

JOB DESCRIPTION

Job Title: Specialist Community Public Health Nurse Occupational Health (SCPHN OH)

Band: Band 7

Hours: 37.5 hours per week

Main Base: The Hub is based at The Occupational Health Service, 7A Woodfield Road, London W9 2NW.
 Spoke sites are based across North West London.

In order to meet the needs of the Trust's service, you may be required from time to time to work outside your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust.

Responsible To: Occupational Health Team Leader

Accountable To: Managing Director of Occupational Health Services

Responsible for: Delivery of all core Occupational Health

Key Relationships:

Internal: Managing Director
 Operational Manager
 Commercial & Transformation Manager
 Service Manager(s)
 OH Administrative Staff
 OH Clinical Staff
 OH Medical Staff
 OH Technician
 CNWL Recruitment Services
 CNWL Human Resources, Health and Safety and Infection Control
 CNWL Managers

External: OH Customer Recruitment Services
 OH Customer Human Resources Services
 OH Customer Manager
 Hospital Consultants
 General Practitioners
 Health and Safety Officers

About the NWL OH Shared Service

The North West London Occupational Health Shared Service (NWL OH SS) is hosted by Central and North West London Foundation Trust (CNWL) and is made up of a team of experienced occupational health doctors and nurses, supported by administrators. The majority hold specialist qualifications and many have over 20 years' experience in occupational health.

The service has a strong commercial customer base providing first class professional Occupational Health Services to other NHS organisations as well as small / medium size enterprises (SME). One of the main objectives for the service over the next five years is to consolidate the shared service across NWL and where appropriate continue to expand upon its commercial interests across London and adjoining counties.

The Occupational Health Service operates in line with the principles laid down in the NHS Employers "Your occupational health service" guidance October 2019 and the most recently updated SEQOHS standards April 2023

We place a strong focus on "a high quality, clinically-led, evidence-based service equitable and accessible impartial, approachable and receptive to both clients and employer which contributes to improved organisational productivity for our host Trust / Organisations we serve.

The OH service is accredited by SEQOHS.

1. **JOB PURPOSE:**

To undertake a comprehensive range of occupational health activities and have responsibility for the:

- Assessment of employee fitness to work
- Protection of employee health at work
- Promotion of employee health at work
- Support of individuals with disabilities in both gaining and sustaining employment

Work will be mainly unsupervised, and the post holder is accountable for their professional actions.

Development of a sound knowledge of the terms and conditions of contracts to which they may be allocated is essential as is the establishment of strong working relations with the authorised officers of the customer.

The post requires a post registration qualification in Occupational Health, and specialist knowledge across a range of work procedures and practices, with theoretical knowledge and relevant practical experience in carrying out Health Surveillance programmes such as Spirometry.

To plan and organise activities or programmes for their own area, of work; and work with the Team Leader / Senior Management Team on service changes impacting outside their own direct area of activity. The post holder must comply with all CNWL and OHS policy and inform the Team Leader / Senior Management Team immediately of any difficulties in undertaking the requirements of the post.

The post holder will have specific responsibilities in respect of supervision, mentoring and training of less senior staff.

In accordance with the CNWL policy the post holder will be provided with appropriate opportunities and support for their professional development and training.

Dimensions:

Dimensions of the post include:

- The post requires in-depth Communications, Health, Safety and Security, Equality and Diversity involvement in the support of employees gaining and sustaining employment.
- The role requires an on-going commitment to personal and people development for both colleagues and clients, and (with seniority) an increasing responsibility for service improvement and quality
- The health and wellbeing of others and the collection of information and data in support of this, are further integral dimensions of the post

2. MAIN DUTIES AND RESPONSIBILITIES

2.1. Professional:

Assessment of fitness to work of an individual in relation to the specific post for which they are to be employed, in accordance with Occupational Health Service standards and procedures.

This will include the discussing and processing of highly complex and sensitive information, in situations where clients may exhibit hostile/ highly emotive, behaviour. High levels of interpersonal and communication skills are required especially where judgements on fitness for work, affects future employment.

Protection of employee health at work including; the organisation and undertaking (both internal and external) of vaccination clinics; vision screening programmes, workplace risk assessments; providing advice to management and employees on the measures necessary to protect against any physical, chemical, psychological, or microbiological hazards, arising from their work or from the conditions in which it is carried out. Representing the Occupational Health Service at committees, working groups, and site visits; plan organise and undertake training. Co-ordinate occupational health activities with other health, safety and welfare services utilised by the employer and employee.

Promotion of employee health at work including the planning and undertaking of specific screening programmes; health and well-being project work and ad hoc occupational health training activity as directed by the OH service manager and / or requested by the contract managers.

