

FUNCTIONAL REQUIREMENTS OF ROLE

Dear Candidate

MFT have a duty of care to assess your health in relation to the role you will be undertaking and to determine if any adjustments are required to support you in the workplace.

The recruiting manager has completed this document to confirm the functional requirements of this advertised role.

Please read the information below and consider the functional requirements in relation to your health and the possible adjustments/support that may be available, if you are successful.

These details are for information purposes only at the advertising stage. If you have any health condition/s that may require adjustments/support in the workplace, you will be required to declare these via the health declaration link that will be emailed directly to you if you are successful in being offered the role.

If you have declared a health condition, you will be contacted by the Employee Health & Wellbeing (EHW) Service to discuss, in confidence, your health status to identify any requirements in the workplace.

Role Requirement	Confirmation as to whether Role Requirement is applicable role (Manager to indicate Yes or No for each section)		Health problems that may affect work tasks	Adjustments/support that may be available
	Yes	No		
Section 1 Direct contact with patients or handling specimens These will include most nursing and medical roles, allied health professionals, nursery workers (<i>except the First Steps team</i>), laboratory staff, porters and domestics.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Low immunity due to conditions such as HIV infection, lupus, or drug treatment such as chemotherapy or high dose steroids, may make you vulnerable to some infections. Candidates must declare if they: <ul style="list-style-type: none"> Have a cough that has lasted more than 3 weeks Have lost weight (not as part of a weight loss programme) 	It is essential that all workers in these roles have immunity to Hepatitis B, measles, mumps, rubella, chicken pox and tuberculosis, and an annual flu vaccination is strongly advised. Candidates will be required to provide validated evidence of their immunisation and vaccination status (these can usually be obtained from current or previous occupational health departments) If a

			<ul style="list-style-type: none"> • Are coughing up blood • Have night time sweats • Have a fever associated with the above symptoms • Have had a history/diagnosis of Tuberculosis <p>Candidates must declare if they are currently suffering from an infectious disease.</p> <p>EHW will contact candidates to discuss any current symptoms to determine the most appropriate action required</p>	<p>candidate cannot provide validated evidence, they will be required to attend the EHW Service, within the first 2 weeks of joining the Trust, for a blood test to determine immunity status.</p> <p>Please note candidates will be charged £25 for this service.</p> <p>EHW will assess whether further vaccinations or blood tests are required to protect the healthcare worker and the patient.</p>
Section 2	Yes	No		
Direct regular contact with high risk patients including immunosuppressed, pregnant women, neonates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	High risk patients require a higher level of protection against infectious diseases. Staff working with this patient group must comply with immunity requirements or may need restrictions on work or redeployment.	
Section 3	Yes	No		
<p>Undertaking *Exposure Prone Procedures (EPP) such as work in operating theatres, or trauma within A&E.</p> <p>All surgeons (including FY1 and FY2 doctors with a rotation into one of the EPP areas), dental staff, some theatre roles, midwives and some A&E roles</p> <p>This does not apply to healthcare assistants and allied health professionals.</p> <p>Procedures such as venepuncture or cannulation are not classified as EPP.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The UK Department of Health states that healthcare workers performing EPP must not be infectious for Hepatitis B or Hepatitis C infection. New guidance allows those infected with HIV to perform EPP under certain circumstances.</p> <p>*Exposure Prone Procedures (EPP's) are those where there is a risk that injury to the worker may result in exposure of the patient's open tissue to the blood of the worker. These procedures include those where the worker's gloved hands may be in contact with sharp instruments, needle tips, or sharp tissues (bone, teeth) inside a patient's open cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times. (DOH Health Clearance for tuberculosis, hepatitis B, hepatitis C and HIV: New healthcare workers 2007)</p>	<p>Candidates new to EPP work must attend EHW Service to determine their HIV, Hepatitis C and Hepatitis B status prior to commencing work at the Trust.</p> <p>Candidates who have previously worked in an EPP role must provide validated evidence of HIV, Hepatitis C and Hepatitis B status prior to commencing work at the Trust. If a candidate cannot provide validated evidence, they will be required to attend the EHW Service, for a blood test to determine immunity status. Please note these candidates will be charged £25 for this service.</p> <p>All health care workers who are infected with a blood born virus have a legal and ethical duty to inform EHW in strictest confidence. Adjustments for EPP workers may be required</p>

