

JOB DESCRIPTION

JOB TITLE:	Senior Specialist Occupational Health Nurse
LOCATION:	Occupational Health Services based at McKinney House, Musgrave Park Hospital. (Services provided to a range of external contracts and as required other locations within the Trust.
BAND:	Band 7
REPORTS TO:	Occupational Health Manager
RESPONSIBLE TO:	Co-Director of Human Resources

Job Summary / Main Purpose

The post-holder will support the Occupational Health Service in the delivery of comprehensive and quality occupational health services to the Belfast Health & Social Care Trust and external contracts. The post-holder will provide professional leadership to the nursing staff, including clinical standards, clinical governance, expert advice, guidance and will support the wider department team and service users. The post-holder will provide an innovative and progressive attitude to the continual improvement of the service through effective implementation and monitoring of policies, standards, research and evidence based practice. The post-holder will work as a member of a multi-disciplinary team to deliver a high quality, safe, continuously improving and compassionate person centred service and facilitate the development and training of all nursing staff within the team. The post-holder will be a key to participating in and creating a high performing Occupational Health Multi-Disciplinary Team and Service.

The post holder will:

- promote and monitor safe and effective practice
- enhance the patient/client experience
- provide effective leadership and management
- contribute to the delivery of the organisation's objectives

Main Duties / Responsibilities

The post holder will focus and lead on the following key areas, within the organisation's governance framework;

1. Ensure Safe and Effective Practice

Professional, ethical and legal

- Adhere to DHSSPS and NMC guidelines for practice requirements and standards, for example, safe handling, administration, storage and custody of medicinal products.
- Adhere to Trust guidelines, policies and procedures.
- Ensure that organisational goals are reflected in own and the nursing teams' objectives and in ward/department plans.
- Contribute to the development of the Trust's policies and strategies, where appropriate.
- Maintain own professional and personal development in accordance with the NMC Code (2008), standards and professional guidelines.
- Establish and maintain relationships based on mutual respect communicating on a regular basis with the patient/client, relatives and carers in the provision of care and services.
- Ensure appropriate systems are developed and operational to facilitate dissemination of information within the ward/department team.
- Adhere to the Data Protection Act (1998) and GDPR (2018)
- Maintain effective records management ensuring all documentation written or electronic is managed as per HSC Trust and NMC (2009) guidelines.
- Adhere to the Code of Conduct for HSC Managers, as per Human Resource policies and procedures. Ensure risk management arrangements are in place within the department.

Evidence-based practice

- Promote a culture of research and evidence-based practice within the department to enhance person-centred care.
- Ensure evidence-based care is provided to agreed standards within the department.
- Act as a change agent, developing clinically effective practice through the effective utilisation and integration of evidence.
- Participate in developing, implementing and monitoring policies, procedures and protocols.
- Create an environment which supports a culture of life-long learning and reflective practice for all staff.
- Ensure systems and processes are in place to support effective mentoring of relevant staff.

Environment

- Maintain a safe and clean environment for staff, patients/clients by ensuring compliance with legislation, policies and protocols including health and safety, healthcare associated infection, risk management and critical incident reporting.
- Ensure staff awareness of environmental issues and take appropriate action as

per HSC Trust policy.

- Participate in the analysis, assessment and management of actual and potential risks to health and well-being.
- Ensure safe and effective use of equipment as per HSC Trust policy.
- Ensure near misses, incidents, accidents and faulty devices are recorded, reported, investigated and learning disseminated as per HSC Trust policy.
- Maintain a Risk Register incorporating generic clinical and non-clinical risks in the department as per HSC Trust policy.

Multi-professional working

- Establish systems and processes to ensure effective communication and continuity of patient/client care, liaising with multi-disciplinary/multi-agency teams.

2. Enhance the Patient/Client experience

Clinical Duties

- Develop and maintain a culture of person-centred care within the department.
- Act as a highly competent, knowledgeable and visible lead specialist practitioner providing expert advice on complex issues.
- Manage a clinical case load of management referrals as required.
- Provide professional advice based on evidence based practice to the Trust, patients/clients, managers and external clients.
- Undertake and lead on health surveillance including lung function tests, audiometry and Driver's medicals.
- Facilitate the development of standards and practice relating to pre-employment health screening, statutory health surveillance, and all other routine clinical functions.
- Co-ordinate appropriate clinical interventions and follow-up monitoring reviews relating to sharps injuries, suspected occupational dermatitis and infectious diseases.
- Ensure effective communication, in all circumstances, between all members of the multi-disciplinary team, other departments and managers at all levels.
- In conjunction with the Occupational Health Manager, set, develop, monitor, audit clinical and non-clinical performance standards and activity reporting.
- Develop and maintain the clinical skills and knowledge necessary to provide clinically effective, holistic, evidence based nursing care, as reflected in the Scope of Professional practice.
- Maintain confidentiality and maintain accurate clinical records as per NMC guidance and in accordance with Trust policy including electronic and/or hard copy records).
- Ensure that nursing staff are aware of the uses, safety precautions and handling of equipment in the department.

3. Provide effective leadership and management

Role model

- Act as a visible leader within the department.
- Provide collective leadership that enables professional decision making and effective team working.
- Empower and enable staff to contribute to the delivery of high quality person-centred care.
- Support clinical expertise of nurses within the department by role modeling evidence-based person-centred care.

