

**JOB DESCRIPTION****Post: Lead Occupational Health Nurse****1) JOB SUMMARY**

As a key member of the Occupational Health team, you will assist and support the General Manager, OH Clinical Lead and other staff in the delivery of an effective, high quality OH services to both private and public sector clients.

As Lead OH Nurse you will work independently and as part of the multi-disciplinary team, providing leadership, mentorship, and supervision to a team of nurses and technicians, undertaking highly complex case management whilst following relevant guidelines, policies, procedures and best practice where applicable.

**2) MAIN RESPONSIBILITIES**

- a) Effectively contribute your specialist knowledge, skills, and abilities to the organisation's occupational health services, including OH casework, health surveillance, pre-placement medicals, immunisation screening and vaccination, and management of sharps or contamination incidents, ensuring skills are current and aligned with current and/or future needs (refer to Appendix A for detailed information).
- b) Effectively contribute your specialist knowledge and skills to the internal clinical triage process, assessing the clinical needs of cases presenting/referred to OH, and manage the case as appropriate.
- c) Advise management on individual and organisational health needs in line with organisational policies as appropriate.
- d) Provide strong leadership and take responsibility for appraisal, supervision, development plans, performance, and sickness/attendance management of the OH nursing and technician team.
- e) Provide support, mentorship, and training to the OH nursing and technician team.
- f) Provide effective leadership through establishing fair and clear relationships with staff, implementation of sound organisational skills, effective time management and liaison with the wider multi-disciplinary team.
- g) Practice high standards of client care in a variety of clinical and non-clinical settings as business/client needs require.
- h) Ensure that written instructions, company policies and protocols are up to date, effective and aligned to current guidelines, policies and/or best practice.
- i) Conduct and co-ordinate investigations into complaints, providing written responses and action plans as necessary.
- j) Adhere to company policies and procedures and agreed external client requirements.
- k) Update and maintain the occupational health recording system, documenting clinical outcomes, observations, tests or research results.
- l) Create and maintain clinical records, management reports and associated documentation (e.g. pre-employment, sickness absence).
- m) Be responsible and take ownership for the safe use and maintenance of equipment.

- n) Oversee the ordering and maintaining of stock supplies to ensure safe storage, preparation and administration of vaccines in accordance with department processes, policies and national guidance.
- o) Meet the objectives of the company and external clients as directed by management.
- p) Work within the scope of the NMC Professional Practice and Code of Conduct.
- q) Maintain NMC registration and comply with its requirements.
- r) Participate in relevant CPD activities to maintain up to date knowledge and professional registration current.
- s) Maintain client confidentiality and work within the framework of data protection regulations and professional ethics as outlined by the NMC and related bodies.
- t) Positively represent OHRD as required by business and/or professional needs.
- u) Ensure effective use of physical and financial resources in a manner consistent with organisational objectives and policies.
- v) Participate in the audit and monitoring of SEQOHS standards and protocols ensuring continued SEQOHS accreditation.

## PERSON SPECIFICATION

|                                      | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Desirable                                                                                                                                                                                                                         |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications &amp; Training</b> | <ul style="list-style-type: none"> <li>Registered Nurse</li> <li>Degree in Specialist Community Public Health Nurse (Occupational Health) or equivalent,</li> </ul> <p><b>OR</b> an OH related course <b>AND</b> at least 2 years experience in an Occupational Health setting with a willingness to undertake and attain the SCPHN (OH) qualification,</p>                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>NEBOSH certificate</li> <li>Teaching and/or assessing qualifications.</li> <li>Up-to-date Health Surveillance training.</li> <li>International Computer Driving License (ICDL).</li> </ul> |
| <b>Experience</b>                    | <ul style="list-style-type: none"> <li>Recent and relevant experience delivering the full spectrum of occupational health services.</li> <li>Evidence of robust evidence-based decision making abilities.</li> <li>2 year's demonstrable and relevant experience of working in an OH setting (NHS and/or Industry).</li> <li>Evidence of independent and collaborative working in a multi-disciplinary team.</li> <li>Evidence of successful complex case management experience.</li> <li>Demonstrated skills in performing health surveillance relevant to OH.</li> </ul>                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Experience in leadership and/or managing a team</li> <li>Experience working within a Health &amp; Safety environment</li> </ul>                                                            |
| <b>Skills</b>                        | <ul style="list-style-type: none"> <li>Ability to work within a regulatory framework and to articulate its potential as a tool for continuous improvement.</li> <li>Excellent planning and organisation skills</li> <li>Evidence of continuing professional development.</li> <li>Excellent oral and written communication skills with the ability to confidently deliver complex messages to technical and non-technical individuals.</li> <li>Articulate, confident, able to deal with difficult situations and with the ability to negotiate, influence and persuade with tact, integrity, discretion and diplomacy.</li> <li>Advanced administrative and IT skills with knowledge of IT programs, i.e. Word, Excel, outlook.</li> </ul> |                                                                                                                                                                                                                                   |

## APPENDIX A

### 1. PATIENT/CLIENT CARE RESPONSIBILITIES

Using skills and knowledge gained after appropriate training, assessment and experience, and abiding by company policies, working instructions and service level agreements, carry out the following:

#### A. Health Surveillance Programmes

- Help develop and participate in health surveillance programmes in line with company and client policies, procedures, and HSE regulations and guidance.
  - Spirometry
  - Audiometry
  - Skin Assessment
  - HAVS tier 2
- Report health surveillance findings to appropriate personnel, i.e. Clinical Lead/Occupational Physician.

#### B. Fitness for Work examinations and Screening programmes

- Assessing the health of employees either face to face or by telephone/video consultation as required.
- Undertake the following assessments in line with company and/or client policies:
  - Screening/Pre-employment Medicals
  - Fitness for Work/Sickness Absence Medicals
  - Disability assessments
  - Workstation assessments
  - Other assessments
- Help develop and participate in screening programs in line with company processes, policies and other related legislation and guidance for:
  - Periodic medicals e.g. drivers, FLT, work at heights, night workers, food handlers etc.
  - Corporate induction programs.
  - Drug and alcohol abuse testing.
  - Exposure to potentially toxic substances i.e. lead, mercury.
- Liaise with and/or report findings to the appropriate personnel, i.e. Clinical Lead.

#### C. Venepuncture

With appropriate training and experience undertake venepuncture as part of:

- Pre employment screening (i.e. for EPP workers)
- Appropriate vaccine programs
- Health screening e.g. Lipids and Blood glucose, LFTs
- Exposure to potentially toxic substances e.g. lead

D. Occupational immunisation programmes

With appropriate training and experience:

- Help with maintenance and promotion of agreed occupational and seasonal (for example, influenza) immunisation programmes to client organisations.
- Provide an ongoing immunisation programme for all personnel who are at risk of exposure to pathogens during the course of their work.
- Maintain highly developed skills of vaccine administration.
- To apply nursing process to the needs of each individual.

E. Management of Contaminated Sharps Injuries, Bodily Fluid Exposure and PEP

- Advise employees following contaminated sharps injury or bodily fluid exposure, undertaking a risk assessment and advising on the appropriate action in line with department protocols. To liaise with the OHP if PEP is required..
- Assess employees in a sensitive and reassuring manner following needlestick/contamination incidents, providing support during potentially emotionally distressing circumstances.
- Give ongoing support and information to clients throughout their follow up period.

F. Engaging with Others

- Meet with management, H&S, HR, Unions internal to client organisation is needed e.g. case conferences, meetings and site visits.
- External liaison with physiotherapists, GPs, Specialists, RNIB, Action on Hearing, Disability Officers, HSE and others is all expected.
- You are encouraged to visit Client premise and where appropriate work on site at client premises.

***In addition to the duties and responsibilities listed, the jobholder may be required to perform other duties assigned by the supervisor/manager from time to time.***

## **2. PROFESSIONAL RESPONSIBILITIES**

- Take personal responsibility for own professional development.
- Be familiar with all departmental processes, procedures, policies, and standards and to ensure correct implementation.
- Facilitate and update appropriate advice/information for clients.
- Attend appropriate mandatory and statutory training.
- Promote awareness of national and local health related campaigns and to promote health on an individual basis.
- Attend relevant meetings and participate in department working groups, as and when required.
- Actively participate in the orientation and dissemination of current clinical practice to new members of the nursing staff and others as required.
- Attend study days, courses and conferences as agreed by the department.
- Work closely with clinical and non-clinical colleagues, supporting and advising as required.

## **3. HEALTH AND SAFETY RISK & INFECTION PREVENTION & CONTROL**

- Report accidents involving staff and patients according to established procedures and in compliance with the Health & Safety at Work Act.
- Report immediately any incidents, accidents, complaints, or other occurrences involving patients, visitors or staff, resolve wherever possible, complete accurate statements and report to the appropriate manager as soon as possible.
- Report defects in equipment and the general fabric of the unit to the office manager.
- Take action to assess the management of risk to reduce where possible the impact on patients, visitors, staff and company property.
- Consistently observe Infection Prevention & Control policies, procedures, and best practice guidance in order to maintain high standards of Infection Prevention & Control.

## **4. DATA QUALITY**

Good quality data is a fundamental requirement for the effective treatment of patients. In addition, management information produced from patient data is essential for the efficient running of the organisation and to maximise utilisation of resources for the benefit of patients and staff.

Responsibility for good data quality lies with all who record patient information, whether clinical, technical or clerical.

All staff who record patient information, whether by electronic means or on paper, have a responsibility to ensure that the data is accurate, timely, and as complete as possible. Data must be processed and stored in accordance with relevant data protection legislation.