

Job Title	Senior Occupational Health Nurse Advisor
Band	AfC Band 7
Responsible to	Deputy Head of Employee Health
Accountable to	Deputy Head of Employee Health
Base	St Charles Centre for Health & Care (W10 6DZ)
Working Hours	Part Time 30 Hours per week (4 days)
Contract Type	Permanent

Job Purpose

To provide and maintain a comprehensive Employee Health Service (EHS) for the staff of CLCH. As CLCH is a community NHS Trust this is a peripatetic post and there will be a requirement to visit various Trust sites.

To contribute to the management of physical resources, including budget and staff within their sphere of responsibility, in line with contractual and professional standards.

To work in a collaborative manner with other agencies to ensure seamless health care delivery for employees

The post is peripatetic, and the post holder will be based at St Charles Centre for Health & Care (W10 6DZ). There will be a requirement to work at CLCH sites in Hertfordshire, Barnet, Merton, Westminster on a rotational basis and various Trust sites as and when required to ensure equal access to employee health services

Key Responsibilities

Professional Competencies –

To act in an advisory capacity by:

- developing networks with external agencies
- being aware of personal business skills when gaining or maintaining contracts
- providing written reports
- highlighting relevant research to prove clinical effectiveness
- referring any contractual issues or concerns to the Deputy Head of Employee Health.

To initiate, maintain and review occupational health programmes for your delegated sites and acting as an independent/autonomous practitioner by:

- conducting environmental risk assessment that might include:
 - hazards and risk within the workplace
 - moving and handling issues
 - environmental assessments
 - personal protective equipment

- delivering clinical assessment that might include:
 - sharps awareness – including high grade issues
 - work protection immunisations
 - sickness / absence - long and short term following management and self-referral
 - infection control issues
 - "Fitness to Work"
 - stress awareness
 - health surveillance
- offering advice to managers, and staff based upon your audit
- working as a member of a multi-disciplinary team and promoting the effective use of the Employee Health Service
- undertaking pre-placement screening as requested by appointing officers
- maintaining, analysing and interpreting employee records
- underpinning your practice with an evidence base

To be available to offer occupational/employee health advice to staff members within the Trust by:

- acting, as appropriate, offering a medical triage system for staff presenting with work-related problems
- providing counselling and appropriate referral when necessary
- promoting healthy lifestyle choices which help employees make informed choices and which contribute to improved public health
- collaborating in establishing "Health Fairs/Events"
- undertaking lifestyle screening as required.
- continuing to self-evaluate practice.

To ensure Continuing Professional Development is achieved in line with NMC, HSE and RCN Society guidelines by:

- being aware of your personal responsibilities under the NMC revalidation programme
- managing your development time effectively
- actively prioritising your development needs in relation to organisational strategies and service developments
- actively participating in planned clinical supervision, mentoring and critical incident analysis.

Management / Leadership

Managerial Competencies –

To manage quality of EHS-service delivery with colleagues by:

- monitor all activities delivered through your delegated site
- establish effective audit tools linked to service agreements
- establishing and maintaining positive relationships with external co-workers
- promoting, at all times, the latest research-based practice in line with clinical governance
- implementing recognised quality assurance systems
- monitoring Departmental staff compliance with any quality initiatives

- carrying out required quality audits and, where indicated report on the results, including recommendations
- complying with the Central London Community Healthcare's Complaints Procedure and taking appropriate action.

To develop a comprehensive training programme to support staff by:

- contributing to the Trust's training needs assessment in relation to health and safety issues - (induction, health & safety awareness sessions, DSE User training, sharps awareness and other relevant infection control training)
- establishing required training and development opportunities relevant to staffs' health and safety needs and their learning styles - via the appraisal process
- liaising with the CLCH Academy to promote these developments
- co-ordinating and/or deliver any planned development programmes
- evaluating all training and development sessions
- utilising any evaluations towards affecting changes in any development programmes.

To manage delegated physical/financial resources by:

- acting as appointing officer for staff recruitment as appropriate,
- monitoring and maintain any delegated stock levels
- monitoring any contract invoicing and reporting concerns – ie vaccinations
- ensuring maintenance procedures are adhered to and all equipment is in effective working order
- ensuring repair of equipment as per Central London Community Healthcare procedure
- supporting the cover of your line manager
- contributing to the business objectives and plan
- making recommendations for effective expenditure in writing.

