

**1. Job Details -156-MS-2009**

Title:	Consultant Physician Occupational Health and Wellness
Reports to:	The Head of Health & Wellness
Professional Accountable to:	The Trust Medical Director.
Reporting Location:	The Health & Wellness Service, Royal Cornwall Hospital and associated sites.
Remuneration:	<b>£77,913 - £105,042 per annum pro rata</b>

**2. Job Purpose**

- To work closely with the Head of Health and Wellness to develop and provide a modern and pro-active Health and Wellness service to colleagues in a wide range of health and social care services within the Trust and local small and medium businesses in Cornwall and the Isles of Scilly.
- Consultant clinical specialist leadership and advice to the Trust and the Health & Wellness Team in all aspects of Occupational Health and Wellness.
- Undertake clinics and consultations at the Occupational Health and Wellness Service in Truro and across associated sites.
- Attendance and membership of clinical, professional and other committees, and working groups relating to occupational health, safety, and wellness
- Provide medical clinical specialist input to policy development, audit, teaching, clinical governance, and research relating to occupational health, safety and wellness.
- Undertake collaborative work, teaching, research, and develop links with regional Occupational Health colleagues in the South West Group of the Association of NHS Occupational Physicians, and where required, with The Peninsula Medical School on site.
- Provide input and professional advice relating to the Department's income generation contracts and service provision to external Organisations.

### 3. Dimensions

#### **The Royal Cornwall Hospitals' NHS Trust**

The Royal Cornwall Hospitals' NHS Trust (RCHT) is part of the Cornwall Healthcare Community, working in partnership with other local trusts to deliver high quality healthcare services across the county. The Trust has close links to medical specialist services in the South West Peninsula and beyond. Serving a widespread local population, as well as thousands of visitors to Cornwall each year, poses a number of unique healthcare challenges. The Trust delivers acute medical and surgical services to a population of approximately 450,000, and has a higher proportion of elderly people than the national average. The population in Cornwall increases by more than double during the busy holiday periods. RCHT comprises three main hospitals: The Royal Cornwall Hospital, Truro; West Cornwall Hospital, Penzance, and St. Michael's Hospital in Hayle. Outpatient and other services are also provided at a large number of community-based NHS locations around the county and a number of corporate support services are located away from the main hospital sites.

Renowned for our pro-active research, development and innovation activity and close links with both Plymouth and Exeter University, we offer professionals the opportunity to further their research portfolio's and contribute to improvements in patient outcomes nationally and internationally. In applying for this role, you might be particularly interested in our on-site European Centre for Environment and Human Health, which is part of Exeter University.

The Royal Cornwall Hospital is situated in the Cathedral city of Truro in the centre of the Cornish Peninsula. The surrounding countryside is renowned for its spectacular rural and coastal scenery. Cornwall is well known for its surfing beaches, coastal and inland sailing waters, as well as equestrian opportunities. The strong heritage of Cornwall has been further enhanced with the opening of the Eden Project and the National Maritime Museum. Over recent years there has been an unprecedented growth in high quality restaurants and family orientated leisure facilities. The main road links to the rest of the country have been further enhanced by major improvements to the A30. Local rail links to London include regular daytime and sleeper services, and there are regular daily flights to London from Newquay Airport, as well as to other national and international destinations.