Section 4	Yes	No		
<p>Ability to undertake general physically demanding work including regularly moving/handling patients, lifting or moving loads >5kg, frequent walking (or running in an emergency) or prolonged standing.</p> <p>This job may require regular pushing, pulling, lifting and carrying of heavy loads such as patients, trolleys, equipment and materials or wearing a lead apron, travelling across the hospital.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Musculoskeletal conditions such as back, neck, arms, shoulders, joints etc.	<p>Most musculoskeletal problems are minor and resolve with treatment. Some chronic problems may require adjustments if mobility, strength, grip or flexibility is impaired. Patient moving and handling equipment should be available in all clinical areas. Adjustments to the workplace, equipment and work practices are possible. Support is available if required from the EHW physiotherapy team, moving and handling team and the health and safety team.</p> <p>Manual handling risk assessment and workstation assessment on commencement are recommended where appropriate.</p>
Section 5	Yes	No		
<p>Resilience to workplace pressures including working to deadlines or in stressful environments.</p> <p>Working in the health service can be busy and pressurised at times and work in patient areas can be distressing due to patients with serious illness or death. Starting a new job can add additional pressures.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Mental health issues such as anxiety or panic disorders, depression, bipolar affective disorders, schizophrenia</p> <p>Other conditions that may be affected by stress include epilepsy, bowel conditions, eczema, hypertension and some cardiac conditions.</p>	<p>The Trust provides an Employee Assistance Programme and training in such areas as: Understanding Stress, Mentally Healthy Workplaces, Understanding and Developing Emotional Resilience, CBT: Thinking Resiliently, Emotional Intelligence, Prevention and Management of Stress in the Workplace. Support is also available from EHW Service and manager.</p> <p>A stress risk assessment on commencement of duties will usually be advised. The Trust has a stress management policy and process that can help minimise the effect of workplace stress.</p>
Section 6	Yes	No		
<p>Regular night work including on-calls</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Working nights may adversely affect individuals with health conditions such as diabetes, epilepsy, heart conditions, sleep disorders such as sleep apnoea	<p>Temporary or permanent adjustments may be required, although most people with underlying health conditions can work a variety of shifts without it adversely affecting their health.</p> <p>Yearly night worker health assessments are available for night workers</p>

Section 7	Yes	No		
Working alone, in confined spaces or at heights. These tasks may be dangerous for those with certain health conditions and may require training and specific safety measures to protect employees' health.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Diabetes, epilepsy, heart conditions, mental health conditions including anxiety or panic disorders, claustrophobia, respiratory conditions. It is important that these conditions are declared, in confidence, to the EHW Service to determine if any adjustments or restrictions need to be put in place to protect them and others.	It may be possible to put additional safe systems of work in place to protect the employee, or some minor restrictions or modifications may need to be made to their work. A workplace risk assessment will usually be advised on commencement of duties for those individuals with these health conditions.
Section 8	Yes	No		
Regular computer-based work or desk-based work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Musculoskeletal disorders (back, neck, arms, shoulders, joints etc), eye conditions, or conditions affecting the hands or wrists.	Most musculoskeletal disorders are minor and resolve with treatment. Some chronic problems may require adjustments if mobility, strength, grip or flexibility is impaired. Adjustments to the workplace, equipment and work practices are possible. Support is available if necessary from the EHW physiotherapy service, manual handling team and the health and safety team. If you are classed as a Display Screen User, you will be required to complete a Display Screen Assessment within 2 weeks of commencing in post
Section 9	Yes	No		
Good hearing and vision including accurate colour vision. Some aspects of this role may have safety critical features such as visual or audible alarms or colour coded components. Many roles include the necessity to accurately read patient written or electronic information quickly and in pressured situations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sensory problems i.e. hearing, sight (not corrected by spectacles, lenses or hearing aids), which may include colour blindness, detached retina, macular degeneration or profound hearing loss. Dyslexia can pose additional problems for computing and reading or recording complex health information, and additional specialist support may be required.	EHW will advise the line manager on the requirements for a specialist assessment should this be required for any sensory deficit that may impact on patient or employee safety, e.g. audio/colour vision/vision. Individuals can contact Access to Work for advice. If required, they will undertake an assessment of needs which may include provision of specialist equipment.