To manage productive working relationships by:

- working and contributing as a member of a multi-disciplinary team and promoting the effective use of EHS resources
- supervising and managing the working effectiveness of your team members at Band 6 and below
- delegating duties within the NMC guidelines within The Code: professional standards for practice and behaviour
- implementing and participating in the Trust Appraisal process
- promoting reflective practice and clinical supervision as a developmental opportunity
- ensuring all EHS colleagues receive development opportunities in relation to training needs, including Core and Mandatory Training and local welcome sessions (induction)
- encouraging development for your EHS colleagues to enhance their professional and personal performance towards an appropriate level of competence and within the remit of continuous professional development
- devising personal development plans for the training and assessment of all nursing, EHS students and admin staff if required
- undertaking managerial responsibilities in the absence of your line-manager
- actioning all the Central London Community Healthcare "Employment Procedures"

To manage information and act as a source of EHS-related information by:

- recording all client data is maintained as per Trust and HSE Guidelines
- writing to a legible and literate standard
- computer database information takes accounts of UK General Data Protection Regulations (GDPR) 2018, G2 (Employee Health database) where appropriate
- manual records takes account of GDPR, Access to Medical Reports 1988 and Public Records Act
- managing and facilitate team meetings to exchange information
- cascading EHS information to interested parties within Central London Community Healthcare
- contributing to the production of reports relating to Quality Report and others ad-hoc, including audit

Physical Mental and Emotional Effort –

- The post holder is required to frequently use Visual Display Equipment, computers and laptops
- Frequent travel to CLCH and sites
- Work effectively alone under high pressure of workload, dealing with competing demands from internal and external sources

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the post holder.

Person Specification
Job Title: B7 Senior Occupational Health Nurse Advisor

Factors	Criteria	Assessment Method
Education/Qualification		
Essential	<ul style="list-style-type: none"> Registered Nurse Specialist Community Public Health Nurse (Occupational Health) Degree/MSc or equivalent certificate/degree/diploma 	AF AF/IV
Desirable	<ul style="list-style-type: none"> Teaching/Assessing/ qualification Community Practice teaching Cert or equivalent 	AF/IV
Experience		
Essential	<ul style="list-style-type: none"> Post registration experience Occupational Health experience 	AF/IV
Desirable	<ul style="list-style-type: none"> Occupational Health experience within a NHS setting Community Practice teaching experience post teaching certificate 	AF/IV
Skills & Knowledge		
Essential	<p>Clinical</p> <ul style="list-style-type: none"> Venepuncture Vision Screening Work Protection Immunisations Lifestyle screening/education Work health screening Counselling skills Health Surveillance 	AF/IV
	<p>Advisory</p> <ul style="list-style-type: none"> Sickness absence and rehabilitation Risk assessment and risk management Knowledge of current Health and Safety legislation Presentation skills 	AF/IV/T/P AF/IV
	<ul style="list-style-type: none"> Health promotion/education activities Awareness of infection control issues 	I/V
	<p>Managerial</p> <ul style="list-style-type: none"> Recruitment and selection 	AF/IV
	<ul style="list-style-type: none"> Staff development 	AF/IV
	<ul style="list-style-type: none"> Mentoring 	IV
	<ul style="list-style-type: none"> Managing staff 	IV
	<ul style="list-style-type: none"> Co-ordination & organization of occupational health unit 	IV
	<ul style="list-style-type: none"> Report writing 	IV
	<ul style="list-style-type: none"> Management and facilitation of meetings Experience in managing resources 	IV IV

	<ul style="list-style-type: none"> • Quality issues • Management of external contacts • Policy writing • Professional supervisor experience 	IV/AF IV IV/T/P IV
Key Attributes		
Essential	<ul style="list-style-type: none"> • Able to provide evidence of where you have demonstrated the Trust's Values and Behaviours • Able to demonstrate excellence in Customer Service • Able to meet the required IT Skills for the post • Effective communication • Self-development • Ability to work alone and in a team. • Flexibility /adaptability and ability to work under pressure. • Willingness to work/travel between sites 	IV IV IV/P/T IV IV IV IV IV
Assessment will take place with reference to the following AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate		