

## Liverpool International Health Ventures Ltd – Well Travelled Clinics

### Job description – Occupational Health Advisor

<b>Job Title:</b>	Occupational Health Advisor
<b>Accountable to:</b>	Operational Services Manager
<b>Location:</b>	Based in Liverpool
<b>Salary grade:</b>	LHVV grade 7 £43,793-50,097 (pro rata if part-time)
<b>Holiday Entitlement:</b>	30 days (pro-rata if part-time)
<b>Full time/ part time:</b>	28-35 hours per week (0.8-1.0 wte)

#### Role Summary

1. Set and maintain quality standards, including policy and guideline development for the OH service
2. Act as a case manager for OH services and carry out assessment and surveillance for a group of clients.
3. Identify how we can further develop our OH services.
4. Carry out individualised travel risk assessments for business/occupational and leisure travellers, providing up to date, evidence-based information, advice and education on travel and occupational health, immunisations and malaria prevention, including advising complex travellers.
5. Responsible for contributing to a portfolio of Clinical Research Projects in accordance with Good Clinical Practice Guidelines and research governance standards for clinical research studies.

#### Main duties:

##### 1. Occupational Health

- 1.1 Act as a case manager for OH management referrals, including sickness and absence reviews and OH surveillance activities, (e.g., spirometry, audiometry and drug and alcohol testing), identifying anyone who requires further specialised input/assessment and liaise with Occupational Health Physicians (OHP).
- 1.2 Carry out pre-deployment risk assessments of our corporate clients through reviewing completed new starter questionnaires and carrying out face to face or online follow-ups as necessary.
- 1.3 Set and maintain quality standards in relation to our occupational health services. Take the lead on specific audit activities related to the quality oversight of occupational health services within the clinic. Lead on specific quality improvement and operational projects related to the further development of the occupational health service.
- 1.4 Work independently to make clinical judgements and decisions. Provide individual clinical risk assessments, including to those with complex occupational travel health needs, tailored to the client's area of travel, with an aim to reduce ill health in clients who work/travel overseas from infectious, parasitic and environmental hazards. Carry out fitness to deploy medicals to clients who are being sent overseas to work, assessing fitness to work in remote, high-risk and austere locations.
- 1.5 Access, appraise and critically apply evidence-based practice in relation to occupational health practice in accordance with national guidance, HSE legislation and acknowledged best practice. Initiate, develop and maintain relevant protocols and guidance and client information leaflets in relation to our occupational health services.

- 1.6 Act as a resource within LSTM to staff of other disciplines, specifically those staff in specialist H&S roles within the organisation regarding occupational health assessment and screening and occupational travel health, through recognised protocols and committees. Become familiar with LSTM working environment and potential hazards to health by visiting workplace environments.
- 1.7 Initiate and maintain individual confidential occupational and travel health records for all employees, using approved on-line database to provide up to date travel health information and use approved patient administration systems as part of the operational management of the clinic in accordance with our policies and procedures. Demonstrate an understanding of informed consent and ensure best practice in consent is maintained.
- 1.8 Empower employees to take responsibility for their own health, well-being and lifestyle by practising in an open and transparent manner thereby ensuring that employees have the relevant information to participate in decisions about their care.
- 1.9 Work closely with the Operational Services Manager and Managing Director to maintain and further develop our occupational health business, including expanding work from existing OH clients and identifying potential new clients.
- 1.10 Work closely with WTC Nurse Manager to provide supervision and support for more junior staff (particularly in relation to occupational health issues within travel consultations).
- 1.11 Responsible for management, supervision and training of occupational health technician and travel health nurses who support OH.

## **2. Travel Health**

- 2.1 Responsible for carrying out individualised risk assessments for occupational health clients and travellers, tailored to their occupation and type of travel, with an aim to reduce ill health abroad from infectious, parasitic and environmental hazards. Interpret risk assessment where advice is not straightforward.
- 2.2 Advise travellers with complex/special needs and make clinical decisions in more complex scenarios such as those with high-risk occupations as well as travellers with underlying medical conditions (in accordance with WTC clinical guidelines). Providing up-to-date, evidence-based information, advice and education on travel health, immunisations and malaria prophylaxis. Know own limitations and seek advice when necessary.
- 2.3 Provide health education and advice to occupational health clinic clients, so that they can make informed choices regarding travel and vaccination options. Demonstrate good geographic knowledge.
- 2.4 Dispense and administer vaccinations, malaria tablets and other tests and treatments in accordance with the clinic's patient group directives (PGDs) and Patient Specific Directives (PSDs). Assist with the taking of samples and carrying out point of care tests in accordance with the clinic's policies and procedures, including carrying out venepuncture for taking blood samples.
- 2.5 Support, educate and train more junior clinical and non-clinical team members in the process of occupational health assessment and surveillance. Provide support and advice on occupational health issues to inexperienced colleagues with complex clinical situations. Act as a mentor and supervisor to junior clinical and non-clinical colleagues. Help support educational activities within the clinical setting.

