

AGENDA FOR CHANGE: JOB DESCRIPTION

Post title:	Occupational Health Lead Nurse
Directorate/department:	Occupational Health THQ /HR
Agenda for Change band:	8A
Accountable to:	Lead Consultant Occupational Health -managerially (professionally accountable to Associate Director Nursing)
Accountable for:	Senior Nurse, Case Managers, Staff Nurses, Support Workers, Wellbeing team
Main purpose:	<ul style="list-style-type: none"> • The OH department is based at UHS (Southampton) Hospital and provides an evidence based service for both Trust employees, partners and external contracts. • Manage and lead a team of OH practitioners be responsible for the day to day clinical operational management of the service. • To work closely with the Lead OH Consultant to provide robust advice to managers and staff on complex referral cases and support the OH Specialist Practitioners. • Working with the Lead Consultant to deliver a proactive, high quality forward looking OH service that delivers a cost effective and efficient service. • To provide professional leadership, advice, support and guidance to the OH team, act as a professional role model and provide strong, facilitative and effective clinical leadership for high quality services. • Provide highly specialist OH advice to senior managers and Executives on key issues as required • Provide clinical advice service to commercial clients • Participate in the wider management agenda of the Trust in order to assure inter linkage between the OH Department and the Directorates of the Trust. • Ensure that OH staff follows, develops and maintains legislation, guidance, policy and the required external and internal quality standards for the OH department. • Ensure that the team works alongside Human Resources, Health and Safety, Managers and Infection Prevention and Control in ensuring that best practice advice and support is provided. • The post holder will comply with the NMC Code of Professional Conduct at all times.
Key working relationships:	Infection Prevention team, Employee Relations, HRBP's, Recruitment, Health and Safety Team, Trust Managers, External Clients
General duties: Strategic	<ul style="list-style-type: none"> • Ensure that the Trust follows, develops and maintains legislation, guidance, policy and the required external and internal quality standards for OH. • To develop and maintain productive collaborative working relationships with senior managers • To support professional leadership and direction on OH and wellbeing issues to all Trust staff

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Operational

- To participate in the Trust's Health and Safety committee and meetings as required
- To participate in the Trust Infection Prevention Committee.
- To have oversight of any outbreaks meeting or HIMT that affect employees, blood and body fluid exposure incident data and any issues with regards to the vaccination programme
- Work with the OH management team to design and implement monitoring systems to ensure compliance with key OH performance indicators.
- To support the delivery of data as required National teams (NHSE, NHSi) as required, including Influenza vaccine data and other as agreed..
- Support the delivery of the Trust Wellbeing Agenda

- Work as a clinical expert in OH advising on all aspects of OH and wellbeing in accordance with evidence based outcomes and best practice and in conjunction with OH consultant.
- To ensure confidential OH records are maintained and safeguarded in full compliance with the legislation
- To undertake a clinical workload as appropriate to the department
- To ensure the OH service complies with the quality standards for accreditation by SEQOHS, NHS requirements, Public Health England (PHE) and accepted good practice
- To monitor and identify patterns of sickness absence and work incidents/accidents reporting to senior managers as appropriate.
- To ensure all reported staff incidents / accidents are followed up with appropriate treatment and advice
- Management of sharps injuries clinical management, training and supervision of OH staff in the management of sharps injuries including RIDDOR reporting
- To ensure vaccination programmes are delivered in line with current best practice and guidance.
- To work with other health professionals, for example Infection Control, to ensure preventative measures, education of staff, monitoring of issues and recommendations' for improvements in practice
- To ensure the provision of relevant OH information to the Trust and other clients, including induction of new staff, blood and body fluid exposure, mandatory training
- Ensure appropriate systems are in place for reporting incidents and occupational diseases externally as required to agencies such as Health and Safety Executive (RIDDOR), PHE and DH
- Development of policies, procedures appropriate to the needs of an OH Service in liaison internal and external stakeholders as required
- Ensure safe systems of work are in place to manage contact tracing of staff in the event of infectious disease outbreak including appropriate record management
- Ensure OH staff are trained to meet the needs of the service.

Financial and Information Management

- To plan, manage and develop the clinical aspects of the occupational health services ensuring delivery of a high quality service, engaging effective use of resources, financial, budgetary and staff management
- Identify potential business opportunities for the department and Trust

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IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

<p>Duty of care</p>	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
<p>NHS standards of business conduct and professional registration</p>	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
<p>Living our values every day</p>	<p>All staff are expected to strive to make the Trust values ‘what we do’ – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> 1. Patients First 2. Always Improving 3. Working Together <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
<p>Health and safety:</p>	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
<p>Infection prevention and decontamination of equipment:</p>	<p>All staff are reminded of their responsibility to adhere to Trust and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
<p>Child protection/safeguarding</p>	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and departmental child protection and safeguarding policies including employment checks.</p>
<p>Confidentiality</p>	<p>All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p>Any employee who wilfully disregards Trust and departmental policies may be liable to serious disciplinary action including dismissal.</p>

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	This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.
Mental Capacity Act 2005	All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.
Sustainability	Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.
Last updated	29 December 2020

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