Support of individual with disabilities in both gaining and sustaining employment through the provision of specialised advice concerning fitness for work; phased return to work involving modification, adjustment, restriction of duties either on a temporary or permanent basis; liaison with other health, safety and welfare services. Such advice may be supplied either within a one to

one referral process, or in a range of group setting such as, case conferences or employer / manager groups.

Maintain client clinical records, in accordance with professional standards, ensuring confidentiality of information held, and meeting legislative professional and clinical standards of record keeping.

2.2 Managerial

All managers and staff with responsibility for recruitment or selection must attend the training provided by the Trust and ensure they undertake refresher as advised by the Recruitment Manager.

Undertake the CNWL recruitment and selection training Contribute the recruitment and selection of team members to meet service needs.

Take supervisory responsibility for:

Overseeing day-to-day operational activities related to assigned contract(s), ensuring the efficient and effective delivery of service. This will include ad hoc delegation of duties for clinical and administrative staff where circumstances require such and to report to the Team Leader / Senior Management Team of any operational or resource difficulties.

To represent the OH Service at governance and other formal meetings at the Team Leader / Senior Management Team as required

For any other activity as commensurate with the post.

3 ADDITIONAL DUTIES AND RESPONSIBILITIES:

Additional duties and responsibilities may include:

3.1 Communications

The establishment of strong working relations with the authorised officers of the customer is an essential element of this post.

The ability to interview and support client through the various assessment processes and communicate complex and at time contentious information in a sensitive manner.

The post holder will be required to establish and maintain good working relationships with all occupational health staff

Maintain professional relationships with staff from other NHS voluntary and local authority agencies

Required to plan, prepare and deliver specialist advice regarding fitness to work and protection, promotion, support of disability at work, via oral, written & electronic use and deal with highly complex, sensitive or contentious issues. The above may be on a 1:1 basis or to groups / small customers.

3.2 Educational

To participate in the Trust appraisal systems to identify areas where own professional development can be achieved.

Undertake supervision of less senior nursing staff / students in routine activities, and ensure all occupational health activities are undertaken in a safe and secure manner. Facilitating clinical learning experiences to develop clinical expertise of supervisees

Offer guidance/support to less senior nursing staff / students on a day-to-day basis and to undertake and support the verification of clinical learning experiences required within staff probationary periods.

To ensure undertakes reflective practice with other nurses within the OH service.

3.3 Health Safety and Security

To contribute to and participate in the Risk Assessment processes related to their assigned contract(s) providing advice on risk management.

To contribute and participate in the planning, delivery and monitoring / audit, of risk assessment processes related to their assigned contract(s)

3.4 Service Improvement:

To work with the customer to plan the implementation of service delivery in line with established occupational health procedures, providing specialised advice both on an individual basis, and for client groups.

The post holder will take responsibility for the continued development and improvement of standards and efficiency of the service in agreement with the Team Leader / Senior Management Team as required.

Contribute to the on-going development of the Occupational Health Service through team meetings, working groups, research and Quality Improvement projects and client / customer surveys and project work.

This is an outline of the postholder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Department.

The following responsibilities are applicable to all employees:
Professional registration If professional registration is required for the role you undertake you are expected to maintain your registration with the applicable professional body (i.e. NMC, HCPC etc) and comply with the professional Code of Conduct. Your employment depends on you doing this and failure to remain registered or to comply with the Code of Conduct may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment. You are required to advise the Trust if the professional body in any way limits or changes the terms of your registration. Throughout your employment with the Trust, if requested you are required to provide your manager with documentary evidence of your registration with the professional body.
Safeguarding You have a duty to safeguard and promote the welfare of children and adults at risk of abuse. You should be aware of local safeguarding procedures and how to contact named professionals for advice and support as well as reporting any concerns. You will be supported with the supervision and training needed to recognise and act on welfare concerns and to respond to the

needs of children and adults. You have a responsibility to ensure that you are up to date with the safeguarding training required for all Trust employees.

Infection Control and Waste Disposal

Infection prevention and control is the responsibility of all staff. All duties must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures. You must also ensure that waste produced within the Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

Data Protection, Confidentiality and Access to Health Records

All information concerning patients/clients and other staff members must be treated as confidential and you must adhere to the policies related to this subject. If you contribute to patients' health records you are expected to be familiar with, and adhere to, the Trust's Care Records Policy and accompanying documentation. You are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 199 and you should be aware that patients' records throughout the Trust will be subject to regular audit. You have a responsibility to ensure that patient records are maintained efficiently and that confidentiality is protected in line with the Trust's policies.

You are likely to have access to computerised data systems and you are required to obtain, process and/or use information held in these systems in a fair and lawful way. You must hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. Only disclose data only to authorised persons or organisations as instructed.

