

**NHS**

University Hospitals Birmingham  
NHS Foundation Trust

# Join us at UHB



Building healthier lives

# Welcome from our CEO

Professor David Rosser



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

**Kind:** the kindness that people show to each other every day

**Connected:** the connections we build with everyone around us

**Bold:** the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A stylized, handwritten signature in black ink, appearing to be 'D. Rosser', written over a light blue horizontal line.

Professor David Rosser,  
Chief Executive Officer

## JOB DESCRIPTION

<b>Job Title</b>	<b>Consultant Occupational Physician - Head of Occupational Health</b>
<b>Pay Band</b>	<b>Consultant</b>
<b>Department</b>	<b>Occupational Health Services</b>
<b>Division</b>	<b>Workforce</b>
<b>Reports to</b>	<b>Associate of People Programmes</b>
<b>Professionally Responsible to</b>	<b>Associate Medical Director</b>

### JOB SUMMARY

The Head of Occupational Health (OH) will provide clinical leadership and expertise as well as leading a multi-disciplinary OH team in developing and shaping the future of Occupational Health Services, to ensure better outcomes for our people.

Growing Occupational Health and Wellbeing is a key strategic priority and the post holder will take a lead role in pro-actively driving forward the health, safety and wellbeing agenda utilising their expert insights on health at work, that will assure a fit-for-now and fit-for-future modernised OH service, which improves the overall staff experience and improves productivity and patient care.

In conjunction with the triumvirate (clinical, operational and nursing leads) and with input from the Trust clinical leadership teams, the post holder will lead the development of a Trust-wide long-term occupational health strategy which ensures that staff are provided with a physically and psychologically safe work environment, and align with the Trust's overall strategy and plans.

The post holder will focus on multi-disciplinary partnership working; and lead on aspects of service development, provision, and be a role model ensuring that the clinical care delivered is of the highest quality and standardised in accordance with national guidance, policy and service frameworks.

The Head of OH is responsible for delivering the Trust's Strategy, within their area of responsibility, incorporating the following:

- Leading the planning and managing of the OHS to ensure the best possible use of resources.
- Leading the development of a sustainable safe workforce that is fit for the future within OHS;
- Ensuring services are delivered in a culture where patient safety, high clinical quality, service improvement and financial accountability are paramount.
- Demonstrate compassionate and inclusive leadership with credibility and authority and be revered for high standards of patient care.
- Be a strong advocate for excellent patient care ensuring this is fundamental to all clinical decision making.
- Be accountable for budget and financial targets within the area of responsibility and lead on the delivery of quality and efficiency initiatives.
- Positively seek improvements to practice and constructively challenge poor practice or behaviour.
- Champion the sharing of good practice and innovation in OHS
- Provide assurance that investigations into patient care / complaints lead to systematic changes when required, and that any changes in practice are actively monitored and sustained.
- Ensure own practice and that of others upholds the GMC Codes of professional