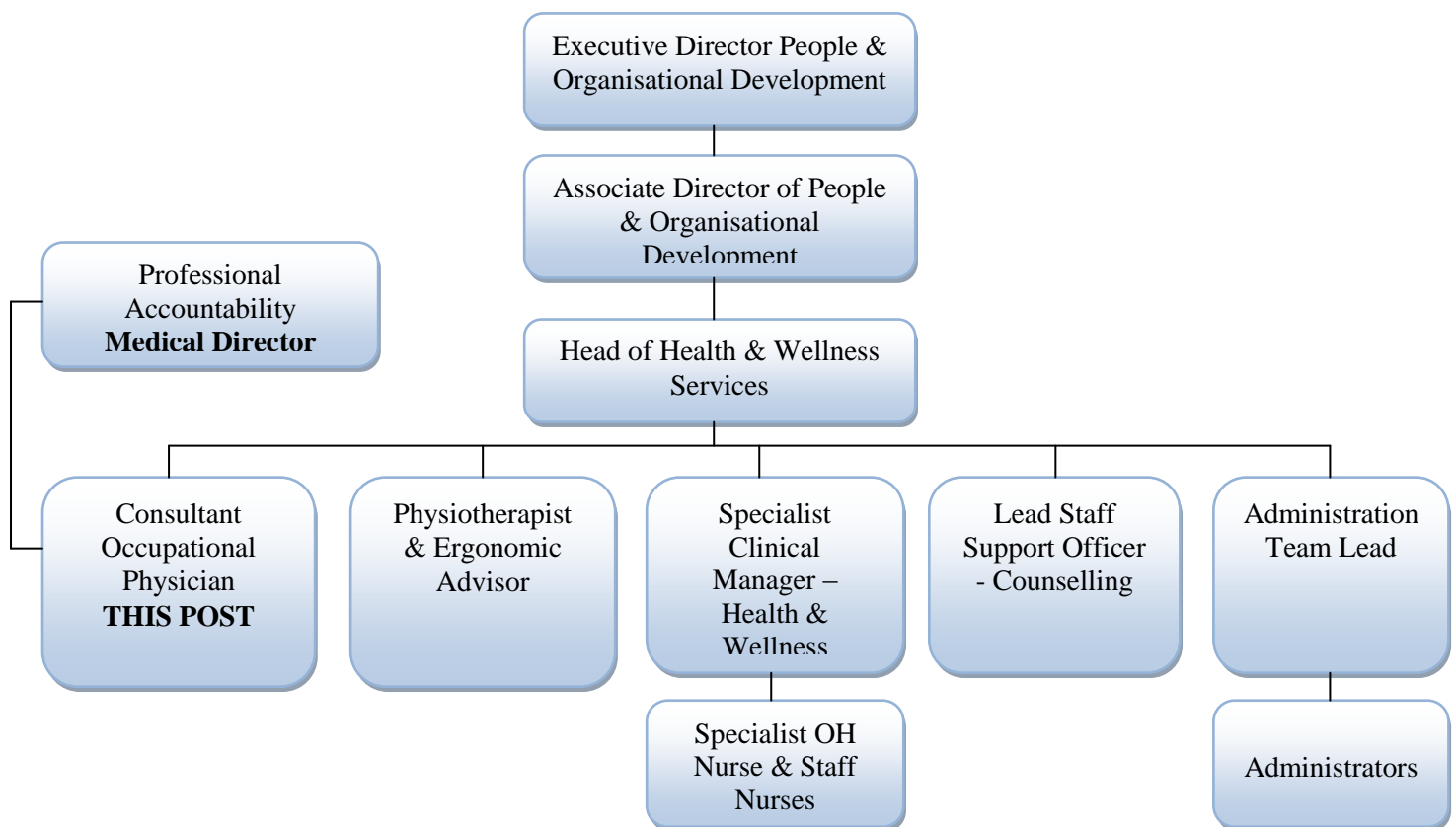
Further information on the Trust can be viewed on the Internet at [www.cornwall.nhs.uk/RCHT](http://www.cornwall.nhs.uk/RCHT) and [www.cornwall.nhs.uk](http://www.cornwall.nhs.uk)

#### **Outline of post**

This is an exciting opportunity to join a Health and Wellness Team as it undertakes its own journey to being brilliant. Caring for our colleagues and ensuring that they are the very best they can be is at the heart of our Health and Wellness Services We are fortunate to be able to support with a wide range of initiatives, but we are now at an exciting time where we are looking to pull all of our great health and wellness provision into one team whether these be early intervention initiatives or crisis management offerings.

A critical role within our Health and Wellness Team is our Occupational Health Physician and, due to retirement, we are looking for a proactive Consultant to join us in making sure we offer the very best service across Cornwall and the Isles of Scilly. You will be growing a strengthening team at a time when we are looking to provide new models of care maximising the use of new systems as we introduce them. We will consider a range of models for working to suit the right candidate(s) be this a flexible approach or a job share with a minimum of 6 PA's for service cover. You will be based primarily at the Royal Cornwall Hospitals, Trust, although the service incorporates clinics at other locations to access to colleagues all over Cornwall and the Isles of Scilly.

#### 4. Organisation Chart



#### 5. Principal Accountabilities

##### 5.1 General Duties and Responsibilities of the Post

The post holder will:

- Advise management with regard to the working environment in relation to specific health issues, the occurrence and significance of identified hazards, and the health aspects of safety including statutory requirements in relation to health.
- Proactively work with the Head of Health and Wellness and the Risk and Safety Officers and other managers to advise where appropriate, on necessary preventative measures, including health surveillance procedures and environmental monitoring.
- Ensure development and review of policies and plans in conjunction with other Occupational Health (OH) staff for the further development of the service.

