



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Consultant Nurse / Allied Health Professional – Occupational Health and Wellbeing
Pay Band:	8b
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Workforce & Organisational Development
Department:	Occupational Health Department
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Assistant Director of Organisational Development
Professionally Accountable to:	Executive Director of Nursing or Executive Director of Therapies
<u>VALUES & BEHAVIOUR</u>	
	<p>Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.</p>

JOB SUMMARY / PURPOSE:

The Consultant Occupational Health Nurse / Allied Health Professional is an expert in clinical practice, bringing innovation and influence on clinical leadership as well as strategic direction and delivery to the Occupational Health and Wellbeing service. They will be an active member of the Consultant Peer Network, demonstrating visible and compassionate leadership to support the delivery of the organisational strategic objectives.

Exercising the highest degree of professionalism, independence, autonomy, and decision making, playing a pivotal role in working closely with the Consultant Physician in Occupational Medicine and OH Service Improvement Manager to ensure optimal performance of the Occupational Health Department.

The post holder is responsible for:

- The Operational Management of the Occupational Health and Wellbeing Department.
- Leading Occupational health activities to optimise employee health and wellbeing.
- Leading the staff immunisation and appropriate Health Surveillance programmes.
- Leading the development and implementation of guidelines/protocols /policies relating to Occupational Health and Wellbeing.
- Providing expert advice and support to functions across PTHB regarding compliance with the legal and policy framework for Occupational Health and Health and Safety issues.
- Providing strong clinical leadership to the OH Team as well as to the wider organisation, integrating evidence-based research into clinical practice.
- Overseeing and undertaking routine clinical Occupational Health duties including clinical assessment of employees, complex case management, health screening at employment, health surveillance, immunisations etc.
- Working with line managers and Workforce and Organisational Development Team to minimise staff sickness absence.

DUTIES & RESPONSIBILITIES

Leadership & Consultancy

Exercise a high degree of professional autonomy, acting as an expert clinical resource:

- Providing strong leadership within the department, line managing the clinical team and the Occupational Health and Wellbeing Service Improvement Manager.
- Overseeing the day-to-day operational roles with the service.
- Ensuring clinical assessments and case management is competent, timely and compliant with best practice and clinical guidelines.

Integrate compassionate leadership into practice:

- Role modelling through own delivery style; providing effective leadership that motivates, inspires, and empowers others.
- Facilitating the development of leadership qualities and management skills in others, developing space to be able to reflect, motivate, learn, continually improve, and innovate.
- Ensure development of the clinical OH Team to meet the required competencies to support strategic developments in Occupational Health.

Strategic Service Development

Proposing and leading change related to the development and delivery of the service:

- Influencing the development of organisational structures and processes to best suit the needs of service users.
- Continually review the delivery of Occupational Health services in line with PTHBs strategic objectives and Annual plan.
- Facilitate widespread review of practice at individual, service, and organisational level to enable improvement, creative solutions and innovation.
- Lead on systems for improving and innovating quality of practice and governance approaches to developing the Occupational Health service.

- Create and embed a compassionate leadership culture within the workplace, supporting wellbeing, resilience, and equalities.
- Ensure that innovation, best practice, and performance information informs service provision, development, and improvement for the Health Board.
- Participate in formal planning and performance meetings within PTHB regarding Occupational Health, Health and Safety matters, and compliance with legal requirements.
- Oversee the management of data collection and analysis and prepare reports on complex, sensitive and high-risk issues.

Service Development and Delivery

Evaluating the provision of Occupational Health services to determine needs, leading to development of new services and/or redesign if indicated.

Participate in performance management arrangements for the Department (including audit) to provide timely and accurate reports in relation to the Occupational Health Department and to identify areas for improvement. Collating and presenting statistical information for the purpose of audit and using audit information to inform service developments.

Using innovative ways to gather, consolidate and share information, acting as an expert resource in OH across the organisation.

Ensure compliance with governance requirements, with all quality, safety, clinical, performance and financial risks appropriately managed.

Plan and organise effective training programmes for managers in relation to Occupational Health.

Develop and maintain appropriate policies and procedures.

Undertake routine clinical Occupational Health duties including clinical assessment of employees, complex case management, health screening at employment, health surveillance, immunisations etc.

Financial and Resource Management:

Manage the delegated Occupational Health Budget.

Authorised signatory for the Occupational Health Department for invoices.

Strategic oversight of systems and processes to analyse resources and data.

Ensure the clinical records are up to date, legible and in line with best practice.

Responsible for overseeing the purchase of supplies in relation to day-to-day operation of the service through delegation to the Service Improvement Manager and Administration Team.

Have oversight through the OH Service Improvement Manager of the Occupational Health and Wellbeing counselling tender contract utilisation of the Occupational Health department client database (COHORT).

Required to regularly produce complex reports and presentations based on a range of information from a variety of sources. Writing and presenting reports to a wide range of groups including Health Board's and local and national groups, as required.