Promoting Equality and Diversity

Central and North West London Foundation Trust aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status. The Trust has a Valuing Diversity in the Workplace Policy and you are expected to adhere to the policy and support equality and value diversity by making sure that you do not discriminate, harass or bully colleagues, visitors or service users. You are also expected to make sure that you don't contribute to discrimination, harassment or bullying or condone discrimination, harassment or bullying by others. Everyone has a personal responsibility to promote and develop a culture that promotes equality and values diversity and where your role requires you to manage and supervise others you have the additional managerial responsibility to ensure that the team you work in does not discriminate, harass or bully.

Health and Safety and Risk management

As an employee you must be aware of the responsibilities placed on you under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors. You are accountable, through the terms and conditions of your employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required. All staff members have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff members receive appropriate training and a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee. Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Borough Director and relevant governance committee.

No Smoking Policy

There is a smoke free policy in operation in the Trust and smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Trust Sustainability Green Plan Pledge

CNWL are committed to a sustainable future and to improving the social and environmental well-being of our care community. We are dedicated to environmental improvements that embrace a sustainable future that require a shared understanding of our ambitions. Please see the Trust Green Plan - Caring Today and Tomorrow; Carbon-Free available on the Trust Intranet.

Staff Support

The Trust is committed to ensuring that you achieve a good work/life balance, have access to a wide range of support including flexible working options, childcare support and many training and development opportunities.

General Note

The duties and responsibilities outlined above are to be regarded as broad areas of responsibility and do not necessarily detail all the tasks which you may be required to perform. You may be expected to undertake other duties as may be required which are commensurate with your grade and experience. This job description may be subject to change from time to time in order to meet the changing needs of the Trust and department and any changes should be discussed with you. All duties and responsibilities must be carried out in accordance with statutory legislation, CNWL Standing Orders, Health and Safety regulations and professional Codes of Practice.

Other arrangements:**Flexible working**

CNWL has a flexible working Policy and we'd advise staff to refer to the policy when making a flexible working request.

CNWL supports Flexible Working and recognises the many benefits it can bring including helping staff members to balance their work and home life, improve motivation, performance, productivity and staff retention.

The Trust is committed to supporting flexible working arrangements, provided they meet both the needs of the staff member and needs of the NWL OH service.

All requests for flexible working will be given careful consideration and treated with the same level of importance. We aim to encourage a positive approach to flexible working, open-minded consideration and meaningful dialogue.

There will be occasions where it is not possible to agree to a request, where there is a detrimental impact on NWL OH service needs. In this situation the NWL OH senior staff will explore if there is a suitable alternative working arrangement.

PERSON SPECIFICATION

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate.

POST: Band 7 Senior Occupational Health Advisor

REQUIREMENTS	Essential	Desirable
Education/Qualifications:		
a) Registered General Nurse	X	
b) Occupational Health Nurse Certificate/Diploma or BSc in Occupational Health related subject	X	
c) Counselling Skills Training		X
d) Health Education Certificate/Diploma		X
e) Health & Safety qualifications		X
Previous Experience:		
<i>Consolidation of general nurse training plus experience of working in a Band 6 Occupational Health nursing position or higher, with experience of:</i>	X	
a) <i>Responsibility for the management of a caseload or customer contract</i>	X	
b) <i>Supervision, instruction, training and support of OH nursing and administrative staff.</i>	X	

<p>Planning, implementation and audit of the following:</p> <p><i>a) Health and Safety Legislation, Code of practice and Guidance notes.</i></p> <p><i>b) Health Promotion initiatives/programmes</i></p> <p><i>c) Teaching and Training programmes on staff protection issues.</i></p> <p><i>d) Recruitment, Selection and Appraisal of staff</i></p> <p><i>e) Audit projects assessing OH practice.(MoHaWK, SEQOHS)</i></p> <p><i>f) Organisation and implementation of immunisation and immunity screening programmes</i></p> <p>Skills:</p> <ul style="list-style-type: none"> • Experience in report writing and presentation • Ability to take responsibility in the absence of the senior OH staff • Creation of Nursing Standards and Auditing processes <p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of current UK recommendations on immunisations and communicable diseases management • A knowledge and experience in using computers and programmes 	<p>X</p> <p>X</p> <p>X</p> <p></p> <p></p> <p>X</p> <p></p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p></p> <p></p> <p></p> <p>X</p> <p>X</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>
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<p>Abilities:</p> <ul style="list-style-type: none"> • Communicate in spoken and written English to a standard commensurate with the post • Ability to demonstrate a sound clinical judgement and communicate clearly the decision reached in keeping with the duties and responsibilities of the post. • Ability to establish and maintain strong work relations with colleagues, customers and clients. <p>Professional and Personal Attributes:</p> <ul style="list-style-type: none"> • Knowledge and Understanding of N.M.C. code of conduct • Assertiveness and self awareness • Total impartiality and diplomacy in all professional work • Ability to reflect on practice with others. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
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