advice in accordance with best OH evidence-based practice
5. Develop good working relationships with relevant staff within the hospital and with external clients
6. To assess new patients presenting to OH&WB whether in person or by written referral and initiate management of the case.
7. To provide continuity of care to clients throughout their contact with OH&WB
8. To provide support to clients through potentially difficult /or distressing situations.
9. To maintain appropriate records in line with department protocols on note taking
10. To ensure that notes are stored in accordance with HSE/ OH guidance and statutory requirements
11. To ensure that all vaccines and medications are administered in accordance with PGD's
12. To assess any member of staff/student following a body fluid exposure, undertaking a risk assessment for blood borne viruses and taking the appropriate action in accordance with the departmental policy.
13. To see manager referrals allocated by the Occupational Health and Wellbeing Manager, referring to the Occupational Health Physician as appropriate.
14. To maintain confidentiality in accordance with Departmental and Trust Policies
15. To write letters to GP/ hospital consultants in line with the Access to Medical Reports Act and Data Protection Act
16. To assess individual risk for employees presenting with stress and liaise with the Occupational Health Physician, Counsellor or GP as appropriate.
17. To ensure that work health assessments for new staff are appropriately carried out by the practice nurse and assist when necessary.
18. To respond to employees'/managers' requests for support/information on the working environment.
19. To ensure statutory health surveillance is maintained for "at risk personnel".
20. To promote the role of Occupational Health & Wellbeing to all Trust staff



21. To prepare and present information to all staff at the Trust Corporate induction
22. To develop information materials to promote services of Occupational Health & Wellbeing through leaflets, website and teaching materials.

### **Managerial**

1. To have responsibility for the development and updating of Patient Group Directions.
2. To participate in the development of policies and procedures appropriate to the needs of an Occupational Health and Wellbeing Service.
3. To take the lead in the development of specific policies as requested by the Occupational Health & Wellbeing Manager.
4. To be responsible for the induction/orientation of new nursing staff to the department
5. To act as a mentor for Occupational Health nurses in training or to those newly qualified.
6. To assist the Service Manager with strategic planning
7. To have autonomous responsibility for delivery of Occupational Health and Wellbeing services to an identified external client, ensuring all contractual obligations are met, as set out in the service level agreement
8. To deputise for the Service Manager as necessary
9. To assist with the planning of nurse clinics, meeting the Trust's needs and ensuring they operate in a timely manner.

### **Professional**

1. To contribute to the development of local policies in accordance with NHS, HSE and DoH guidance
2. To act in accordance with local policies and procedures laid down by Kingston Hospital Trust and local department policies
3. To maintain a professional profile
4. To work within the scope of the NMC Scope of Professional Practice and Code of Conduct



### **Risk Management**

1. To adhere to all Trust policies, guidelines and procedures.
2. To promote, monitor and maintain health, safety and security in the workplace.

### **Administrative**

1. To work with the Service Manager on external contract development under the umbrella of NHS Plus.
2. To bring to the attention of the Service Manager any change of needs in current contract provision
3. To maintain computer databases in accordance with agreed guidelines and protocol

### **Governance**

1. To participate in the collection and evaluation of clinical audit within the speciality
2. To identify topics and carry out nursing research in relation to specialist area of practice as agreed with the Occupational Health and Wellbeing Manager.

### **Education and Training/Self-Development**

1. Identify own training and development needs and undertake appropriate training/education as required.
2. Participate in an annual individual performance review process where objectives will be agreed, performance monitored and personal development needs discussed.
3. To attend all statutory and mandatory training as and when required to do so.
4. Act responsibly in respect of colleague's health, safety and welfare following safe work practices and complying with the Trust's Health and Safety Policies.
5. Adhere to all Trust Policies as applicable.

*This job description is not intended to limit the scope and extent of the job to be undertaken and will be subject to review and alteration as necessary, following discussion with the post holder.*

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### **Health Clearance**



Health clearance is required for this appointment. Applicants must complete a medical questionnaire, return it to the Occupational Health and Wellbeing Service and, if required, undergo a medical examination before appointment.

### **Disclosure and Barring Service (DBS)**

A DBS will be required before appointment for all posts with access to children or vulnerable adults.

### **Confidentiality and Disclosure of Information**

In the course of your normal work with the Trust you will come into possession of confidential information concerning patients, the Trust and its staff. This information should always be treated according to the Trust's rules on confidentiality. Any inappropriate disclosure may be subject to the Trust's disciplinary procedures.

### **Raising concerns**

Staff may on occasion have genuine concerns about healthcare matters and consequently the Trust endorses the principle that these must be raised in a responsible and appropriate manner, and if necessary using the Trust's 'Raising Concerns (Whistleblowing)' policy.

