

Job description for Occupational Health Nurse – Band 5

About us – team NHFT

As a **health and wellbeing organisation** here at **team NHFT** we are dedicated to continually **innovate** and **strive to make a difference** to our community and those working for our Trust, we aim to serve the people of Northamptonshire and surrounding areas with **safe, quality care**. We deliver this from an understanding of our local healthcare needs, economy and the changing demands of our community.

Our mission, **making a difference for you, with you** was chosen by our staff and stakeholders. It means in everything we do and through every service we provide, we want to make a **positive difference in people's lives** – for **those we care for**, **those we work with** and **those who work with us**.
Everyone is part of our team.

Our core strategy is to be an **employer of choice**, **a great place to work** and be known for a **diverse and inclusive culture** whose staff feel **valued**. We provide a range of NHS services including physical, mental health and specialty services provided in hospital settings and out in the community within schools, GP clinics and patients own homes.

Here at NHFT we pride ourselves on our 54321 roadmap, pictured here which encompasses our **PRIDE values**, **leadership behaviours**, **teams**, **enablers** and **our mission** all of which are driven by **our vision of 'being a leading provider of outstanding, compassionate care'**. We are extremely proud to say this has also been recognised by the Care Quality Commission (CQC) and our CQC rating of **Outstanding for team NHFT**.



This role...

As part of the Trust's approach to staff health and wellbeing, we are looking to recruit an enthusiastic and motivated Nurse to work in the Occupational Health Department as an Occupational Health Clinic Nurse.

The post-holder, under the supervision of senior colleagues, will have day to day responsibility for a designated case load and will be expected, to provide employees within this group with a comprehensive and confidential OH service which will include Occupational Health surveillance, screening and immunisation service. The ability to recognise the need to refer on to an OH Specialist, is an essential requirement of this post.

Although the Occupational Health department's base is at St. Marys Hospital in Kettering, the post holder will be expected to work within any NHFT premises across Northamptonshire, therefore the applicant will need to be able to transfer flexibly between workplaces, as necessary, to meet service requirements.

About you

Behaviours and Values	Knowledge and Experience
<ul style="list-style-type: none"> • Able to work autonomously and as part of a team and maintain effective communication with clients, managers and other professionals to ensure seamless service delivery. • Able to provide clinical advice in accordance with best practice and evidence-based practice. • Develop good working relationships with relevant staff and managers within the Trust and with external contact groups. • Able to deal with interruptions and queries throughout the day. • To act in accordance with local policies & procedures laid down by Northamptonshire Healthcare NHS Foundation Trust and OH departmental policies. • Ability to work in a flexible way and respond to change. • To keep up to date and be aware of current/future nursing and occupational health trends. 	<ul style="list-style-type: none"> • NMC level one registration • Evidence of Continuing Professional Development (CPD) as required by the NMC. • Able to demonstrate some experience of, or active interest in occupational health issues/legislation/directives • Minimum of 2 years post registration experience in nursing • Experience of giving injections and/or venepuncture • Experience of undertaking audit or Nursing research • Excellent communication, interpersonal and listening skills (written & verbal) • To be responsible for updating own professional knowledge in Occupational Health.
Skills and Abilities	
<ul style="list-style-type: none"> • IT literate with ability to use electronic systems, spreadsheets/databases and produce reports and statistics. • Ability to prioritise workload, achieving balance between clinical work & other aspects of the post • Decision making skills • Provide advice on matters related to Occupational Health • Excellent time management and organizational skills • Use of specialist equipment once trained and competent, such as spirometry, audiometry, vision screening, venepuncture, 	<ul style="list-style-type: none"> • Ability to work autonomously and as part of a team • Undertake screening of completed health declaration forms and initiate appropriate action in order to accurately assess the fitness of job applicants. • Administration of appropriate vaccines, in accordance with PGD's/Written Instructions, Department of Health Policy/ Public Health England Guidance • Ability to occasionally deal with distressing or emotional circumstances • Knowledge of Equality and diversity and data protection

vaccination.

- Ability to maintain confidentiality and represent the professional face of the Occupational Health and Wellbeing Department both internally and externally, dealing with any conflict in an appropriate manner.
- Attend staff meetings.
- Active participation and contribution to the planning and delivery of Trust wide Seasonal Flu Vaccination Programme.
- Occasional working unsociable hours to meet clinical needs

legislation

- Ability to deal with competing priorities on a daily basis.
- To ensure that appointments run to meet the needs of the client group i.e. to time and with appropriate time slots.
- Work together with the OH nurses and administrative colleagues to provide an efficient day-to-day service.
- To ensure that client records are stored in line with HSE/OH guidance on confidentiality of notes/dockets and safe storage in line with statutory requirements.
- Assessment, advice and follow up of members of staff who have sustained a Needlestick Injury.
- Full current driving licence. Travel to numerous venues throughout County

About the role – linking with our 4 Leadership Behaviours



ENGAGING PEOPLE/WORKING TOGETHER

- Share knowledge and experience within the team to promote learning opportunities for all.
- Ability to motivate self and others
- Attend meetings as appropriate
- Develop and maintain professional relationships with a range of stakeholders at all levels across the organisation to support the Trust staff wellbeing strategy from an Occupational Health and Wellbeing perspective
- Communicate clearly face to face with groups of staff

BEING AUTHENTIC

- Be a role model of the leadership behaviours that build engaged staff and teams.
- Positively promote all interventions offered by Occupational Health and Wellbeing
- To proactively support members within the Occupational Health and Wellbeing Team
- At all times maintains a professional, unbiased and non-judgmental approach when working with complex and sensitive information whilst ensuring the upmost confidentiality is maintained


TAKING RESPONSIBILITY

- Take responsibility for own learning and development by recognizing and taking advantage of all opportunities to learn, including full participation in appraisal, supervision and learning opportunities
- Proactively identify opportunities to provide an excellent service to the Trust that enable all staff working within the Trust to maintain quality and standards in the delivery to patient care
- Review processes, procedures and systems to support continuous service improvements, developing and implementing changes to improve quality, efficiency, cost-effectiveness and staff experience

EMBRACING CHANGE

- Use of persuasive, motivational, empathic and facilitation skills, where there may be barriers to understanding, or a lack of co-operation
- Assist with the development and implementation of procedures and guidelines related to the service, and contribute to the development of other policies
- Able to operate in a climate of continuous change and improvement.
- Actively promote equality and diversity in recruitment practice.

