

Dear Recruiting Manager

Role/Post Title:	Doc Consultant
Recruiting Manager:	Natasha Sutherland
Department:	W&C
Department Manager:	Natasha Sutherland
Division	W&C

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 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 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

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)		<input checked="" type="checkbox"/>		
Role is patient facing and/or handling clinical specimens		<input checked="" type="checkbox"/>		
Role Includes food handling				
B. Physical Demands of the Role	Never	Occasional 0-33% work time	Frequent 33-66% work time	Constant 67-100% work time
Sitting			<input checked="" type="checkbox"/>	
Standing			<input checked="" type="checkbox"/>	
Walking			<input checked="" type="checkbox"/>	
Lifting and Handling Patients		<input checked="" type="checkbox"/>		
Lifting and Handling Objects		<input checked="" type="checkbox"/>		
Pushing and pulling e.g., Trolleys				
Bending/squatting/crouching/kneeling/crawling	<input checked="" type="checkbox"/>			
Climb/descend stairs		<input checked="" type="checkbox"/>		
Climbing ladders/work at height	<input checked="" type="checkbox"/>			
Using hands above shoulder height	<input checked="" type="checkbox"/>			
Twisting/spinal rotation		<input checked="" type="checkbox"/>		
Sedentary/ Immobile posture		<input checked="" type="checkbox"/>		
Reaching forward		<input checked="" type="checkbox"/>		
Simple grasping/fine manipulation/ manual dexterity		<input checked="" type="checkbox"/>		
Applying hand grip force		<input checked="" type="checkbox"/>		
Typing		<input checked="" type="checkbox"/>		
Writing		<input checked="" type="checkbox"/>		
Operating foot controls		<input checked="" type="checkbox"/>		
Repetitive movement		<input checked="" type="checkbox"/>		
Working in confined space*	<input checked="" type="checkbox"/>			
Working within a team		<input checked="" type="checkbox"/>		
Requirement to wear personal protective equipment e.g., gloves, mask, eye protection, gowns		<input checked="" type="checkbox"/>		
C. Psychological Demands of the Role				
Repetitive/complex tasks requiring attention to detail		<input checked="" type="checkbox"/>		
Ability to concentrate/good memory			<input checked="" type="checkbox"/>	
Communication demands (phone/e-mail/face to face)			<input checked="" type="checkbox"/>	
Night worker		<input checked="" type="checkbox"/>		
Rotational shift work		<input checked="" type="checkbox"/>		
Required to deal with distressing/ challenging situations		<input checked="" type="checkbox"/>		
Requirement to deal with anxious/aggressive people		<input checked="" type="checkbox"/>		
Requirement to work to deadlines		<input checked="" type="checkbox"/>		
Requirement to supervise others		<input checked="" type="checkbox"/>		
Lone Working		<input checked="" type="checkbox"/>		
D. Sensory Demands of the Role	Yes	No		
Good vision essential (with or without glasses)	<input checked="" type="checkbox"/>			
Good colour vision essential	<input checked="" type="checkbox"/>			
Good hearing essential (with or without hearing aid(s))	<input checked="" type="checkbox"/>			

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