### **Data Quality/Security**

The post holder is responsible for ensuring that he/she maintains the integrity and quality of both computerised and manual data.

### **Acceptance of Gifts and Hospitality**

The conduct of staff in the public service should be scrupulously impartial and honest and in this context any offers of gifts or hospitality should be discussed with your manager, prior to acceptance.

### **Codes of conduct and professional standards**

All staff should adhere to any codes of conduct or professional standards set by the regulatory bodies with whom they are registered or by professional bodies of which they are a member. Managers should observe the Code of Conduct for NHS Managers.

### **Risk (managerial and supervisory staff only)**



Managers are responsible for implementing and monitoring any identified and appropriate risk management control measures within their designated area(s) and scope of responsibility. Full details are set out in the Trust's Risk Management Policy.

## Health and Safety

All staff are advised that, under the Health and Safety at Work Act 1974 and associated legislation, it is the duty of every employee to take reasonable care for their own health and safety and that of other people who may be affected by their activities at work, and also to co-operate fully with the Trust and others in connection with any arrangements to satisfy the statutory duties and responsibilities under the Act, including undertaking appropriate mandatory and health and safety training.

## Infection Control

All staff must at all times be aware of their responsibilities for ensuring infection control and to maintain hygiene standards in accordance with infection control policies and instructions.

## Personal Property

The Trust is unable to accept responsibility for articles of personal property lost or damaged on its premises whether by burglary, fire, theft or otherwise and staff are advised to insure against all risks.

## Equal Opportunities

Equality of opportunity is an integral part of the Trust's recruitment and selection process and recruiting managers must ensure that they comply fully with the Trust's Equality & Diversity Policy. The Trust aims to ensure equality of opportunity for all irrespective of race, disability, sex, gender reassignment, sexual orientation, age, marriage and civil partnership, pregnancy and maternity and religion, or belief.

## No Smoking

Smoking by staff, patients and visitors, will not be permitted anywhere on Trust premises.

## Security

Staff must wear their identity badge at all times to assist in maintaining the security of the hospital; be observant, and not afraid to enquire of people as to their business in the hospital. Any suspicious behaviour must be reported to the Security Officer, manager, or security team.

## Safeguarding children and vulnerable adults



Kingston Hospital NHS Trust is committed to safeguarding children and vulnerable adults at risk of abuse. If the post is one that involves regulated activity in relation to access to children and vulnerable adults during the course of their normal duties, an enhanced DBS check will be required. All employees have a responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.



Living our values *every day*





## Person Specification

**Job title: Senior Occupational Health Nurse Adviser**

Criteria for Selection	Essential Requirements	Desirable Requirements	Assessment Method
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Registered Nurse (first level)</li> <li>OHN Cert / diploma or degree</li> <li>Continuous professional and management development</li> </ul>	<ul style="list-style-type: none"> <li>Ergonomic training</li> <li>Leadership training</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Certificates</li> <li>NMC registration</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Several years post registration experience in an acute setting.</li> <li>Several years' experience in occupational health nursing.</li> <li>Experience of handling complex relationships</li> <li>Experience of collaborating with other agencies</li> <li>Ability to work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>NHS experience of occupational health</li> <li>Experience of working in multi-disciplinary teams</li> <li>Experience of undertaking clinical audit or nursing research</li> <li>Experience of ergonomic assessments</li> <li>Experience of OH in private sector organisations</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Managerial and leadership skills</li> <li>All OH nursing competencies including, venepuncture, spirometry and audiometry</li> <li>Excellent communication &amp; interpersonal skills</li> <li>Ability to prioritise work and make independent decisions</li> <li>Listening skills</li> <li>Teaching skills</li> <li>Computer literate</li> <li>Presentation and communication skills</li> <li>Report writing skills</li> </ul>	<ul style="list-style-type: none"> <li>Counselling Skills</li> <li>Ergonomic Assessment skills</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of recent NHS/DoH/HSE legislation &amp; recommendations</li> <li>Awareness of changing needs within occupational health and wellbeing</li> <li>Awareness of changes in health trends</li> </ul>	<ul style="list-style-type: none"> <li>A sound understanding of the NHS and its culture</li> <li>Knowledge of excel, PowerPoint and Access</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Ability to prioritise and co- ordinate</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> </ul>



	work of self and others. • Ability to work autonomously and as part of a multidisciplinary team • Ability to demonstrate an understanding of the health care setting & wider work community		• References
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Approved by: \_\_\_\_\_ Manager \_\_\_\_\_ date

Agreed with: \_\_\_\_\_ Employee \_\_\_\_\_ date

