

Dear Recruiting Manager

Role/Post Title:	Anaesthetic and Recovery Theatre Team Leader
Recruiting Manager:	Aileen Rylance
Department:	Theatres
Department Manager:	Paula Quinn
Division	CSS

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 team as part of the required documentation for the recruitment episode. If you require any assistance regarding completion of the FRF, please contact the Recruitment Team via e-mail recruitment@swft.nhs.uk

☒ **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 always completely visible.

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 hemofiltration 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>

Please complete pages 3, 4 & 5

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)		Yes	Choose an item.	
Role is patient facing and/or handling clinical specimens		Yes	Choose an item.	
Role includes food handling		Choose an item.	No	
B. Physical Demands of the Role	Never	Occasional 0-33% work time	Frequent 33-66% work time	Constant 67-100% work time
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting and Handling Patients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting and Handling Objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing and pulling e.g., Trolleys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/squatting/crouching/kneeling/crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/descend stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing ladders/work at height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using hands above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting/spinal rotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sedentary/ immobile posture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simple grasping/fine manipulation/ manual dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Applying hand grip force	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Typing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operating foot controls	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined space*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Working within a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√
Requirement to wear personal protective equipment e.g., gloves, mask, eye protection, gowns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√
C. Psychological Demands of the Role				
Repetitive/complex tasks requiring attention to detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√
Ability to concentrate/good memory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√
Communication demands (phone/e-mail/face to face)	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Night worker	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
Rotational shift work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√
Required to deal with distressing/ challenging situations	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
Requirement to deal with anxious/aggressive people	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to work to deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√
Requirement to supervise others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√
Lone Working	<input type="checkbox"/>	√	<input type="checkbox"/>	<input type="checkbox"/>
D. Sensory Demands of the Role	Yes		No	
Good vision essential (with or without glasses)	√		<input type="checkbox"/>	
Good colour vision essential	√		<input type="checkbox"/>	
Good hearing essential (with or without hearing aid(s))	√		<input type="checkbox"/>	

E. Additional Occupational Health Screening for Role	Yes	No
Exposure to chemical hazards e.g., skin, and respiratory irritants (please specify)	√	<input type="checkbox"/>
Exposure to physical hazards e.g., vibration, extremes of hot/cold temperature, extreme noise	√	<input type="checkbox"/>
Exposure to biological hazards e.g., viruses, bacteria, medical waste, animal handling	√	<input type="checkbox"/>
Classified worker under the Ionising Radiation Regulations	√	<input type="checkbox"/>
F. Undertaking Aerosol generating procedures (AGP) and requiring the use of FFP3 mask	Yes	No
	√	<input type="checkbox"/>