

## Functional Requirements

**Applicants only:** This document is for information only at this stage. The purpose of this information is to help you decide if you need any work place adjustments to help you achieve the full remit of this job role should you be conditionally appointed following successful interview. Please read the information below carefully.

**Following Successful Interview:** You will be asked to confirm whether or not you need any work place adjustments to support you in your job role. If you are unsure about any of the information below, you may contact the Health and Work Centre (HaWC) Department on **33148** and ask to speak to one of the OH Advisers. You may also contact your recruiting manager if you are unsure about any aspect of your job/role or workplace. If necessary someone from OH will contact you and take a history. Any medical or personal information that you provide to OH will be held in confidence and in accordance with the Data Protection Act (1998). It will only be disclosed to a third party with your explicit consent.

| Health problem                                                                                      | Impact on work                                                                                                                                                                                                                                                                                                                                      | Adjustments/support                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| Musculoskeletal problems (back, neck, joints etc)                                                   | Working in a hospital generally involves physical activity of some kind i.e. walking, standing, running (in an emergency), pushing, pulling, carrying loads, helping patients to move and transfer and working with computers (Display Screen Equipment (DSE)). Please check the Job Description to see how much physical activity the job entails. | Most musculoskeletal problems are minor and resolve with or without treatment. Some chronic problems may require adjustments if mobility, strength, function or flexibility is impaired. If you require adjustments to your work due to musculoskeletal problems, these can be arranged as long as they are reasonably practicable. Support is available from the HaWC physiotherapist, the manual handling team and the health and safety advisers. |
| Mental health problems                                                                              | Working in healthcare can be busy and pressurised at times. Starting a new job or being newly qualified can add additional pressures. Existing mental health conditions such as depression and anxiety can be exacerbated when moving to a new job or environment.                                                                                  | Please declare all mental health problems (including work related stress). You will be contacted by an OH advisor for a confidential discussion. Adjustments may be recommended. Support is available from the HaWC Psychology service, Trust EAP – Care First and your manager.                                                                                                                                                                     |
| Skin conditions i.e. eczema, dermatitis, allergies, psoriasis                                       | Working in healthcare, especially those working directly with patients or blood/body fluids, involves hand washing with soap and gels and wearing gloves. This may exacerbate existing skin conditions. Working with broken skin on your hands is an infection control risk.                                                                        | Those with a pre existing skin problem require skin surveillance and may need adjustments. Alternatives to most products can be found to accommodate skin problems/complaints. Temporary adjustments may be made for those with broken skin on their hands. Those with suspected allergies may be referred for allergy testing.                                                                                                                      |
| Diabetes, epilepsy, heart conditions or any other condition that may be affected by working shifts. | Some roles in healthcare require staff to work shifts (including nights). This may have an impact on some health conditions.                                                                                                                                                                                                                        | If you have a health condition that may be adversely affected by working shifts or nights, an assessment will be undertaken by the OH Team. Temporary or permanent adjustments may be required. Please declare <b>all</b> health conditions that may be affected by shift work – especially night duty. .                                                                                                                                            |
| Allergies                                                                                           | Healthcare staff may be exposed to substances that cause or exacerbate existing allergies.                                                                                                                                                                                                                                                          | Please declare all allergies that may have an impact in the work place i.e. latex, chemicals, biological substances etc. Adjustments can be made to avoid substances and for replacements to be recommended.                                                                                                                                                                                                                                         |
| Dyslexia                                                                                            | Working in healthcare involves record keeping, calculating drug doses, reading complex medical information and processing complex information (at times under pressure).                                                                                                                                                                            | Those with dyslexia will be contacted by the OH Team to discuss the impact that their dyslexia may have on their work. They may be asked to provide an educational psychologist's report to ensure that appropriate adjustments can be recommended (where necessary).                                                                                                                                                                                |
| Sensory problems i.e. hearing, sight (not corrected by spectacles,                                  | Some healthcare roles are more easily adapted for those with sensory deficits than others. There may be health and safety considerations i.e. fire safety, access.                                                                                                                                                                                  | An assessment will be undertaken in regard to any sensory deficit that may impact on the safety of staff or patients. A work place assessment and Personal Emergency Evacuation Plan may be required and on                                                                                                                                                                                                                                          |