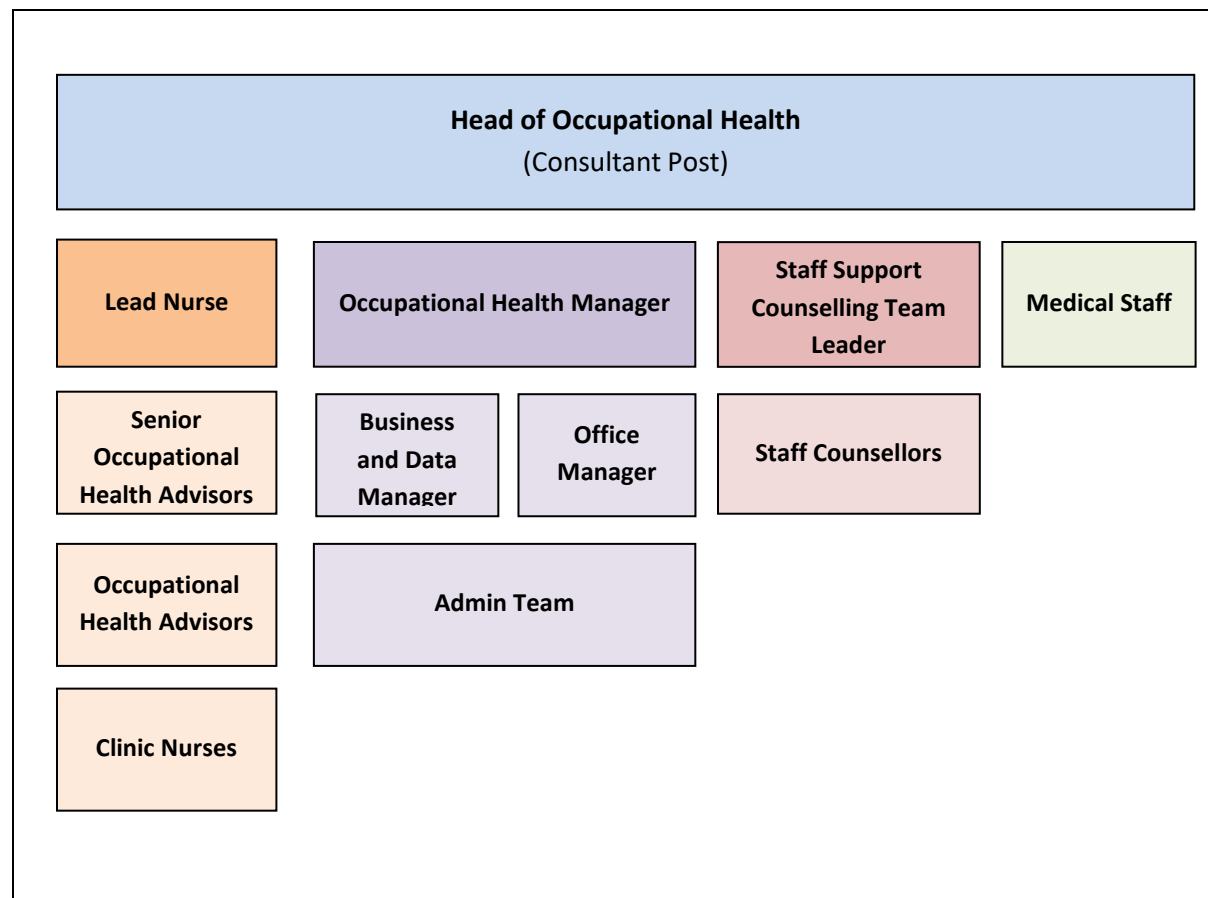


conduct

The post holder will be a confident clinical leader who will oversee the Occupational Health Service. Working with multi-disciplinary teams the post holder will provide consistent and credible leadership, motivating others to achieve high standards in health and care. As an agent of change they will lead on prevention initiatives, quality and patient experience change programmes working collaboratively with both internal and external stakeholders.

The post holder will be required to provide OH services at any or all of the hospital sites. Each site has clinical rooms available for consultation as well as nursing and administrative support.

### TEAM/DEPARTMENT STRUCTURE CHART



### KEY SKILLS

#### Interpersonal and Communication Skills

- The post holder must be able to negotiate effectively with a range of different stakeholders and must be able to express ideas and requirements concisely and authoritatively.
- Deliver presentations to colleagues, nurses, trainees, departmental and regional meetings as required
- Develop and maintain effective networks in the region to enable best practice to be identified and implemented by the Trust.
- Effectively chair meetings with internal and external parties as required.

- The post holder must have well-developed listening and communication skills and be able to deal effectively with a wide range of clinicians, managers and professionals both within and outside the Trust.
- Well-developed presentational skills, good report writing skills and effective use of presentation aids.
- Working flexibly and cohesively with colleagues and other staff members to a common goal in line with Trust priorities.
- Maintenance of a positive working environment.
- Contribute policies and procedures based on staff health such as control of infection, HR, Health and Safety etc.

### **Planning and organising**

- Development and application of agreed clinical guidelines, PGDs etc.
- Work closely with the Head of Service to ensure effective interaction across the division and trust.
- Identification and prioritisation of a range of projects that support the division's aims and objectives.
- Support the development of a culture of continuous improvement.
- Effectively plan, communicate and execute changes ensuring engagement and involvement.

### **Analysis and data management**

- Development of methods to collect, collate and evaluate quantitative and qualitative data relevant to service delivery.
- Analyse, interpret and present the results to a wide range of managers and clinicians.
- Contribute to SEQOHS data and reaccreditation processes.
- Keep up to date with developments in and the technical requirements of the division.
- Ensure that record keeping meets the requirements of all information governance and professional standards.
- Provide accurate analysis and interpretation of clinical documents, national government policy guidance, and other sources of information in the development of the division's aims and objectives.