- Assess and advise on the fitness for work of those prospective staff identified by pre-employment screening who may require a specialist medical opinion.
- In conjunction with the HR Department, assess the ability of a person to continue in employment, providing guidance as to adjustments to role if indicated or appropriateness for redeployment. This may include advice regarding appropriateness of application for ill health retirement.
- Advise on the fitness to work of those employees with complex health needs, referred by managers, following episode/s of sickness absence.
- Advise managers on the type and frequency of complex health surveillance programs required for employees where the manager has identified the need by formal risk assessment.
- Attend when appropriate Health and Safety Committees. Control of Infection Committees and other committees when Specialist OH&W medical advice is required.
- Act as the designated 'ultimate competent person' in the Trust Health and Wellness Services.
- Visit when necessary, wards, departments and premises, liaising with managers on complex OH oriented matters.
- Participate in the training of staff and any attached trainees.
- Maintain a high standard of medical leadership within the Department by keeping informed of developments in OH and related fields.
- Be involved in research (where applicable), medical audit, the Trust's Clinical Governance processes, and in Continuing Professional Development (CPD).
- Be required to complete annual updates in mandatory training.
- Be required to participate in the annual appraisal process.
- Participate when required in the appointment of staff employed in the Department.
- Where applicable, be responsible for annual job appraisal of other occupational health physicians in training and working in the department. In addition, the Consultant will act as a trainer of any specialist registrars in OH Medicine attached to the department. The Consultant is responsible for auditing any medical staff working within the department.
- Ensure that all duties are carried out to the highest possible standard and in accordance with the current quality initiatives within the area of work.

- Respect confidentiality and comply with the Data Protection Act 1998, and the General Data Protection Regulations 2018 when processing, accessing, or transferring data, and in line with the Trust's policies. Such information should not be released without the consent of the client or staff member concerned, unless required by law, or a court order.
- Be responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's and professional activities.
- Be required to comply with the requirements of the Freedom of Information Act 2000 in line with Trust policy.
- Travel as necessary between hospitals/clinic sites for Occupational Health related clinical consultations or meetings. Travel expenses are payable.
- Provide other duties by agreement and a willingness to undertake additional professional responsibilities as appropriate for the role, or that may be required from time to time.
- It is the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff. The post-holder is required to comply with the appropriate Health and Safety Policies as may be in force.
- The post-holder is required to comply with Trust policy on the implementation of Working Time Regulations (1998, 2009 amendment) including declaration of hours worked and breaks taken by undertaking monitoring exercises when required, and reporting any instances where the pattern of working hours may constitute a health and safety risk to the post-holder, patients, public and other Trust employees. The post-holder will not be subjected to any unlawful detriment by reporting any concerns under the Regulations.
- The post-holder will have access to confidential information, which may only be disclosed to parties entitled to receive it. Unauthorised disclosure is a disciplinary offence.
- The post-holder must comply with all aspects of confidentiality, professional codes of conduct, the Royal Cornwall Hospitals' Trust's Staff Charter and the NHS Managers' Code of Conduct.
- The post-holder must at all times carry out their duties with due regard to the Trust's Equal Opportunities Policy. A responsibility to ensure that all colleagues and patients receive the same treatment, care and attention, regardless of race, religion, ethnic origin, gender, marital status, age, sexuality or disability.
- A responsibility to work co-operatively with colleagues and to respect and value their contribution to patient care.

## 5.2. Clinical and Managerial Accountabilities

- Clinical

The OHP has continuing responsibility for their own clinical decision making in addition to auditing all medical and clinical nursing staff work undertaken within the sphere of OH service. The post holder will be responsible for the medical functioning of the OH Service in collaboration with the Head of Health & Wellness.

Clinical professional accountability will be to the Medical Director, Administration and clinical physiotherapist's, nursing and counselling specialists' support will be provided.

- Managerial

Management responsibility for the provision of the OH Service rests with the Head of Health and Wellness Service Manager. The Consultant Occupational Physician is accountable within that structure to the Head of Health and Wellness. The Consultant Physician has direct access to the Medical Director of the Trust on all aspects of clinical professional issues.

- See management structure above.

## 5.3 Principal Relationships

### Internal

The OH service is part of the RCHT's People and Organisational Development Function. It is envisaged that the OHP will work closely with all sections of the HR function. The OHP will also liaise closely with managers across the Trust.

It is also envisaged that the post holder will develop collaborative working relationships with the Managers of the Health, Safety, Fire Risk Management, and Infection Prevention and Control functions.

### External

The post holder will be expected to liaise with a number of external agencies including GPs, Consultants, other medical and Occupational Health personnel, the Health and Safety Executive, the NHS Pensions Agency, and external service users.

