



**MANX CARE**

**JOB DESCRIPTION**

<b>Job Title:</b>	Occupational Health Specialist Nurse
<b>Location:</b>	Occupational Health Service
<b>Accountable to:</b>	Occupational Health Manager
<b>Reports to:</b>	Occupational Health Manager
<b>Pay Band:</b>	Band 6
<b>Job Reference No:</b>	0899v2/JE/15
<b>Organisation Chart:</b>	<pre> graph TD     ED[Executive Director OHR] --&gt; COP[Consultant Occupational Physician]     ED --&gt; SM[Service Manager]     SM --&gt; SN[Senior Nurse]     SM --&gt; OM[Office Manager]     SN --&gt; S1[Specialist Nurse]     SN --&gt; S2[Specialist Nurse This Post]     S1 --&gt; CN1[Clinic Nurse]     S1 --&gt; CN2[Clinic Nurse]     OM --&gt; AO[Administrative Officer]     AO --&gt; AO2[Administrative Officer AO/OHT]         </pre>

**JOB PURPOSE**

The post holder will be required to develop close working relationships with allocated Departments or Divisions to provide specialist occupational health nurse advice and input as their lead occupational health nurse.

To assess and case manage employees referred to the service and to provide specialist advice to facilitate and support their return to work.

To support the Occupational Health Clinic Nurses and provide advice and supervision during routine clinic assessments such as immunisations, health surveillance and pre-employment assessments.



**KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB**

- Registered Nurse with current NMC registration and education to degree level.
- At least five years post registration experience including Occupational Health.
- Possess a recognised qualification in Occupational Health

**MAIN DUTIES & RESPONSIBILITIES**

- Assessing management and self-referral cases
- Chairing and facilitating cases conferences
- Writing of reports following clinic assessments
- Lead nurse responsibility for allocated government departments
- Undertaking workplace assessments
- Undertaking more complex routine cases such as pre-employment assessments and health surveillance
- Undertaking routine clinic duties (venepuncture, audiometry, spirometry) to maintain clinical skills and contribute to service delivery
- Coaching and supporting the Occupational Health Clinic Nurses

**CLINICAL**

Holds own clinical case load which comprises self-referral and routine management referral work in regular weekly clinics. Acts as a lead occupational health nurse to agreed government departments. Works with and supports the Occupational Health Clinic Nurses and undertakes routine clinic work in their absence.

- Interprets results from clinical investigations (e.g. serology following immunisation and results of audiometry) and recommends or refers for appropriate treatment.
- Responds to medical emergencies arising during clinical activity e.g. anaphylaxis and provides immediate life support and first aid.
- Undertakes assessment of staff in relation to referrals and fitness for work, taking account of complex physical and mental issues and makes clinical judgements regarding the need for referral to senior colleagues.
- Provides occupational health clinical services including undertaking venepuncture, administering vaccines in line with agreed service policies and procedures.
- Provides specialist advice in the form of written reports to managers and employees.
- Responsible for completion of own clinical records within occupational health case notes and OPAS database ensuring these comply with service standards, Data Protection Act , Access to Health Records Act.
- Uses Cognitive Behavioural Therapy Skills in case management at specialist occupational health nurse level.
- Provides specialist occupational health advice and information to clients, managers and colleagues.
- Acts as the first point of contact for manager and OHR queries about cases or occupational health problems.
- Is the main contact for specific government departments as the lead nurse – developing in depth knowledge and understanding of the issues, hazards and culture of the area.
- Production of timely quarterly reports and updates for areas of responsibility.



### **PROFESSIONAL**

Ensures own continuing professional development

- Abides by the NMC Code of Professional Conduct and ensures own knowledge of current occupational health issues, Occupational Health Service Guidance and health and safety legislation is maintained.
- Maintains own professional and personal development, as identified through the appraisal process or in response to Service needs and the requirements of PREP.
- To work within and accept responsibility for maintaining agreed levels of clinical competence.

