

JOB DESCRIPTION

(Core Job Description)

JOB DETAILS

Job Title: Occupational Health Nurse

Pay Band: 5

Directorate: Workforce and Organisational Development

Department: Occupational Health Department

ORGANISATIONAL ARRANGEMENTS

Managerial Accountable to: Occupational Health Nurse Adviser

Responsible For: Occupational Health nurse activities

JOB SUMMARY / PURPOSE

The Occupational Health Service is a busy department dealing with the health, safety and welfare of all Hywel Dda Health Board staff. It also provides a service to the Welsh Ambulance Service and some other external clients.

The main objectives of the Occupational Health Service are as follows:

- To ensure that all employees are fit for the job they intend to commence and remain fit during their tenure of office.
- To protect workers from potential harmful effects of the environment in which they work or the equipment that they use in the course of their duties.

The post holder plays a key role in achieving these objectives. The duties of the post are carried out in accordance with current departmental procedures and guidelines. The following description outlines the present duties. It is not exhaustive and may change from time to time as service needs alter. It will be reviewed at the annual PDR

MAIN DUTIES AND RESPONSIBILITIES

Service Management

Plans own workload, plans immunisation and health promotion programme under the supervision of the Occupational Health Service's occupational health nurse advisors.

Works autonomously within established procedures, eg orders all vaccinations, prescribes and administers for Hywel Dda staff.

Refers to the occupational physician and the occupational health nurse advisor for advice on medical issues as and when needed.

Communication

Receiving highly complex, sensitive or contentious information from health board staff on work related or personal issues and refers these matters to the department's occupational health nurse advisor or doctor.

Provides information to health board employees on matters relating to occupational health. Uses counselling skills to assist employees in distressing or difficult situations. Provide information to staff on work related topics at health interviews.

Patient/Service User Related Tasks/Duties

Uses expertise in compliance with government legislation, HB policy and agreed occupational health protocols with regard to; implementing health and safety at work. For example, by giving specific advice and taking appropriate action for significant work-health related incidents such as blood and body fluid contamination injuries, muscular skeletal injuries, skin problems, work related stress issues and victims of physical and verbal abuse.

Advises employees on the management of infectious episodes, illnesses, accidents and liaises with appropriate specialist nurses.

Pre Employment Screening

Responsible for the initial screening of job applicants' health questionnaires and deciding whether applicants are medically fit for employment.

Health Interviews

All new employees asked to attend for a pre-employment health interview, which is conducted by the nurse and covers relevant occupational health issues.

Advice on Occupational Hazards

The nurse will be expected to give advice on particular occupational hazards to individual staff members and managers.

Health Surveillance

Responsible for organising and conducting screening tests on employee groups identified as requiring health surveillance under the terms of health and safety legislation and maintaining a register and recall system.

Health Promotion

Promoting health within the HB. Identify appropriate health promotion activities to address underlying causes of ill health. Raise awareness of work related and lifestyles health issues and to facilitate change, where this is appropriate.

Advise all HB staff of health promotion interventions that would assist in improving the overall health of employees.

Support staff who wish to make lifestyles changes such as smoking cessation, weight reduction or learning stress management techniques.

Vaccinations

Responsible for carrying out routine vaccinations in accordance with departmental policy.

The nurse will take full responsibility for prescribing and giving vaccinations, adhering to the health boards group protocols.

Health Clearance for Serious Communicable Diseases

In order to comply with government requirements is required to take identified and validated blood specimens from healthcare workers who will be working in exposure prone posts. Tests will include Hepatitis B, Hepatitis C and HIV screening. Responsible for ensuring that informed consent is obtained and that staff are given all relevant verbal and written information.

Medical Assessments

Responsible for carrying out routine screening medicals on staff groups such as drivers and estates workers. This will include height and weight measurement, urinalysis, blood pressure and pulse check and vision screening. May need to refer staff for audiology assessments. Also responsible for conducting medicals on other staff as requested by individuals/managers eg MOT's, VDU eye tests.

Staff Accident Monitoring

Responsible for following up and offering treatment/support to staff who have reported accidents/incidents.