## 5.4 Expectations of the Post-holder

The post-holder can expect:

- An appropriate Contract of Employment incorporating national terms and conditions (in accordance with national and local collective agreements).
- An appropriate agreed job plan and working hours that may be adjusted by mutual agreement between the OHP and the Specialty Service Manager in accordance with the agreed procedure for the review of job plans and any recommendations following appraisal.

- An adequate time allocation for administration, education, audit and teaching commitments, etc, (the precise amount will depend on the requirements of the particular post and the Trust will give due regard to the recommendations of the appropriate Royal College, etc).
- Receive appropriate consultant supervision and mentoring.
- Adequate support and time allocation to allow participate in the Trust's appraisal process and the necessary CPD and study leave requirements which are a natural consequence of appraisal.

**IT and Secretarial Support**

The post holder will be provided with an office / consulting room and an office computer. The department has a team of Administration Officers and medical secretaries shared between the post holder and clinical specialist staff. Where required, one Administration officer will be assigned to the post holder.

**Health and Safety and Risk Management**

In carrying out their duties the employee is required to take responsible care to avoid injury or accident, which may be caused by work. These duties must be performed in accordance with the Specialty/Division/Trust's Health and Safety Policy, which is designed to secure safety in working practice and in handling materials and equipment.

**Other Hospital Policies**

We expect all our staff to share the values that are important to the Trust and behave in a way that reflects these. In keeping with the Trust's Standards of Business Conduct for Employees and the Equal Opportunities Policy, the post-holder is at all times expected to take responsibility for their own actions, support multi-disciplinary and partnership working and develop a working environment of courtesy, fairness and mutual respect.

You are required to comply with the regulations of the Human Rights Act 1998 during the course of your employment.

This job description will be subject to annual review and amended to meet the changing needs of the Trust.

This job description is subject to the terms and conditions of service of the Royal Cornwall Hospitals' NHS Trust

**7. Job Description Agreement**

<b>Signature</b>	
<b>Post-holder</b>	<b>Date</b>
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<b>Signature</b>	
<b>Executive Director / Deputy Director of HR &amp; OD</b>	<b>Date</b>
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<b>Signature</b>	
<b>Medical Director</b>	<b>Date</b>
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**Please note:**

**Rehabilitation of Offenders Act**

**This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.**

**If this post requires participation in exposure prone procedures, you will be required to undergo blood borne virus screening as appropriate.**



**Person Specification**

**Post:** Consultant Occupational Health Physician  
Full Time or Job Share

**Specialty/Division:** Corporate Services / Human Resources  
Occupational Health & Wellness Service

ATTRIBUTES	REQUIREMENTS		METHOD OF ASSESSMENT
	ESSENTIAL	DESIRABLE	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GMC Registration with a licence to Practice .</li> <li>On GMC Specialist Register or within six months of obtaining CCT (or equivalent) at time of interview.</li> <li>MC Specialist Register –OH Medicine</li> <li>Dip / MFOM / FFOM</li> </ul>		Application Interview Pre-employment checking procedure.
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Significant and diverse experience as an OH Physician</li> <li>Experience of providing OH Physician support in an NHS setting.</li> </ul>	Experience of teaching peers and research in OH.  Experience in Clinical Audit and Clinical Governance.	Application Interview
<b>PRACTICAL AND INTELLECTUAL SKILLS (INCLUDING ANY SPECIAL KNOWLEDGE)</b>	<ul style="list-style-type: none"> <li>Strong OH medicine clinical and personal credibility.</li> <li>Up to date knowledge of health and safety legislation and its application in an NHS setting.</li> </ul>	Commitment to multi-professional development.  Excellent IT skills including in use of Opas or Cohort OH software.	Application Interview References.

	<ul style="list-style-type: none"> <li>• Ability to work in a multi-disciplinary team</li> <li>• Ability to work across boundaries, advocate for OH services, and sustain good working relationships with members of the team, client organisations, and service users.</li> <li>• Experience of delivering medical leadership in an OH setting and service development.</li> <li>• Excellent communication and interpersonal skills;</li> <li>• Conceptual and analytical skills.</li> </ul>		
<b>DISPOSITION/ ADJUSTMENT/ ATTITUDE</b>	<ul style="list-style-type: none"> <li>• Attention to detail in all professional tasks</li> <li>• Flexible in approach and able to adapt quickly to changing priorities.</li> <li>• Ability to establish priorities, overcome obstacles and balance costs and benefits.</li> </ul>		Application Interview References.
<b>ADDITIONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• A Disclosure and Barring Service check satisfactory to the organisation.</li> <li>• Current and valid visa to allow work in the UK.</li> <li>• OH clearance</li> <li>• Receipt of three satisfactory references.</li> </ul>		Pre-employment checks.

Prepared by: Head of Health & Wellness – January 2019