Section 10	Yes	No		
Working with chemicals, substances or work processes that can affect the skin or respiratory system, including wet work, use of latex gloves or skin and respiratory irritants or sensitisers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Skin conditions i.e. eczema, dermatitis, allergies or psoriasis. Asthma, Chronic Obstructive Pulmonary Disorder or other respiratory conditions.</p> <p>Working with broken skin on hands or arms is an infection control risk when working with patients or specimens.</p>	<p>Those with pre-existing skin problems will require skin surveillance prior to being passed fit and may need adjustments. Alternatives to soap can be provided to accommodate skin issues, and advice provided regarding general skin care. Temporary adjustments can be made for those with broken skin on their hands.</p> <p>Restrictions or additional precautions may be advised for those individuals suffering from respiratory conditions which could be exacerbated by exposure to certain substances.</p>
Section 11	Yes	No		
Working as a food handler either involved in the preparation and/or serving of food	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The following conditions are an infection risk Candidates must declare if they:</p> <ul style="list-style-type: none"> • Current skin infections of the hands, arms or face e.g. boils, septic fingers, styes, discharge from eyes, ears, gums, mouth • Acute jaundice • Recurring bowels disorders • Recurring infections of the skin, eyes, ears or throat • Dermatitis or eczema • History of typhoid or para typhoid fever • Known Salmonella carrier <p>Candidates must declare if they:</p> <ul style="list-style-type: none"> • Have been in contact (in the last 21 days) with anyone who has been suffering with typhoid or para typhoid (either at home or abroad) • Visited in the last 6 weeks countries where the standards of health are poor • Have food allergies 	<p>An EHW assessment is required to establish the risk of the health condition in relation to food handling duties. The assessment will determine whether any adjustments or support required to ensure patient safety.</p>

Additional considerations for **candidates**

If any of the following apply, the candidate must declare this on the health declaration.

Health problem	Impact on work	Adjustments/support
Health conditions that may impact on ability to perform role	Some health conditions may be exacerbated by working in a health care environment or impact on a candidate's ability to perform all of their duties.	The candidate should discuss any health condition that they think may affect their work, in confidence, with the EHW team. EHW will advise their manager on what adjustments may be required to help them achieve their full potential in the workplace. EHW will not discuss specific health issues with the manager or any other third party without consent from the candidate.
New or expectant mothers	Whilst not a health problem, new or expectant mothers will require a pregnancy risk assessment to be undertaken prior to commencement your new job. This is to ensure that you are not exposed to hazards in the work place that may pose a risk to the mother or their unborn child.	The candidate will be encouraged to inform their manager in writing that they are pregnant. On receipt of this information, the manager will undertake a pregnancy risk assessment. If any risks/hazards are identified, adjustments will be made to minimise/remove them.
Dyslexia	Working in healthcare involves record keeping, calculating drug doses, reading complex medical information and processing complex information (at times under pressure).	If the candidate has dyslexia, they will be contacted by the EHW team to discuss the impact that the dyslexia may have on their work.

Candidates please note that employees who are **not in clinical roles** but who are working in a health care setting should be up to date with the following immunisations:

- Tetanus
- Diphtheria
- Mumps
- Measles
- Rubella

You will need to see your GP if you have not had or not sure if you have had the above immunisations.

New starters will be required to complete a **mandatory training programme** which will assist in the management of work related health risks.