### **Equality and Diversity**

- Support the assessment of the impact of clinical plans on the equality and diversity policy, ensuring that such plans support the achievement of the Trusts aims in this respect and that any negative impacts are avoided.
- Ensure the implementation of equality and diversity policy in relation to management and development of staff in the division.
- Actively promote the equality and diversity policies of the Trust.

### **KEY RESPONSIBILITIES**

- Provide specialist Occupational Medicine advice to the clients and customers of the Occupational Health Service.
- Provide specialist support to the occupational nursing team.
- Contribute to the full range of occupational health activities.
- Provide treatment following occupational exposure to infection
- Contribute effectively to meetings where required including
  - a. Departmental Clinical team meeting – monthly



- b. Occupational Health Physicians MDT - weekly
- c. Occupational Health Management meeting – monthly
- d. Genetic Modification Meeting – ad hoc
- e. Finance Meeting – monthly
- f. HR case management meeting – monthly
- g. Workforce meeting - monthly
- h. Regional Network Meeting – monthly
- i. Trust Health and Safety Meeting – quarterly
- j. Specialist Training Committee – 6 monthly

### **BUDGETARY AND RESOURCE MANAGEMENT**

- Budget holder for OH Service
- In support of the Associate Director of People Programmes ensure that OH delivers a robust financial performance in line with the Trust's agreed financial plan and to actively explore and implement opportunities for ongoing cost improvement.
- To agree and adhere to assigned speciality budgets alongside management colleagues and in conjunction with the Finance Manager
- Ensure decisions within the financial remit of this role and any delegated budgets adhere to Trust Standing Financial Instructions and Standing Orders

### **MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES**

#### **Human Resources**

- Line manage the senior Occupational Health Team
- Develop and maintain a positive, focused and patient led team culture.
- Manage the performance of staff where required, through coaching and mentoring to enhance their potential and take action to improve poor performance when necessary.
- Undertake individual annual appraisals against agreed objectives.
- Review job description on a regular basis to reflect changes to roles.
- Ensure up-to-date training, needs analysis and workforce development plans are developed and delivered.
- Ensure that all staff effectively managed in line with the Trusts' HR policies and practices and employment legislation.
- Comply with requirements for mandatory training

#### **Leadership & Governance**

- Continuously improve the quality and efficiency of personal and team practice.
- Participate in clinical governance
- Provide clinical leadership in agreed areas of service delivery.
- Ensure that the department meets all necessary legal and clinical requirements in relation to providing a clinical occupational health service.
- Ensure service delivery by the department is within the resources available.
- Ensure that they and their team meet the required activity targets of the Trust.
- Demonstrate excellence in patient quality care.
- Provide cover for OH colleagues as required.
- Promptly record safety incidents including patient safety incidents.
- Ensure Duty of Candour requirements are met.

### **RESEARCH AND DEVELOPMENT**



### **Quality Improvement, teaching and research**

- Develop and supervise quality improvement projects.
- Ensure compliance against relevant national specifications e.g. NICE guidelines.
- Participating in national research studies.
- Identifying and/or recruiting patients for studies run by colleagues.
- Undertaking research procedures in studies run by yourself or colleagues.
- Undertaking clinical or admin work for colleagues to allow research activity.
- Submitting audit data that can be used in research studies.
- Provide teaching and training to departmental staff including specialty trainees, foundation doctors and OH nurses, including the role of Educational and Clinical Supervisor for speciality trainees.
- Participate in undergraduate training

### **EFFORT -**

#### **Physical Skills / Effort**

- Computer literate with standard IT / keyboard skills. Ability to travel regularly between all Trust sites / premises associated with the Trust and across the UK to attend meetings associated with the role as a Trust representative.
- Light physical effort requires moving small items within office surrounding i.e.: stationary items.

#### **Mental Effort**

- There is a frequent requirement for concentration where the work pattern is unpredictable and subject to frequent interruptions for urgent reasons.
- There is a requirement for the post holder to analyse complex data for long periods of time and produce reports / recommendations from the analysis.
- There is a requirement to interpret and translate national policy / directive into local action, policy and procedure at Trust level.
- There is a requirement for autonomous decision making sometimes this may be urgent and in the absence of detailed information.

#### **Emotional Effort**

- The post holder will be exposed to complex and emotive situations
- The job role involves proactively managing complex situations through the employment of strong inter personal skill to engage , influence and lead a diverse range of stakeholders through transformational change.
- There is a requirement to reconcile inter and intra professional differences of opinion and judgments on complex clinical and professional issues.
- The post holder will be required to impart unwelcome news to stakeholders which may influence strategic decisions in relation to temporary staffing use /demand and expenditure.
- The post holder will deal with challenging concerns or issues raised by staff / colleagues and employees in relation to their terms and conditions, conduct or capability; this includes disciplinary matters/ hearings which involve the dismissal of staff.