Expert Advanced Practice

Implement and maintain a fit for purpose assessment process for employees.

As an autonomous practitioner, receive and direct Occupational Health client referrals; undertaking a full and holistic assessment of individual need, provide expert decision-making recommendations, drawing upon appropriate expertise as needed to best meet the needs of the client.

Operate as part of a high performing team to ensure priority cases are managed and provide cross cover when required.

Provide expert advice and support as well as providing robust challenge (to ensure compliance) to professional stakeholders in case-management in addressing difficulties with individual cases, convening and chairing case reviews where appropriate and ensuring action to ensure a resolution is agreed.

Responsibility for delivering a service user focused approach that incorporates the principles of co-production and shared decision-making.

Responsibility for ensuring there is adherence to the ethical and moral dimensions of practice.

Evaluation Skills:

Exercise expert independent judgement on a range of complex issues related to protection of employees' health in the workplace, employees' fitness to work, and compliance with health and safety and employment legislation.

Be expected, when necessary, to make time critical decisions in complex situations in relation to the Occupational Health Service; OH clients and the wider organisational needs/priorities.

Create reports from internal and external sources that allow evaluation of Occupational Health issues in complex cases; trends in work-related ill health; and compliance with statutory requirements.

Autonomy:

Expected to act autonomously in the execution of this role especially in the areas of deputising for the OH Physician Consultant and/or Assistant Director of Organisational Development in line with the job description, including arrangements for complex Occupational Health cases, and supporting across the Health Board compliance with the Health, Safety and Wellbeing legal duties. Represent PTHB on partnership and All-Wales groups as approved by Assistant Director for Organisational Development.

Communication:

Develop strategies to enhance communication across and within service areas for all matters relating to Occupational Health and Wellbeing.

Oversee the development of communication tools and dashboards to present OH data, to inform service needs trends.

Contributing to Occupational Health strategic planning (IMTP) and leading local implementation of relevant national policies and strategies.

Communicate effectively and authoritatively within difficult situations e.g., disputes regarding Occupational Health concerns.

Participate in formal escalation processes as required.

Engage with employee groups as required.

Where necessary, take a lead in the provision of timely responses to hazardous situations and resolve these difficulties by working with the relevant stakeholders, to reduce risk to individual employees and the Health Board as a whole.

Ensure and maintain clarity about the distinction between Occupational Health services and NHS patient treatment services.

Partnership working:

Engage with managers within the Health Board to ensure they are fulfilling their obligations, to ensure that Occupational Health concerns are addressed, and legal requirements are met.

Take a lead role in developing and maintaining positive relationships with local stakeholders, including Health Board managers, employee groups, Health & Safety, public health, infection control, and the Health & Safety Executive. Work collaboratively with these stakeholders to ensure systems and processes are in place to provide a coordinated system of risk assessment and mitigation, operating consistently to agreed national standards.

Work collaboratively with employees', General Practitioners and hospital specialists to ensure systems and processes are in place to provide a coordinated system operating consistently to enhance health.

Assist in the building and maintaining of a positive image of PTHB within the NHS Wales and external organisations.

Represent PTHB in All-Wales working groups and stakeholder meetings (including with Welsh Government).

Working closely with the Health Board Health and Safety team to ensure compliance with Health & Safety legislation and the prevention of work-related ill health.

Leading the staff immunisation programme and appropriate Health Surveillance programmes.

Liaising with other professionals within the organisation, e.g., Health and Safety, Infection Control, Risk Management, Clinical Governance, clinical specialists, and General Practitioners.

Supporting the organisation in achieving health promotion targets set by the Department of Health, Welsh Government and PTHB (including the Corporate Health Standard and immunisation targets).

Providing expert advice, consultancy, and training support to functions across PTHB regarding compliance with the legal and policy framework for Occupational Health and Health and Safety issues; including compliance with national standards, particularly guidance issued by the Department of Health, Welsh Government, the Health & Safety Executive, The Faculty of Occupational Medicine and other authoritative guidelines and relevant research findings.

Linking with our Primary Care colleagues to provide OH advice and guidance for their workforce.

Providing expert advice and guidance for our Hosted services.

Linking with Higher Education Establishments and 'guest' teaching / lecturing where appropriate.

Education, Training and Development

Maintain an up-to-date expert working knowledge of Occupational Health practice, the evidence base, legal and policy frameworks; to ensure compliance with essential requirements and to drive service improvement.

Maintain a current Portfolio of Evidence that demonstrates ongoing CPD and knowledge and skills in line with the Components of Practice.

Evaluate own role and accountability as a member of own professional body ensuring own knowledge is kept up to date and is compliant with Nursing & Midwifery Council/HCPC and PADR processes. Using a variety of mechanisms to critically examine and evaluate their own practice and performance, including self-reflection and validation by service users and colleagues.