Benefits

Salary	Location of work	Permanent/fixed term								
<p>Band 5 - Range £24,907 to £30,615</p> <p>You will be paid on the 27th of each month. If this date falls at a weekend you will be paid on the Friday before this date.</p>	<p>Dryland Block, St Mary's Hospital, Kettering, Northants</p> <p>Must be able to travel independently to other bases in the Trust across Northamptonshire.</p>	<p>Permanent</p>								
Hours/pattern of work	Annual leave and bank holiday entitlement	Pension entitlement								
<p>37½ hours per week, worked as 7.5 hours per day Monday – Friday. Occasional working unsociable hours/weekends to meet demands</p>	<table><tr><td>Length of service</td><td></td></tr><tr><td>On appointment</td><td>27 days + 8 days</td></tr><tr><td>After five years' service</td><td>29 days + 8 days</td></tr><tr><td>After ten years' service</td><td>33 days + 8 days</td></tr></table>	Length of service		On appointment	27 days + 8 days	After five years' service	29 days + 8 days	After ten years' service	33 days + 8 days	<p>Details on the benefits of the NHS Pension Scheme can be found here:</p> <p>https://www.nhsbsa.nhs.uk/nhs-pensions</p>
Length of service										
On appointment	27 days + 8 days									
After five years' service	29 days + 8 days									
After ten years' service	33 days + 8 days									
Health and Wellbeing Because your health matters too	Learning and Development	Equality and diversity								
<p>Our Occupational Health and Wellbeing team support our staff through many different channels. Whether you have a physical or emotional issue or want to take positive steps to improve your fitness, this team can help you.</p> 	<p>Our Learning and Development team provide effective and impactful learning solutions for our staff. Our experienced team of facilitators offer a wide range of opportunities from corporate induction, mandatory and role specific training, personal development and leadership training.</p>	<p>We are committed to ensuring people are treated equally and fairly whether at work, during care or out in the community. Equality, diversity and inclusion will always be a core focus and commitment for team NHFT. We have a number of staff networks to support this focus too. These networks are open to all our staff.</p>								

Find out more about us at:
www.bit.ly/24hoursinNHFT
www.nhft.nhs.uk

Confidentiality and Data Protection

Any matters of a confidential nature, including patient and staff records, and any commercially sensitive information must, under no circumstances, be divulged or passed on to any unauthorised person or persons without a legal basis to do so. In accordance with the Data Protection Act 2018, if you are required to access personal data held in any format, you will be expected to adhere to the Trusts Information Governance Policies, copies of which are held on the staff intranet.

Any breach of confidentiality or data protection legislation will result in disciplinary action and may result in summary dismissal.

Infection Control

The prevention and control of healthcare associated infections in service users, staff and visitors is taken seriously by the Trust. All staff employed by Northamptonshire Healthcare NHS Foundation Trust are required to adhere to the Trust infection control policies and procedures.

Employees must be aware of the importance of protecting themselves, service users and visitors and of maintaining a clean safe environment. Any breach in infection control practice, which places service users, other staff or visitor at risk, may result in disciplinary action. Each staff member is responsible for ensuring they identify together with their manager, their infection control training needs in their PDP.

Health and Safety

To carry out the duties placed on employees by the Health and Safety at Work Act 1974 i.e.

- I. To take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- II. To co-operate with their employer as far as is necessary to meet the requirements of the legislation.
- III. Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in the pursuance of any relevant statutory provision.

No Smoking

In order to protect the health of employees, patients and visitors, Northamptonshire Healthcare NHS Foundation Trust operates a No Smoking Policy. Therefore smoking is prohibited in all of the Trust's buildings, grounds and all Trust-owned or leased vehicles.

Equality and Diversity

To ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work and the Trust Managing Diversity and Equal Opportunities in Employment Policy.

Risk Management

To have a commitment to identify and minimising risk, report all incidents and report to manager any risks, which need to be assessed.

Safeguarding Adults and Children

It is the duty of all staff working for the Trust;

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Professional Registration

All qualified/ professional staff are required to adhere to the relevant Code of Practice (and other guidance issued by them). It is the responsibility of the individual concerned to keep professional registered and updated in accordance with the requirements of the relevant Code of Practice and to follow guidance issues by the professional body.

Policies and Procedures

The post holder is expected to comply with all relevant Trust policies, procedures and guidelines. Any contravention of the Trust Policies or managerial instructions may result in disciplinary action being initiated.

Review of Job Description/ Person Specification

This is not an exhaustive list of duties and responsibilities, but indicates the key responsibilities of the post. The post holder may be required to undertake other duties as may reasonably be required commensurate with the grade and/ or hours of work at the postholder's initial place of work or at any other of the Trust's establishment.

NOTE: This is a description of the job as it is at present constituted. It is the practice of this Trust regularly to examine employee's job descriptions and to up-date them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed.