

<b>Job Title</b>	<b>Consultant Occupational Health Physician</b>
<b>Grade</b>	<b>Consultant</b>
<b>Responsible to</b>	<b>Chief People Officer</b>
<b>Accountable to</b>	<b>Chief People Officer</b>
<b>Professionally Accountable to</b>	<b>Chief Medical Officer</b>
<b>Base</b>	<b>Employee Health, St. Charles' Centre for Health &amp; Wellbeing</b>
<b>Hours of Work</b>	<b>Part Time 6 Programmed Activities</b>
<b>Post</b>	<b>Fixed Term 12 months</b>

### **Job Purpose**

The post holder will be instrumental in promoting the success of the Occupational Health Service ensuring that clients receive a quality service based on the principles of clinical governance. The primary outcome will be the highest standards of occupational health are achieved and the post holder will maximise the use of resources and exploit development opportunities to their fullest potential. In conjunction with the Specialist Occupational Health Nurses, the post holder will demonstrate specialist knowledge and expertise in Occupational Health as a clinician, educator, advisor and advocate. To empower staff within the field and act as a change agent and role model, to ensure good working relationships.

The underlying aim and value of this role is to provide integrated patient centred care of a high quality that promotes the optimum level of health and wellbeing for employees.

### **Key Result Areas:**

- To have made an effective contribution to reaching the Trust's vision, strategic objectives and key work programmes.
- Provide clinical leadership to the team
- Enhance and develop the Trust Occupational Health services
- Actively participate in the development of business plans, ensuring that the OH function is positive and influential in its contribution to strategic and operational business plan.
- Promote the highest clinical standards in the management of Occupational Health.
- Work in conjunction with the nursing lead to provide effective delivery and management of the service.
- Participate in the teaching and clinical supervision of the Occupational Health team
- Actively participate in both departmental and trust matters concerning clinical governance and audit.
- Participate in regular audit activities of clinical activity and effectiveness that aid improvement and extension to OH service.

## Overview of Responsibilities:

### Management and Leadership

- Provide clinical leadership to the OH team
- Articulate the Trust vision, mission and strategic goals with particular emphasis on Occupational Health (OH)
- Actively contribute to and influence the formulation of the Trusts occupational Health strategic and operational business plan.
- Work in conjunction with the Occupational Health Manager to analyse the needs of the Occupational Health business and assist with the design and development of a structure and infrastructure to support excellence in service delivery.
- Actively contribute to and influence the formulation of strategic management of staff health, safety and welfare issues to enable the provision of a safer, healthier environment for staff patients and visitors
- Contribute to the design and development of OH services ensuring that OH services and products are benchmarked and continuously improved to enhance their value to partners
- Champion staff health and well being

### Liaison and Communication

- Network with professional colleagues, professional bodies, partner organisations, other NHS organisations, GP's and the Department of Health relating to OH issues to ensure awareness of current initiatives and best practice is adopted by the service to reduce business risk and produce cost effective policies.
- Liaise closely with staff in other sections of the Trust and external organisations e.g.: Risk Support Services, Human Resources and Public Health (Health Development Agency), GP and specialists.
- Demonstrate a high degree of communication skills to work with all levels of clients using the service, potential new clients and other health professionals.

### Formulate and Communicate Policy Procedures and Practices

- Ensure that Health and Safety legislation is interpreted into clear, effective, cost effective policy
- Provide expert advice on the process and content of health surveillance
- Support management in fulfilling their statutory responsibilities in respect of Occupational Health and well-being
- Provide management with advice on rehabilitation issues and issues relating to the possible inclusion under the Equality Act 2010
- Develop clinical guidelines and frameworks for OH service delivery
- Ensure that OH service reach accreditation standards under SEQOHS
- Review Occupational Health intervention and outcomes

### Health and Safety

- Assist customers in identifying workplace hazards, which affect health.
- Provide expert advice on products, premises and processes, which may affect health at work.
- Assist customers in identifying areas for health improvement, to improve staff health, staff performance and patient care.
- Ensure accurate, appropriate and timely implementation of relevant legislation, national standards and directives – e.g. DoH, HSE, HSC, NHSE, COSHH

### Personal and Professional Accountability

- Ensure that all national professional requirements – training, confidentiality, conduct and ethics are adhered to.
- Ensure that professional and organisational accountability is met.
- Ensure adherence to all Trust policies and procedures
- Participate in departmental case review meetings, multidisciplinary clinical audit and CPD/CME sessions.

