

Dear Manager,

### Functional Requirement Form (FRF)

Please complete ALL sections of the *Functional Requirement Form* (FRF) so as to:

- Demonstrate the functional requirements you seek from applicants for your post
- Enable the prospective applicant to self assess his/her ability to meet the functional requirements of the job
- Identify reasonable adjustments which could be necessary for the applicant to fully undertake the tasks of the job
- Identify components of the job that may have a negative impact on the applicant's health, so that you or the Trust can take preventative measures
- Help Guy's and St Thomas' NHS Foundation Trust comply with the Equality Act (2010) in providing reasonable adjustments for those who need them.

Further information on the activities identified with an asterisk in the *FRF* (see the other side) follows:

#### Psychosocial Demands of the Job (section A)

##### **B12. Work in confined spaces\***

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. It is not possible to provide a comprehensive list of confined spaces. Some places may become confined spaces when work is carried out, or during their construction, fabrication or subsequent modification.

Further guidance is available at: <http://www.hse.gov.uk/pubns/indg258.pdf>

#### Additional screening required pre-commencement (section D)

##### **D1. Undertaking exposure prone procedures (EPP)/ Renal Dialysis\***

Exposure prone procedures (EPPs) are those 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 procedures include those where the worker's gloved hands may be in contact with sharp instruments, needle tips or sharp tissues (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.

Renal Dialysis staff undertake haemodialysis at dialysis units or other places.

##### **D2. Food handler\***

Those involved in producing, preparing and handling foodstuffs.

A completed *FRF* should be returned to the Recruitment Employee Services Area (RESA) team as part of the relevant job description along with other required documentation as part of the recruitment planning process.

If you require any further information regarding completion of the form, please contact the Occupational Health Service on the above telephone number or e-mail: [OHAdministrator@gstt.nhs.uk](mailto:OHAdministrator@gstt.nhs.uk).

## Functional Requirement Form (To be completed by Manager)

**Job Title: Leadership Fellow**

**Ward/Department: CITI**

**Recruiting Manager: Alexandra Carey**

**Shift Pattern: Mon-Fri**

**Directorate & Site: DCEO STH**

**Line Manager: Nadine Hachach-Haram**

Requirements	Never	Occasional 0-33% of work time	Frequent 33-66% of work time	Constant 67-100% of work time
<b>A. Physical</b>				
1. Sitting			x	
2. Standing		x		
3. Walking		x		
4. Lifting and handling patients	x			
5. Lifting and handling objects e.g. boxes	x			
6. Push/pull e.g. trolleys	x			
7. Bend/squat/crouch/kneel/crawl	x			
8. Climb/descend stairs		x		
9. Climb ladders/work at height	x			
10. Using hands above shoulder height	x			
11. Twist/spinal rotation		x		
12. Sedentary/ immobile posture		x		
13. Reaching forward		x		
14. Simple grasping/fine manipulation/ manual dexterity		x		
15. Applying hand grip force		x		
16. Typing		x		
17. Writing			x	
18. Operating foot controls	x			
19. Repetitive movement			x	
20. Work in confined spaces*		x		
21. Work within a team			x	
<b>B. Psychosocial</b>				
1. Repetitive/complex tasks requiring attention to detail			x	
2. Ability to concentrate/good memory				x
3. Communication demands (phone/e-mail/face-to-face)				x
4. Night worker	x			
5. Rotational shift work	x			
6. Requirement to wear personal protective equipment		x		
7. Required to deal with distressing/ challenging situations	x			
8. Requirement to deal with anxious/aggressive people	x			
9. Requirement to work to deadlines				x
10. Requirement to supervise others		x		
11. Lone work			x	
<b>C. Sensory</b>			<b>Yes</b>	<b>No</b>
1. Good vision essential (with or without glasses)			x	
2. Good colour vision essential				x
3. Good hearing essential (with or without hearing aid(s))			x	
<b>D. Additional screening required pre-commencement</b>			<b>Yes</b>	<b>No</b>
1. Undertaking exposure prone procedures (EPP)/ Renal Dialysis*				x
2. Food handler*				x
3. Exposure to chemical hazards e.g. skin and respiratory irritants (please specify)				x
4. Exposure to physical hazards e.g. vibration, extremes of hot/cold temperature, extreme noise (please specify)				x
5. Exposure to biological hazards e.g. viruses, bacteria, medical waste, animal handling (please specify)				x
6. Classified worker under the Ionising Radiation Regulations				x
<b>E. Additional immunity/screening post commencement</b>			<b>Yes</b>	<b>No</b>
1. Contact with/access to patients			x	
2. Contact with/handling clinical specimens				x