

## JOB DESCRIPTION

<b>POST TITLE:</b>	Consultant- Occupational Health Physician
<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>	10 <sup>th</sup> January 2018
<b>WRITTEN BY:</b>	OH Department Manager

### 1. JOB SUMMARY

The post holder will provide Occupational Health clinical services for 4500 staff at the (single site) 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

#### Clinical

- Providing occupational medical advice to the management and staff of the Trust, other NHS organisations and contracted public/private customers as appropriate.
- Advising managers, Human Resources and employees on suitable rehabilitation programmes and pathways to work ensuring the Trust's compliance with the Equality Act 2010.
- Determine ill health suitability for retirement in line with NHS Pensions Agency.
- Provide guidance for a number of infectious diseases within the NHS setting.

- Participate in the development of clinical guidelines and frameworks for OH service delivery

### **Advisory**

- Collaborate with and advise line managers, Human Resources and employees on reducing workplace staff absence, incidents and ill health and advising on rehabilitation issues and issues relating to the possible inclusion under the Equality Act 2010
- Contribute to improving staff performance, motivation and morale and also the reduction of potential litigation by collaborating with managers to provide a healthy and safe working environment and by encouraging the use of health and wellbeing initiatives for staff such as psychological support and mental health services.

### **Teaching**

- Participate in the teaching and professional supervision of the Occupational Health team.
- Participate in professional continuing medical education of self

### **Liaison and Communication**

- Network with professional colleagues, professional bodies, partner organisations, other NHS organisations, GP's and the Department of Health relating to OH issues to ensure awareness of current initiatives and best practice is adopted by the service to reduce business risk and produce cost effective policies.
- Liaise closely with staff in other areas of the Trust and external organisations e.g.: Infection Prevention, Human Resources and Public Health (Health Protection Agency), UKAP, GP and specialists as needed.
- Demonstrate a high degree of communication skills to work with all levels of clients using the service, potential new clients and other health professionals.

### **Quality and Audit**

- Contribute to the Occupational Health Service programme of quality and audit, participating in national and local audit process & meetings where necessary, and ensuring that the service meets national standards.
- Where appropriate research into occupational-related ill health, and to keep updated on current developments in the field through relevant memberships, associations and attendance at occupational health seminars/conferences.

## Personal and Professional Accountability

- Ensure that all national professional requirements – training, confidentiality, conduct and ethics are adhered to.
- Ensure that professional and organisational accountability is met.
- Ensure adherence to all Trust policies and procedures
- Participate in departmental case review meetings, multidisciplinary clinical audit and CPD/CME sessions.
- Maintain professional knowledge and competence, by reading relevant publications, membership of professional organisations, research and development, and attending appropriate study days and courses.

## 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, teaching of nursing staff and OH nursing advisors, attendance at committees and meetings, 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.

The job plan days and times may be negotiable within core OH hours.

Day	Time			Work	No. of PA
Tuesday	AM	08:00	12:00	Clinical Related Activities (CRA)	1.0 Direct Clinical care ( OH Clinic)
	PM	12:30	16:30	Clinical Related Activities (CRA)	1.0 Direct Clinical care ( OH Clinic)
Wednesday	AM	08:00	12:00	Clinical Related Activities (CRA)	1.0 Direct Clinical care ( OH Clinic)
	PM	12:30	16:30	Clinical Related Activities (CRA)	1.0 Direct Clinical care ( OH Clinic)
Thursday	AM	08:00	12:00	Supporting Professional Activities (SPA)	1.0 SPA
<b>Total PA's</b>	<b>DCC = 4</b> <b>SPA = 1</b>				<b>5.0 PA's</b>

### 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 post holders 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>On the Specialist Register of the GMC for 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>	MFOM
<b>Knowledge &amp; Experience</b>	Knowledge and application of up-to-date evidence-based practice.	
<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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