### **TRUST VISION & VALUES**



The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

**Kind:** The kindness that people show to each other every day

**Connected:** The connections we build with everyone around us

**Bold:** The ability to be bold in how we think, speak and act

#### ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated: .....

### CONSULTANT PERSON SPECIFICATION

<b>JOB TITLE: Consultant in Occupational Health</b>	
<b>TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• Entry on GMC Specialist Register; eligible for entry on Register or within six months of receipt of Certificate of Completion of Training (CCT) at time of interview</li> <li>• Have attained the MFOM</li> <li>• Evidence of Continuing Professional Development including CME</li> <li>• Non UK trained doctors must be on the GMC Specialist Register in Occupational Medicine by the date of interview</li> </ul>	<ul style="list-style-type: none"> <li>• FFOM</li> </ul>
<b>CLINICAL EXPERIENCE &amp; KNOWLEDGE</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• Comprehensive experience in Occupational Medicine</li> <li>• Outstanding clinical skills, with a track record of making decisions in complex occupational health cases.</li> <li>• An understanding of the requirements of Clinical Governance and Quality Improvement</li> </ul>	<ul style="list-style-type: none"> <li>• In depth experience of general medicine, infection control and mental health</li> </ul>





<b>MANAGEMENT EXPERIENCE &amp; DECISION MAKING</b>	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Ability to manage and lead on occupational health clinical responsibilities.</li> <li>• Recent experience of clinical audit and policy writing</li> <li>• Ability and willingness to work within the Trust and NHS performance framework and targets</li> <li>• Knowledge of Complaints; ethical issues and Clinical Governance</li> <li>• Prompt &amp; timely responsiveness to Management agenda</li> <li>• Ability to synthesise and prioritise complex and conflicting information</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of innovation in the workplace</li> <li>• Lead a quality improvement project.</li> </ul>
<b>TEACHING &amp; RESEARCH EXPERIENCE</b>	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Understanding of the principles of teaching and active participation in training structures.</li> <li>• Ability to apply research outcomes to clinical problems</li> </ul>	<ul style="list-style-type: none"> <li>• Have completed train the trainer training</li> <li>• Registered with the GMC as an approved trainer</li> <li>• Evidence of original research</li> <li>• Experience of supervision of Specialist Trainees</li> <li>• Experience of teaching medical students</li> </ul>
<b>COMMUNICATION AND OTHER ATTRIBUTES</b>	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Ability to make decisions and give clear advice to individuals and managers</li> <li>• Ability to work effectively in a team &amp; with colleagues from a wide range of professional and organisational backgrounds</li> <li>• Excellent interpersonal and relationship building skills</li> <li>• Ability to communicate effectively with patients, OH staff, managers, GPs and specialists.</li> <li>• Ability to persuade and influence</li> <li>• Good presentational skills including complex clinical &amp; managerial information to a wide range of audiences</li> <li>• Ability to maintain composure and set high standards of behaviour when</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge of wider health debate &amp; NHS structures</li> <li>• Ability to modify behaviour to situation and audience</li> </ul>



<p>under pressure</p> <ul style="list-style-type: none"> <li>• Enquiring, critical approach to work</li> <li>• A corporate player who can work effectively with those who may express strong opposing views</li> <li>• Good IT skills</li> </ul>	
<b>TEAM WORKING, VALUES &amp; COMMITMENT</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p>Team-working and attitudinal approach that will fit the ethos and culture of the Department, Division and Trust.</p> <p>Examples are:</p> <ul style="list-style-type: none"> <li>• Constantly demonstrate supportive clinical leadership</li> <li>• Can work together cohesively with other team members towards a common goal, whilst creating and maintaining a positive working atmosphere, and supporting each other to combine individual strengths to enhance performance</li> <li>• A 'can do' approach to problem solving and be open to new ways of working to provide the highest possible standard of care to patients.</li> <li>• Ability to work to deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to get involved with the organisation and development of the speciality.</li> </ul>
<b>OTHER SPECIFIC REQUIREMENT</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• Occupational Health Clearance</li> <li>• Flexibility &amp; agreement to undertake routine work during premium time as necessary for service requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Valid UK driving license</li> </ul>