Management of Blood/Body Fluid Incidents

Giving advice to employees who have experienced a contamination with blood and/or body fluids about the risks of contracting a blood borne virus. The nurse ensures that the incident is managed appropriately in accordance with current infection control policies.

Maintenance of Occupational Health Records

The post holder plays a role in supervising the maintenance and security of occupational health records both written and computerised.

Responsibility for R&D

Auditing and monitoring current practice to promote quality evidence based service.
Accumulation of statistics of nurses' daily activities to be included in the annual report.

Clinic Area Responsibilities

Ordering of drugs and supplies, emergency equipment checks and general maintenance of the treatment area and Doctors room.

Information Technology

Responsible for maintaining records in conjunction with the Occupational Health Clerical staff responsible for collating information and assisting with audit projects.

Quality

Supports others effectively during times of change and work with others to overcome problems and tensions as they arise and ensure that own work load is managed effectively.

Equality and Diversity

To ensure that equality and diversity issues are recognised and addressed in accordance with legislation, policies and procedures.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Knowledge	<p>Post registration experience in a variety of settings.</p> <p>RGN (Level 1)</p> <p>Knowledge of organisations policies/procedures.</p>	<p>Clinical audit experience.</p> <p>Experience of working in occupational health.</p> <p>Experience of giving vaccinations as community or practice based nurse.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
Experience	<p>Evidence of professional development and willingness to acquire qualification relevant to occupational health nursing practice.</p> <p>Professional awareness and ongoing professional development</p> <p>Good knowledge base of clinical conditions.</p> <p>Experience of working in a multi-disciplinary team.</p>	<p>Teaching & Assessing Module</p> <p>Counselling Module</p> <p>Health & Safety (eg Nebosh or Iosh)</p> <p>Anaphylaxis</p> <p>Venepuncture</p> <p>Health Promotion Module</p> <p>Infection Control Module</p> <p>Industrial Audiometry course</p> <p>Stress Management</p> <p>Understanding of clinical governance</p>	<p>Application form, interview, references and certificates.</p>

Language Skills		Welsh Speaker (Level 1) <i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i>	Application Form Interview
Aptitude and Abilities	<p>Expanded clinical nursing skills.</p> <p>Time management skills.</p> <p>Good written/communication skills.</p> <p>Good interpersonal and communication skills.</p> <p>Ability to work on own initiative.</p> <p>Empathetic and approachable</p> <p>Effective role model.</p> <p>Assertive</p> <p>Ability to work as part of a multi disciplinary team</p> <p>Able to identify and manage own stress.</p> <p>Tactful, discreet and Diplomatic</p>	<p>IT skills</p> <p>Report writing skills</p> <p>Clinical Audit skills</p> <p>Counselling skills</p> <p>Presentation skills.</p>	Interview, application form and references
Values	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> • Dignity, Respect and Fairness • Integrity, Openness and Honesty • Caring, Kindness and Compassion <p>Ability to demonstrate a commitment to our organisational values -</p>		

	<ul style="list-style-type: none"> • Working together to be the best we can be • Striving to develop and deliver excellent services • Putting people at the heart of everything we do 		
Other	Ability to travel between sites in a timely manner		Application and interview

Level 1 Welsh

(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

Reading/Understanding: Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

Writing: Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

GENERIC STATEMENTS

NHS CODE OF CONDUCT FOR MANAGERS

**** For Managers only:**

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

REGISTERED HEALTH PROFESSIONAL

**** For Registered Health Professionals only:**

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

HEALTHCARE SUPPORT WORKERS

**** For Healthcare Support Workers only:**

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate on-going continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

OUR VALUES

Hywel Dda University Health Board is a values driven organisation. The post holder is expected to uphold our values of dignity, respect, fairness, integrity, honesty, openness and caring, kindness & compassion underpin a behaviour framework which are supported by our organisational values of

- Putting people at the heart of everything we do
- Working together to be the best we can be
- Striving to deliver & develop excellent services

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health

and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

EQUAL OPPORTUNITIES

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact

on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients, visitors and the public.

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The postholder needs to ensure they are familiar with their terms and conditions of service.