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| lenses or hearing aids)                                                              |                                                                                                                                                                                                                                                                                                           | occasion the Government Agency Access to Work will be involved if significant adjustments are required.                                                                                                                                                                                                                                                                                                                          |
| Blood borne viruses                                                                  | All Surgeons, Dentists, Dental Nurses, Dental Hygienists, medical staff in A&E, Urology, General Practice (GP), Obstetrics and Gynaecology, Midwives, qualified Theatre staff (inc ODP, ODA) require clearance to practice Exposure Prone Procedures (EPP) <b>BEFORE they start work.</b>                 | These staff groups will be sent a questionnaire requesting information on their Hepatitis B status. Those new to EPP need to provide information on their hepatitis C and HIV status as well. All health care workers who are infected with a blood borne virus have a legal and ethical duty to inform OH in strictest confidence. Adjustments for EPP workers may be required                                                  |
| <b>Health problem</b>                                                                | <b>Impact on work</b>                                                                                                                                                                                                                                                                                     | <b>Adjustments/support</b>                                                                                                                                                                                                                                                                                                                                                                                                       |
| Infectious diseases                                                                  | Health care workers are sometimes exposed to infectious diseases such as TB, measles, chickenpox, rubella. The Trust also has a duty to protect patients from catching infectious diseases from staff.<br><b><i>You must tick b) below if you are currently suffering from an infectious disease.</i></b> | All health care staff must bring details of their immunisations and blood test results to the HaWC within the first two weeks of your start date. . The OH Team will assess whether or not further vaccinations or blood tests are required to protect the health care worker and the patient.<br>If you have a condition that lowers your immunity to infections (inc. HIV), you must inform OH so that adjustments can be made |
| <b>TB</b>                                                                            | You must tell Occupational Health <b>BEFORE</b> you commence work if you:<br><br><b><i>By ticking option a), you are confirming that you are symptom free.</i></b>                                                                                                                                        | <ul style="list-style-type: none"> <li>• Have a cough that has lasted more than 3 weeks</li> <li>• Have lost weight (not as part of a weight loss programme)</li> <li>• Are coughing up blood</li> <li>• Have night time sweats</li> <li>• Have a fever associated with the above symptoms.</li> </ul>                                                                                                                           |
| Any other health condition that may impact on your role (please see job description) | Some health conditions may be exacerbated by working in a health care environment or impact on your ability to perform all of your duties.                                                                                                                                                                | You may discuss any health condition that you think may affect your work, in confidence, with the occupational health team. Where practicable, adjustments will be made to help you achieve your full potential in the workplace. Specific health conditions are not discussed with your manager or any other third party without your consent.                                                                                  |
| New or expectant mothers.                                                            | Whilst not a health problem, new or expectant mothers have a legal right to a work place risk assessment. This will ensure that you are not exposed to hazards in the work place that may pose a risk to you or your unborn child.                                                                        | You should inform your manager in writing that you are pregnant. On receipt of this information, your manager will undertake a risk assessment. If any risks/hazards are identified, adjustments will be made to minimise/remove them. This may or may not include the HaWC. If you would like confidential advice in regard to work and pregnancy, you may contact the HaWC to discuss your concerns further. .                 |
| Sickness absence records                                                             | The Trust will be asking your referee about your sickness absence record over the last 2 years.                                                                                                                                                                                                           | If your sickness absence record gives your recruiting manager cause for concern or if your absence hits one of the trigger points in the RFH sickness and absence policy, a member of the HaWC team will contact you. This is to establish if there is an underlying health condition and if the trust needs to make any reasonable adjustments for you.                                                                         |