Develop team performance

- Promote, develop and facilitate a learning culture within the department.
- Promote, develop and facilitate shared leadership in and across teams
- Actively promote and encourage employee engagement within the teams and department.
- Promote equality of opportunity for all, in accordance with HSC Trust Equality Opportunity Policy.
- Lead and participate in annual staff appraisal/development review, ensuring effective implementation of the Knowledge and Skills Framework (DH, 2004).
- Lead and participate in learning needs analysis and facilitate annual personal development plans for the nursing team.
- Lead and participate in orientation and induction programmes for staff within the department.
- Lead, support and develop nursing health care support workers within the department.
- Promote a person-centred culture to facilitate good staff relationships and morale among staff.
- Contribute to the education commissioning process for nursing staff.
- Manage poor performance and practice of staff in line with HSC Trust policies.
- Work in partnership with Higher Education Institute staff.
- Ensure supervision and mentorship is embedded for pre and post registration students, registered nurses and health care support workers, as appropriate.

Assist in the Management of the Department environment

- Ensure appropriate delegation to nurses and monitoring of outcomes for effective care/service delivery.
- Challenge appropriately and confidently where standards of care fall below what is expected.
- Contribute to budget management within the department, to ensure services are managed in accordance with yearly financial instructions.

Effective use of resources

- Deliver a safe and effective service within allocated resources, ensuring the resources are used to maximum effect.
- Adhere to financial policies and procedures, particularly Standing Financial Instructions, Authorisation Frameworks, Procurement Legislation and

associated processes, and Prompt Payment Code.

- Adhere to HSC Trust financial controls and fraud awareness principles (e.g. verification of authenticity / accuracy of the Staff-in-Post records).
- Adhere to HSC Trust systems for effectively managing stock and safeguarding fixed assets.
- Promote the principles of good governance and protects the department from financial risk, particularly in respect of patient/client monies and property and charitable funds.
- Display managerial and organisational skills to ensure that products required for patient/client care/treatment are procured in timely fashion and demonstrate value for money.
- Show a commitment to effectively manage resources and achieve statutory financial targets.

4. Contribute to the delivery of the organisation's objectives

Continuous quality and improvement

- Promote a culture of continuous quality improvement through the use of quality improvement, audit, satisfaction surveys, patient/client feedback and reflection on practice by self and other members of the team.

Service improvement, development and modernisation

- Work in partnership with a range of clinicians and managers in the planning or development of the occupational health service promoting the involvement of key stakeholders including patients/clients and managers.
- Review processes /practices including those within the occupational health department supporting patients/clients to improve their own health and well-being.
- Review processes/practices to ascertain if there are better ways of working within the occupational health department to enhance the patient/client experience and deliver an efficient, effective service.

Staff Management

- Ensure nurses working in the occupational health department are professionally qualified and registered with the NMC.
- Ensure nurses working in the occupational health department achieve compliance with statutory and mandatory training requirements.
- Liaise with the central nursing team on all professional nursing issues.
- Ensure processes are in place to manage sickness/absenteeism and take appropriate action in line with HSC Trust policies.
- Promote the health and well-being of staff and observe for any signs of ill health in staff assigned to the area and take appropriate action in line with HSC Trust policies and NMC guidelines.
- Manage duty rotas/annual leave and study leave to ensure adequate nursing cover and appropriate skill mix.
- Participate in the recruitment and selection of staff.

General Responsibilities

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

Information Governance

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Employees are required to be conversant and to comply with the Belfast Health and Social Care Trust policies on Information Governance including for example the ICT Security Policy, Data Protection Policy and Records Management Policy and to seek advice if in doubt.

For further information on how we use your personal data within HR, please refer to the Privacy Notice available on the HUB or Your HR

Environmental Cleaning Strategy

The Trusts Environmental Cleaning Strategy recognizes the key principle that "Cleanliness matters is everyone's responsibility, not just the cleaners" Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention and Control

The Belfast Trust is committed to reducing Healthcare associated infections (HCAs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO '5 moments');
- Using the correct '7 step' hand hygiene technique;
- Being 'bare below the elbows' when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

Values

The Belfast Trust aims to recruit staff not only with the right skills but also with the right values to ensure the delivery of excellent patient care and experience. Staff will be expected to be committed to provide safe, effective, compassionate and person centered care by:-

- Treating Everyone with Dignity and Respect
- Displaying Openness and Trust
- Being Accountable
- Being Leading Edge
- Maximising Learning and Development

By embedding the above values we will make a significant contribution to the delivery of the Trust's Vision.

Personal Public Involvement

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf

Clause: ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.***

PERSONNEL SPECIFICATION

JOB TITLE AND BAND: Senior Specialist Occupational Health Nurse

DEPT/DIRECTORATE: Occupational Health Service/ Human Resources Directorate

Notes to applicants:

1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined below at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.
3. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

ESSENTIAL CRITERIA

The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
Qualifications/ Registration/ Experience	Registered Nurse with the NMC	Shortlisting by Application Form
	Nursing Degree/Diploma qualification in Occupational Health (or equivalent). And 2 years' post-registration experience within occupational health	Shortlisting by Application Form
	Ability to meet the mobility needs of the post.	Shortlisting by Application Form

The following are **ESSENTIAL** criteria which will be measured during the interview/ selection stage:

Skills / Abilities / Knowledge	Diverse experience as a SCPHN (OH) practitioner including but not limited to health surveillance protection programmes, sickness absence and return to work assessments, pre-employment screening, application of health and safety legislation, issues relating to work and potential impacts on mental wellbeing.	Interview
	Ability to work flexibly at all Trust sites and flexible hours where occasionally required.	Shortlisting by Application
	Provide evidence of maintaining and monitoring standards which have enhanced the patient/ client experience of care.	Interview

DESIRABLE CRITERIA

Factor	Criteria	Method of Assessment
	Part 3 registration as a Specialist Community Public Health Nurse-OH SCPHN	Shortlisting by Application Form

NOTE:

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, Payslip, National Insurance Card or a birth certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non-appointment.