

## JOB DESCRIPTION

<b>POST TITLE:</b>	Consultant in Occupational Medicine
<b>DEPARTMENT:</b>	Occupational Health
<b>DIRECTORATE:</b>	Human Resources
<b>ACCOUNTABLE/REPORTS TO:</b>	Director of Workforce & Transformation
<b>PROFESSIONALLY ACCOUNTABLE TO:</b>	Medical Director
<b>DATE:</b>	31 <sup>st</sup> August 2017
<b>WRITTEN BY:</b>	OH Department Manager

### 1. JOB SUMMARY

The post holder will provide Occupational Health clinical services for 4500 staff at the hospital, as well as other NHS healthcare providers, university students and local businesses.

The post holder will work with the Occupational Health Manager to provide the best possible care to our patients in line with the Trust's vision and values utilising all its resources to the best advantage; and provide a quality and professional service to internal and external customers.

The post holder will act as a specialist advisory service and provide professional advice on Occupational Health issues to the Trust and managers as well as external contracts.

The post holder will be required to make increased use of computer technology such as Occupational Health programme eOPAS in order to improve quality and co-ordination of services and to enable faster and more reliable communication within the Trust.

Our vision is to provide the:

<i>Best possible care for our patients</i>			
<i>We put patient safety above all else</i>	<i>We aspire to excellence</i>	<i>We reflect, we learn, we improve</i>	<i>We respect and support each other</i>

### 2. ROLE AND RESPONSIBILITIES

Providing occupational medical advice to the management and staff of the Trust, other NHS organisations and contracted public/private customers as appropriate.

Advising managers and staff on:

- Suitability for employment and fitness for work including BBV management
- Sickness absence and rehabilitation programmes
- Medical retirement
- Hazards related to work and risk reduction
- Health surveillance

Advising on legislative requirements and good practice

Advising on OH policies and procedures

Attending Infection Control and other relevant committees when a specific issue arises  
Providing clinics within the department or on other sites when required  
Carrying out teaching, including in-house training of Occupational Health staff, as required  
Participating in audit and clinical governance

Working with professional colleagues, managers and consulting and liaising with other agencies and specialists such as Microbiology, risk management, local GPs and other treatment providers.

## **JOB PLAN**

The job plan covers 5 PAs at Northampton General Hospital.

Occupational Medicine 'direct clinical care' includes workplace assessments, supervision of health surveillance programmes, support and clearance for staff with BBV's, case conferences, preparation of reports and provision of policy advice to managers.

Supporting Programme Activities might include other administration, teaching of nursing staff and OH nursing advisors, other attendance at committees and meetings, other managerial activity, audit and Continuing Professional Development.

There are no current on-call commitments.

The job plan is subject to review once a year in line with service needs.

## **3. OTHER INFORMATION**

- The postholder may be required to carry out other relevant duties as required.
- The postholder will adhere to the duties specified under the Staff Responsibilities of the NHS Constitution in their day to day work and behaviours.
- The postholder will be expected to aspire to the Values of the Trust in their day to day work and behaviours in order to support the Trust in achieving its Vision.
- The postholder will adhere to, at all times, any Professional, NHS Code of Conducts and legislation relevant for their area of work.
- The postholder will make themselves familiar with, and adhere to, at all times, the policies and procedures of the Trust, and their area of work.
- The postholder will be expected to work to any Corporate/Division/Directorate/Department objectives and standards in order to provide an acceptable level of service.
- The postholder will be expected to undertake training, including mandatory and role specific training, relevant to their role and ensure it is renewed as required.

This job description reflects the present requirements of the post and it does not form part of the contract of employment. As the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the postholder. It is the Trust's aim to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to effect changes to the postholders job description after consultation with them. Appropriate notice of such changes will be given.

**PERSON SPECIFICATION**  
**Consultant Occupational Physician**

<b>ATTRIBUTES &amp; REQUIREMENT</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education, Training &amp; Qualifications</b>	<p>Primary medical degree MBChB or equivalent.</p> <p>MFOM - On the Specialist Register of the GMC in Occupational Medicine or give official confirmation of the date of their CCT which should not be more than 6 months from the date of the interview.</p>	
<b>Knowledge &amp; Experience</b>	<p>Knowledge and application of up-to-date evidence-based practice.</p>	
<b>Skills &amp; Abilities</b>	<p>Ability to work independently as sole Consultant Occupational Physician, forming professional networks for advice and support.</p> <p>To balance needs and individual requirements of employees against those of management and the Trust as a whole.</p> <p>Good written and verbal communication skills.</p> <p>Evidence of the ability to communicate with clients, customers, patients, colleagues and staff at all levels.</p> <p>Presentation skills.</p> <p>Experience in working within a multi-disciplinary OH department.</p> <p>Understanding of clinical risk management.</p>	
<b>Personal Qualities &amp; Attributes</b>	<p>Enthusiastic and ability to inspire enthusiasm in others.</p> <p>Innovative.</p> <p>Ability to travel to clients not based on the Hospital site.</p>	

	<p>Understanding of ethics as applied to society as well as General Medical and Occupational Medical Practice.</p> <p>Interested in new ways of doing things. Prepared to look constructively at new ideas.</p> <p>Prepared to use initiative and to work flexibly under exceptional circumstances.</p> <p>Willing to show empathy to staff and clients who are having problems.</p> <p>Show respect to colleagues, staff and clients.</p> <p>Committed to providing a first class service. Good attendance record. High quality work.</p>	
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