

Functional Requirement Form

Occupational Health Service

Dear Manager,

Role/Post Title: Practitioner Psychologist	Recruiting Manager: Jonathan Gibbins
Ward/Department: Paediatric Psychology	Line Manager: Jonathan Gibbins
Directorate/Site: Medicine & Neonatology, Evelina	Shift Pattern: 9:00-17:00

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 Employee Services Area (RESA) team as part of the required documentation for the recruitment episode. If you require any assistance regarding completion of the FRF, please contact the Occupational Health Service via e-mail: OHAdministrator@gstt.nhs.uk.

PLEASE TICK CATEGORY/CATEGORIES THE ROLE INVOLVES

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 completely visible at all times.

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 haemofiltration 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>

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)					No
Role is patient facing and/or handling clinical specimens				Yes	
Role includes food handling					No
B. Physical Demands of the Role	Never	Occasional 0-33% work time	Frequent 33-66% work time	Constant 67-100% work time	
1. Sitting			Frequent		
2. Standing			Frequent		
3. Walking		Occasional			
4. Lifting and handling patients	Never				
5. Lifting and handling objects e.g. boxes		Occasional			
6. Pushing/pulling e.g. trolleys		Occasional			
7. Bending/squatting/crouching/kneeling/crawling		Occasional			
8. Climb/descend stairs		Occasional			
9. Climbing ladders/work at height	Never				
10. Using hands above shoulder height		Occasional			
11. Twisting/spinal rotation		Occasional			
12. Sedentary/ immobile posture			Frequent		
13. Reaching forward			Frequent		
14. Simple grasping/fine manipulation/ manual dexterity					Constant
15. Applying hand grip force			Frequent		
16. Typing			Frequent		
17. Writing			Frequent		
18. Operating foot controls	Never				
19. Repetitive movement		Occasional			
20. Working in confined space*	Never				
21. Working within a team					Constant
22. Requirement to wear personal protective equipment e.g. gloves, mask, eye protection, gowns		Occasional			
C. Psychological Demands of the Role					
1. Repetitive/complex tasks requiring attention to detail			Frequent		
2. Ability to concentrate/good memory					Constant
3. Communication demands (phone/e-mail/face to face)					Constant
4. Night worker	Never				
5. Rotational shift work	Never				
6. Required to deal with distressing/ challenging situations			Frequent		
7. Requirement to deal with anxious/aggressive people			Frequent		
8. Requirement to work to deadlines					Constant
9. Requirement to supervise others		Occasional			
10. Lone working		Occasional			
D. Sensory Demands of the Role				YES	NO
1. Good vision essential (with or without glasses)				Yes	
2. Good colour vision essential				Yes	
3. Good hearing essential (with or without hearing aid(s))				Yes	
E. Additional Occupational Health Screening for Role				YES	NO
1. Exposure to chemical hazards e.g. skin and respiratory irritants (please specify)					No
2. Exposure to physical hazards e.g. vibration, extremes of hot/cold temperature, extreme noise (please specify)					No
3. Exposure to biological hazards e.g. viruses, bacteria, medical waste, animal handling (please specify)					No
4. Classified worker under the Ionising Radiation Regulations					No
F. Undertaking Aerosol generating procedures (AGP) list here and requiring the use of FFP3 mask					