### **TRAINING, EDUCATION & RESEARCH**

Develops and delivers training for employers and staff to whom a service is provided

- Acts as the lead role and a resource for clinical colleagues regarding a specific area of clinical expertise e.g. use of spirometer/audiometer.
- Responsible for delivering training and education to support the health and wellbeing agenda to staff and managers.
- Identifies and interprets legislation, research findings and guidelines and implements those that are relevant to areas of clinical practice.
- Makes formal presentations to managers and staff on occupational health issues.
- Participates in research projects undertaken by the OH service.
- Participates in the service audit plan and acts as the audit lead for a specific area.

### **PLANNING & ORGANISATIONAL SKILLS**

- Assesses, plans, implements and evaluates the care of clients.
- Manages own clinical workload effectively, ensuring care is prioritised appropriately.
- Organises and chairs case conferences for own cases, involving managers, Human Resources and Trades Unions as relevant.
- Plans, organises and delivers workplace health promotion and wellbeing programmes.
- Responsible for monitoring, maintaining and re-ordering the Service's clinical supplies in absence of the clinic nurse.

### **COMMUNICATION**

- Communicates effectively with staff, clients and managers across all professions and all government departments, adapting communication style as necessary, being mindful of conflicting duties of care eg patient/employer/health & safety
- Persuades clients who may be hostile and uncooperative to accept assessment/screening and help them understand the role of Occupational Health.
- Communicates results of screening tests which may be unwelcome or sensitive to clients ensuring this is in an understandable form.
- Liaises with clients to obtain medical reports ensuring the Access to Medical Reports Act has been followed i.e. obtaining informed consent.
- Liaises with General Practitioners and Specialists to obtain medical reports
- Produces written formal reports to managers following clinical and workplace visits and risk assessment.
- Produces timely Service quarterly reports for own areas of responsibility.
- Interprets medical reports and translates these into an understandable form for clients.



### **MANAGERIAL/LEADERSHIP**

- Contributes positively towards the delivery of a cost-effective service, and assisting the Occupational Health Service Manager to keep within agreed resources, deputising in a higher role as required.
- Actively contributes to Service improvement and development plans

### **CLINICAL GOVERNANCE**

- Proactively contributes to the process of continuous quality improvement, including participation in the service audit plan and SEQOHS accreditation.
- Promotes customer care, assisting in resolving local (informal) complaints and supporting the Occupational Health Service Manager to investigate formal problems.
- Actively supports the principles of risk management and health & safety – upholding relevant policies to promote this and ensuring incidents are reported appropriately (in writing) and helping identify ways of preventing errors and accidents to staff.

### **SYSTEMS & EQUIPMENT**

- Maintains up to date working knowledge of all equipment used within Occupational Health.
- Follows the service protocols for calibration and cold chain.
- Ensures equipment is safe for use, stored correctly, decontaminated where required and maintained according to manufacturer's instructions.
- Maintains up to date comprehensive Occupational Health records
- Inputs clinical diary and activity data into the Occupational Health specific data base and produces reports for own areas of responsibility.
- To communicate with clients, managers and colleagues using the government email system

### **DECISIONS & JUDGEMENTS**

Required to work as an independent practitioner with autonomy for clinical decision making in own area of responsibility.

- Assesses pre-employment questionnaires and undertakes consultations as necessary. Makes judgements about fitness to work from information obtained without reference to senior colleagues unless clinically indicated.
- Assesses risk to clients and patients.
- Makes decisions within legal Health and Safety Frameworks.
- Plans rehabilitation programmes as part of the management referral process.
- Balances the need for patient confidentiality against health and safety and the need for management information.
- Utilises a range of diagnostic tools and interprets results, advising on appropriate course of action.
- Assesses treatment options using specialist knowledge, skills and experience e.g. vaccinations, blood borne viruses.
- Uses specialist knowledge to manage own caseload effectively taking into account the physical, psychological health and wellbeing of clients, and implements appropriate action as required.
- Assess the risks to staff from occupational contamination incidents and provide protective immunisation if needed, referring to physicians for initiation of Post Exposure Prophylaxis.
- Identifies, analyses and interprets trends in occupational ill health from own clinical practice, sickness absence reports and Occupational Health data base.
- Assesses and makes judgements regarding the level of information which can be conveyed to Human Resources, Managers and other agencies about the health of clients without breaking medical confidentiality.
- Uses specialist judgement skills and specialist knowledge when assessing and advising clients in crisis or difficult situations e.g. mental health crisis or following sensitive blood test result e.g. HIV.