- 2.6 Meet the standards required for administration of yellow fever vaccine and comply with national regulations as a Yellow Fever Vaccination Centre.
- 2.7 Act as Lead nurse within the clinic as and when required in the absence of the Nurse Manager.
- 2.8 Help plan, arrange and participate in offsite pop-up clinics (e.g., flu clinics, off site OH clinics etc).
- 2.9 Ensure and maintain best practice standards in cold chain management, vaccine storage, administration and related theory. Maintain and promote awareness of procedures for fridge failures and cold chain management throughout the clinical team.

### **3. Research**

- 3.1 To contribute to the management of the local portfolio of clinical research studies.
- 3.2 To identify and help recruit patients eligible to enter clinical research studies.
- 3.3 To ensure that the clinical study protocols you are working on are adhered to.
- 3.4 To work according to Good Clinical Practice (GCP) & research governance standards for clinical research studies and to facilitate the informed consent process in line with GCP guidelines.
- 3.5 To recognise and act on concerns raised if design conflicts with regulatory frameworks and legal requirements or if research deviates from the study protocol.
- 3.6 To ensure the safe administration of treatments, drugs and vaccines that are given within the context of a clinical research study.
- 3.7 Register/randomise patients into research studies.
- 3.8 To record and report any adverse events for clinical research studies.
- 3.9 To advise staff and researchers on data collection, data entry and safe data storage. To respond to concerns if inaccurate or incomplete data entry is suspected.
- 3.10 To supply data as required to the principal investigator, research team and Joint Research Office regarding progress of clinical studies.

### **4. General duties**

- 4.1 Maintain and improve own knowledge and competence through continuing professional development and through attendance of all annual mandatory training courses and regular attendance at clinical meetings/updates. Maintain professional registration and work within the Nursing and Midwifery Council's professional code of conduct.
- 4.2 Evaluate own care and act as a resource to other nurses in ensuring their care is evaluated against accepted standards and guidelines. Work effectively and productively as a multi-disciplinary team member with both clinical and non-clinical staff within the clinic environment.
- 4.3 Adhere to all relevant policies and procedures of Well Travelled Clinics Ltd and/or the Liverpool School of Tropical Medicine.
- 4.4 To recognise and act upon safeguarding concerns in relation to children and vulnerable adults within the clinical setting and report appropriately.
- 4.5 Treat all clients of the clinic with courtesy and respect, ensuring that excellent standards of client care are maintained and that you are acting in accordance with the company's Equality & Diversity and Privacy & Dignity policies. Maintain high standards of customer care to all clinic users at all times. Deal with complaints.

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**Person Specification: Occupational Health Advisor**

	Essential	Desirable
<b>1. Qualifications</b>		
a) Experienced 1 <sup>st</sup> level Registered Nurse	✓	
b) Educated to degree level or equivalent experience	✓	
c) Postgraduate qualification in occupational health nursing	✓	
d) Postgraduate qualification in Tropical and/or infectious diseases and/or travel health		✓
e) Management/Leadership Course		✓
f) Evidence of continuing professional development	✓	
<b>2. Experience</b>		
a) Experience of delivering an Occupational Health Service	✓	
b) Experienced within field of travel health and/or vaccination and/or immunisation	✓	
c) Experience of organising and supervising health care clinics	✓	
d) Experience of training and supervising others	✓	
<b>3. Knowledge, skills and abilities</b>		
a) Excellent oral and written communication skills	✓	
b) Ability to train and supervise others	✓	
c) Good computer literacy	✓	
d) Business awareness	✓	
e) Self-motivated and a good team player	✓	
f) Ability to network and communicate with senior clinicians, managers and non-clinical staff	✓	
g) Ability to influence/persuade/negotiate/motivate others	✓	
h) Excellent interpersonal skills, ability to relate to a wide range of people and explain information simply. High standards of client care	✓	
<b>4. General and personal characteristics</b>		
a) Committed to the achievement of the aims and objectives and the ethos of Well Travelled Clinics Ltd.	✓	
b) Able to work with sensitivity/tact, including a commitment to confidentiality	✓	
c) Capable of working on own initiative and able to work under pressure to meet objectives. Able to make and implement decisions	✓	
d) Patient and calm, able to deal with dissatisfied customers	✓	
<b>5. Working arrangements:</b>		
a) To work between Monday-Friday (08:30-16:30) and to take part in rota for Saturday morning clinics (09:00-13:00 hours, usually 2 per month)	✓	
b) To be based at Liverpool branch, but with occasional requirement to work at Chester branch and also at off-site locations to ensure that adequate staffing levels are maintained to cover for sickness and annual leave across a range of clinical settings.	✓	
c) Requests for job share or flexible working will be considered.	✓	

The purpose of this document is to act as a guide to duties, which may be required. It is not an exhaustive list and other duties may be required in accordance with the grade of the post and the competence of the post holder as determined between the Operational Services Manager and the postholder.