- Maintain professional knowledge and competence, by reading relevant publications, membership of professional organisations, research and development, and attending appropriate study days and courses.
- Ensure effective processes are in place to support managers on issues relating to the management of sickness absence, redeployment and rehabilitation to support the retention of staff.
- Contribute to increasing the effectiveness of customers by enhancing staff performance and morale through reducing risks at work, which lead to ill health, absence and accidents.
- Ensure that all Occupational Health advice to managers and staff is in line with the professional standards.
- Contribute to the development and training strategy of the service so that the service can meet the capability needs of the strategic and business plans.
- Participate in the teaching and professional supervision of the Occupational Health team.
- Participate in professional continuing medical education of self and other medical staff within the service.

### **Job Plan:**

The job plan covers 6 PAs.

Occupational Medicine 'direct clinical care' includes workplace assessments, supervision of health surveillance programmes, support and clearance for staff with BBV's, case conferences, preparation of reports and provision of policy advice to managers.

Supporting Programme Activities might include other administration, teaching of nursing staff and OH nursing advisors, other attendance at committees and meetings, other managerial activity, audit and Continuing Professional Development.

There are no current on-call commitments.

The job plan is subject to review once a year in line with service needs.

**The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the post holder.**

**Person Specification**  
**Job Title:** Consultant Occupational Health Physician

Factors	Criteria	Assessment Method
<b>Education/Qualification</b>		
Essential	<ul style="list-style-type: none"> <li>• Full GMC registration, with license to practice in the UK</li> <li>• Membership of the UK Faculty of Occupational Medicine (MFOM) OR (FFOM)</li> <li>• Certificate of Completion of Specialist Training (CCT) / Certificate of Eligibility for Specialist Registration (CESR) in Occupational Medicine</li> <li>• Applicants who are within 6 months of achieving CCT at the date, of interview are eligible to apply</li> </ul>	AF/IV
Desirable	<ul style="list-style-type: none"> <li>• Higher degree e.g. MSc, MD or PhD higher degree</li> <li>• MBA or other relevant diplomas</li> <li>• Membership of a relevant UK (or equivalent) Faculty or College such as Royal College of Physicians, Royal College of Psychiatrists, Royal College of General Practitioners or Faculty of Public Health</li> </ul>	AF/IV/C
<b>Experience</b>		
Essential	<ul style="list-style-type: none"> <li>• Experience in working with multi-disciplinary OH department</li> <li>• Experience and competence in the clinical aspects of Occupational Health Medicine having worked in a complex organization with the ability to develop new skills and train colleagues as appropriate</li> </ul>	AF/IV
<b>Skills &amp; Knowledge</b>		
Essential	<ul style="list-style-type: none"> <li>• Knowledge and application of up-to-date evidence-based practice</li> <li>• Ability to work unsupervised and make decisions</li> <li>• Excellent written and oral communication, &amp; listening skills</li> <li>• Ability to manage time effectively</li> <li>• Ability to work effectively a multi-disciplinary team</li> <li>• Competent information technology skills, ability and experience in the use of software packages such as Microsoft Office, electronic medical records and web-based search engines</li> </ul>	AF/IV
Desirable	<ul style="list-style-type: none"> <li>• NHS Occupational Health Experience</li> </ul>	AF/IV

	<ul style="list-style-type: none"> <li>• Appropriate subspecialty interest and knowledge.</li> <li>• Understanding of NHS policies, pathways, networks and process for escalating service user deemed to be at risk</li> </ul>	
<b>Key Attributes</b>		
Essential	<ul style="list-style-type: none"> <li>• Enthusiastic and ability to inspire enthusiasm in others</li> <li>• Innovative</li> <li>• Ability to travel to clients across Trust sites</li> <li>• Understanding of ethics as applied to society as well as General Medical and Occupational Medical Practice</li> <li>• Interested in new ways of doing things and prepared to look constructively at new ideas</li> <li>• Prepared to use initiative and to work flexibly under exceptional circumstances</li> <li>• Willing to show empathy to staff and clients who are having problems</li> <li>• Show respect to colleagues, staff and clients</li> <li>• Committed to providing a first-class service</li> <li>• Good attendance record</li> <li>• High quality work</li> </ul>	AF/IV
<p style="text-align: center;"><b>Assessment will take place with reference to the following</b>  <b>AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate</b></p>		