

Occupational Health Service
The Education Centre
St Thomas' Hospital
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Dear Candidate and Manager

The purpose of this document, the “**Functional Requirement Form**” (**FRF**) is to:

- Demonstrate the functional requirements of a position to our candidates

Requirements	Never	Occasional	Frequent	Constant
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- Enable our candidates to self-assess their ability to meet the functional requirements of the position
- Assist in the identification of reasonable adjustments that may be necessary to enable our candidate to fully undertake the tasks of the position
- Assist in the identification of components of the job which may have a negative impact on the candidate's health, so that the Manager and 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.

The information on the next page will demonstrate to the candidate, the functional requirements of the position applied for / offered.

Yours faithfully,

The Occupational Health Service

A. Physical				
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. Psychosocial				
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		
C. Sensory			Yes	No
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	
D. Additional screening required pre-commencement			Yes	No
Undertaking exposure prone procedures (EPP)/ Renal Dialysis* (refer to section D1 of the FRR form before completing this part and to OH GTi homepage for top tips for completing a successful FRF)				x
1. Food handler*				x
2. Exposure to chemical hazards e.g. skin and respiratory irritants (please specify)				x
3. Exposure to physical hazards e.g. vibration, extremes of hot/cold temperature, extreme noise (please specify)				x
4. Exposure to biological hazards e.g. viruses, bacteria, medical waste, animal handling (please specify)			x	
5. Classified worker under the Ionising Radiation Regulations				x
E. Additional immunity/screening post commencement			Yes	No
1. Contact with/access to patients			x	
2. Contact with/handling clinical specimens			x	

Competing the Functional Requirement Form (FRF) - Information for Managers

It is the responsibility of the recruiting manager to submit the completed functional requirement form as part of the recruitment episode and to prepare / complete if a functional requirement form is not available for the position.

Managers are asked to email this completed form to their Recruitment team so that this document is available on the vacancy advert.

The information below provides further details on the activities identified with an asterisk in the *FRF*. This information will assist Managers in the completion of the form in page two:

Psychosocial Demands of the Job (section A)

A20. Work in confined spaces*

A confined space 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.

Taking blood (venepuncture), setting up and maintaining IV lines, incision of external abscesses and simple endoscopic procedures are not considered EPP.

If you are not sure if the role involves EPP activity, contact the Occupational Health team for further advice prior to submitting the FRF to Recruitment.

Renal Dialysis staff are included as their role includes undertaking haemodialysis at dialysis units or other places for example ICU.

D2. Food handler* Those involved in producing, preparing and handling foodstuffs.