

## **JOB DESCRIPTION**

<b>POST:</b>	Occupational Health Nurse Advisor
<b>LOCATION:</b>	BHSCT
<b>BAND:</b>	Band 6
<b>REPORTS TO:</b>	Lead Nurse, Occupational Health Service
<b>RESPONSIBLE TO:</b>	Occupational Health Manager

### **Job Summary / Main Purpose**

The post-holder will work as part of a multidisciplinary team to provide a high quality, effective and efficient Occupational Health Nursing(OHN) service to staff employed within BHSCT and external organisations ( customers ) with whom the Trust have a contract to provide an OHS.

### **Main Duties / Responsibilities**

#### **Professional**

The postholder will;

- Manage a defined caseload and allocated responsibilities.
- Adhere to NMC code and Trust policies and procedures.
- Be responsible for ensuring that his/her own continuing professional development is in keeping with Prep requirements.
- Contribute to the development of policies, guidelines and procedures.
- Set and achieve the highest possible standards of care.
- Participate in the development of nursing staff within the team.
- Work in partnership with the multidisciplinary team to deliver a consistently high quality OHN service.

## **Clinical**

The postholder will;

- Assist with the assessment, planning, implementation and evaluation of Occupational Health care for individuals and/or groups based on individual needs.
- Carry out pre-placement health assessments and determine fitness for new employees, advising on adjustments for new staff who have health problems and/ or a disability.
- In collaboration with the multidisciplinary team and in accordance with the Trust ' Management of Attendance ' policy, assess employees fitness to work and advise on their rehabilitation during or following a period of absence.
- Provide comprehensive written reports to Management.
- Provide appropriate advice and support to staff who sustain sharps injuries involving human body fluids.
- Advise managers of appropriate staff health surveillance programmes in accordance with the legal requirements for Health & Safety at Work, Health & Safety Executive guidance and COSHH Standards.
- Accurately interpret laboratory reports and take appropriate action as required.
- Deliver presentations/training sessions to promote health & wellbeing.
- Attend appropriate meetings representing the nursing team.
- Participate in disease prevention programmes, including the administration of vaccinations and screening for blood borne viruses in accordance with Trust policies and/or statutory requirements.
- Ensure a high standard of record keeping.
- Contribute to the development of flexible and innovative approaches to programmes of care.

## **People Management/Leadership**

The postholder will;

- Support nursing staff to develop management and leadership skills through delegation, supervision and role modelling.
- Assume accountability for the effective utilisation of staff resources within areas of responsibility to ensure maximum outcomes.
- Co-ordinate the recruitment and selection of staff within areas of responsibility, in conjunction with the Lead Nurse.
- Participate in staff training, development, and appraisal in accordance with the Personal contribution Framework, ensuring that all appropriate needs of staff are addressed to meet the requirements of the service.
- Monitor staff sickness levels and take appropriate action in line with the Trust's Attendance Management policy.

- Develop and maintain good communications within the OH team, the Trust and external organisations.
- Participate in the audit process and research to maintain and improve quality of the OH service and further develop evidence-based practice.
- Adhere to governance process, reporting and investigation of all incidents, accidents and near misses.
- Delegate appropriate responsibility and authority to staff, whilst retaining overall responsibility and accountability for results.
- Support the implementation of shared learning with nursing staff and as part of the Occupational Health Service Team.
- Minimise clinical risk by ensuring that clinical practices adhere to DHSSPS guidelines / Trust's policies, procedures and guidelines and that areas of risk are promptly reported.
- Ensure equipment and supplies are adequately maintained and economical use is made of all resources.
- Provide clinical supervision, support and guidance to peers and OHN students.

### **Education, Research and Practice Development**

- Ensure that student nurses and post-basic students receive relevant clinical experience, teaching and supervision in the Department.
- Attend in-service lectures, study days and courses, to comply with Trust policy.
- Participate in, support and encourage research and evidence based practice for the enhancement of patient care.
- Deliver formal/informal teaching sessions and support others in providing education to patients and colleagues.
- Encourage reflective practice through action learning, clinical supervision and peer review.

### **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 centred 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](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.***

## JOB SPECIFICATION

<b>JOB TITLE / BAND:</b>	Occupational Health Nurse Advisor Band 6
<b>DEPT / DIRECTORATE:</b>	Occupational Health Service, Human Resources

### Notes to applicants:

- 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.*
- 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.*
- 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
<b>Experience Qualifications Registration</b>	<ol style="list-style-type: none"> <li>Registered Nurse with the NMC Part 3 registration as a Specialist Community Public Health Nurse OH-SCPHN</li> <li>Nursing Degree/Diploma qualification in Occupational</li> </ol>	Shortlisting by Application Form

	Health (or equivalent) and 1 year post-registration experience within occupational health	Shortlisting by Application Form
<b>Other (e.g. Driving etc.)</b>	3. Hold a valid full UK driving license and have access to a car on appointment. <i>'Where disability prohibits driving, this criteria will be waived if the applicant is able to organise suitable alternative arrangements'</i>	Shortlisting by Application Form
<b>Knowledge, Skills, Abilities</b>	<p>Ability to develop strong networks and relationships with key stakeholders.</p> <p>Ability to work flexibly at all Trust sites and flexible hours where occasionally required.</p> <p>Demonstrate the ability to work effectively as part of a multi- disciplinary team.</p> <p>Ability to influence and manage change, including the promotion of evidence based practise.</p> <p>The ability to communicate effectively through all levels of the organisation.</p> <p>Working knowledge of Microsoft Office applications.</p>	Shortlisting by Application Form / Interview

**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.

Where a post involves working in regulated activity with vulnerable groups, post holders will be required to register with the Independent Safeguarding Authority.