Reflects on own performance and teams' performance on delivering compassionate leadership, critically evaluating the impact of new ways of working.

Working with Occupational Health service users to provide an expert level of clinical expertise.

Maintaining and exercising the highest level of professional autonomy involving complex situations that require analysis and interpretation of information and making informed clinical decisions where a precedent may not exist.

Responsibility for management of a complex caseload that must include providing and managing an expert Occupational Health clinical advisory service.

Ensuring that local policies/practice/standards are evidence based to reflect the best available practice.

Maintain depth and breadth of expert knowledge, skills and expertise within their sphere of practice.

Contributing to the development, delivery and evaluation of Occupational Health and Wellbeing educational and training programmes for managers and staff.

Be seen as having expertise and knowledge in the following areas: the Health & Safety at Work Act and subsidiary legislation, the General Data Protection Regulations, and aspects of employment law.

Experience of leading and managing teams:

- Recruitment and appointment to any vacancies.
- Development of staff working within the Occupational Health Department, drawing on professional assistance where appropriate.
- Undertaking Annual Performance and 90 day reviews.
- Have a good working knowledge of a number of systems including: COHORT, Microsoft Office and ESR.

Research and Evaluation

The nature of a Consultant Occupational Health and Wellbeing Nurse/ AHP post requires a portfolio of evidence demonstrating career long, learning and development:

- Lead the development of a culture that values and supports research and innovation initiatives in the clinical area of Occupational Health and contribute to the wider research agenda. Generating research ideas relevant to practice and influencing the organisations research and development agenda.
- Critically evaluate the outcomes of research and innovation for the application to improve the quality-of-service provision.

- Supporting and encouraging dissemination of good practice, leading by example by seeking to have academic work published and supporting others in the publication and dissemination of project work results.
- Influencing local and national guidelines for Occupational Health practice, based on best evidence/research.
- Ensuring that high quality Occupational Health client services are based on the best available evidence.
- Establishing research partnerships with HEIs and other research communities.
- Design policies / practices to enable the integration of research and innovation outcomes into service delivery.

PERSON SPECIFICATION			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Current registration with the required professional regulatory body i.e. Nursing and Midwifery Council or Health and Care Professions Council</p> <p>Relevant Master's Degree</p> <p>Occupational Health qualification or willingness to achieve qualification under Annex 21</p> <p>Extensive experience in Occupational Health Service delivery</p> <p>Current Portfolio of Evidence for continued professional development (CPD) demonstrating work across the 5 components of Consultant practice</p> <p>Significant experience of team leadership and management in a time critical and risk managing environment</p> <p>Significant experience of autonomous critical analysis, interpretation, and evaluation of complex information in relation to complex/critical decision making</p> <p>Expert clinical skills</p>	<p>Has published academic research</p> <p>Have, or be working towards a Doctorate Degree</p>	<p>Pre-employment checks</p> <p>Application Form</p>
Experience	<p>Significant experience and expert knowledge of Occupational Health practice</p> <p>Expert knowledge of Occupational Health law</p> <p>Experience in teaching and training others</p>		<p>Application Form and Interview</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience cont'd	<p>Development of policies, procedures and processes spanning more than one organisation</p> <p>Development of robust clinical, quality, and performance assurance processes</p> <p>Experience of establishing robust performance management</p> <p>Experience in leading / influencing service and policy development</p>		
Aptitude and Abilities	<p>Ability to create needs assessment and the development of plans and care pathways to drive service improvement</p> <p>Ability to analyse, critique and synthesise complex and sensitive data</p> <p>Ability to use appropriate computer systems and programmes at a well-developed level</p> <p>Able to understand, communicate and manage complex financial information</p> <p>Able to ensure appropriate recording, investigation, and trend analysis of concerns; to ensure implementation of "lessons learned" to drive service improvement</p> <p>Able to establish feedback processes for stakeholders in the Occupational Health service</p>	Ability to speak Welsh	Interview Application Form

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Aptitude and Abilities cont'd	<p>Effective and persuasive communicator demonstrating oral, written and presentation skills with a high degree of personal credibility and sensitivity to a wide range of audiences</p> <p>Communicate effectively in difficult situations in a calm and sensitive manner</p> <p>Ability to establish effective working relationships with a range of stakeholders</p> <p>Exercise sound judgement in complex occupational situations</p> <p>Ability to think and plan strategically</p> <p>Able to exercise sound judgement in the face of conflicting pressures</p> <p>Ability to motivate, lead and influence team members as well as other key stakeholders</p> <p>Ability to promote and implement change management effectively</p> <p>Ability to work to tight deadlines and work quickly under pressure (often with several competing demands)</p> <p>Ability to prioritise workload to meet the demands of the organisation</p> <p>Ability to use a high level of numeracy skills with the ability to identify data trends</p>		
Values	Demonstrate PTHB Values		Interview Application Form

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.

- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **direct contact** with patients / service users / vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Organisational Chart