### **CONFIDENTIALITY**

In the course of your duties you may have access to confidential material about patients, members of staff or other business of the Department. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018.

### **HEALTH & SAFETY/SECURITY**

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

### **SAFEGUARDING**

The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment. Staff must work in accordance with all health and social care policies relating to safeguarding.

### **CARE**

In the DHSC we pride ourselves on being committed, appreciative, respectful and excellent. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.

### **JOB DESCRIPTION AGREEMENT**

I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process.

**Job Holder's name (please print)** .....

**Job Holder's signature:** .....

**Line Manager's name (please print)** .....

**Line Manager's signature:** .....

**Date:** .....

**Date:** .....



**JOB DESCRIPTION APPENDIX 1**

**PHYSICAL, MENTAL & EMOTIONAL DEMANDS OF THE JOB  
AND WORKING CONDITIONS**

This section should describe the nature, level, frequency and duration with which you will be expected to deal with physical, mental and emotional effort and the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions.

<p><b>Physical Effort</b></p> <ul style="list-style-type: none"> <li>• Walking long distances off site</li> <li>• Movement of equipment on and off site</li> <li>• Daily use of keyboard skills</li> <li>• Required to drive during working hours between sites e.g. Attend meetings at Nobles Hospital and visits to other workplaces.</li> </ul>	
<p><b>Mental Effort</b></p> <p>Occasional periods of intense prolonged concentration. Face to face contact with clients during clinics of up to three hours duration. Dealing with potentially angry, hostile, anxious, suicidal clients on a regular (weekly) basis. Coping with interruptions to planned work in order to deal with unexpected work demands.</p>	
<p><b>Emotional Effort</b></p> <p>Required to give staff unwelcome news e.g. results of infections screens/blood tests.</p>	
<p><b>Working Conditions</b></p> <p>Need to visit potentially hazardous workplaces eg Sewage Works, Animal By-products Plant, Incinerator. Contact with blood and body fluids.</p>	
<p><b>AGREEMENT OF ABOVE DESCRIPTION</b></p> <p>I have read and agree with the above description.</p> <p><b>Job Holder's Name (please print) .....</b></p> <p><b>Job Holder's Signature: .....</b></p> <p><b>Line Manager's Name (please print) .....</b></p> <p><b>Line Manager's Signature: .....</b></p>	
<p><b>Date: .....</b></p> <p><b>Date: .....</b></p>	



**MANX CARE**

**Occupational Health Service  
Occupational Health Specialist Nurse  
PERSON SPECIFICATION**

<b>CRITERIA FOR SELECTION</b>	<b>ESSENTIAL REQUIREMENTS</b>	<b>DESIRABLE REQUIREMENTS</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	Registered Nurse with current NMC registration.  Education to degree level.  Possess a recognised qualification in Occupational Health.	Competency in specific areas of expertise e.g. spirometry, audiology, venepuncture.	CV/Portfolio/Pre-employment checks
<b>KNOWLEDGE &amp; EXPERIENCE</b>	Significant relevant post-registration experience within a range of clinical specialities.  Previous Occupational Health experience.	Experience in Public Sector Occupational Health.	CV/Portfolio/Interview
<b>SKILLS &amp; ABILITIES</b>	Able to relate and communicate at all levels.  Problem solving skills.  Able to respond to unexpected issues.  Cognitive Behavioural Therapy Skills in case management at specialist occupational health nurse level.	Computer literacy	CV/Interview
<b>PERSONAL ATTRIBUTES</b>	Highly self-motivated.  Flexible and Adaptable.		Interview



	To be able to work well within team and independently.		
<b>OTHER RELEVANT REQUIREMENTS</b>	Satisfactory Police Check. Full, valid Driving Licence and access to own vehicle.		CV/Pre-employment Checks