

Department:	CLINICAL
Job Title:	OCCUPATIONAL HEALTH ADVISER
Name:	
Level:	Staff Level 1
Reports to:	OH Clinical Manager
Budget Responsibility:	No
Direct Reports:	No
Staff Responsibility:	No
Purpose:	To be part of an occupational health team providing a service of excellence, on behalf of BHSF Occupational Health Limited, which is responsible for meeting the needs of clients from both the private and public sectors.

KEY RESPONSIBILITIES

- Provision of specialist nursing skills helping maintain the high standard of service we aim to provide;
- Provision of management skills contributing to efficiency and effectiveness of the service;
- Excellent communication skills promoting good liaison at all times with both management and employees;
- To keep abreast of changing legislation, clinical practice and managerial styles that may have an effect on the role of the Occupational Health Adviser;
- Under the guidance of your line manager to be responsible for own professional development;
- Ensure that clinical equipment is maintained and calibrated on a planned basis;
- Participate in clinical audits and / or research projects as appropriate;
- Maintain confidentiality at all times;
- To maintain courtesy, professionalism and high standards of presentation in all communications with customers and potential customers;
- To comply with your obligations under the Company's data protection, information security and other relevant policies, when handling personal data or special categories of sensitive data;
- To perform all tasks and duties when required, providing flexibility and cover in a team working environment;
- Key clinical tasks:
 - To be responsible for carrying out a full range of specialist nurse activities and including the management of:
 - a) Occupational Health ill health/ management referrals
 - b) Immunisation Programmes
 - c) Health Screening and Surveillance
 - d) Workplace Assessments including Display Screen Equipment
 - e) Health Promotion Programmes
 - f) Management of adhoc Occupational Health issues e.g. percutaneous and mucocutaneous injuries
 - g) Conducting face-to-face and/or telephone consultations to adhere to BHSF, the client and the NMC guidelines and codes of conduct
 - h) Good and accurate record keeping and adhering to the BHSF and NMC confidentiality policy and procedure
- Key managerial tasks:
 - a) To organise and control own workload as required
 - b) To attend relevant meetings providing Occupational Health input as required
 - c) To feedback general and specific information regarding the client contract to the Senior Management team as appropriate
 - d) To produce any relevant reports regarding the client contract generally and/or Occupational Health issue.

Signature

Date