

INDEPENDENT OCCUPATIONAL HEALTH (IOH) LTD

Job Description

Job Title Occupational Health Physician (Part Time 3 days per week)

Reports to Deputy Medical Director

Accountable to Deputy Medical Director/Medical Director

Role Summary

- (i) To provide a comprehensive, high quality occupational health service to all clients of Independent Occupational Health Ltd.
- (ii) To assist in monitoring and evaluating the effectiveness of service delivery to customers
- (iii) To provide clinical advice to Occupational Health Advisers as appropriate.

Key Duties and Responsibilities

Clinical

1. Working in accordance with the GMC Code of Professional conduct and professional guidelines, assume accountability for own professional actions.
2. Support the development of a healthy and safe working environment through the provision of occupational health and safety advice guidance and information to IOH Ltd clients.
3. To participate in development of occupational health policies, practices and procedures that promote and maintain the physical, mental and social well-being of all workers.
4. To promote compliance with health and safety legislation
5. To provide a holistic, autonomous and clinical medical service including but not limited to:
 - a. Identifying the occupational health needs of jobs within IOH Ltd clients and provide appropriate advice and guidance.
 - b. To plan and implement all necessary health surveillance programmes to comply with statutory requirements
 - c. Pre-employment health screening
 - d. Sickness absence and rehabilitation assessments for individuals
 - e. Support managers in the management of sickness absence
 - f. Home visits when required.

- g. Identify the ill-health factors affecting regular attendance at work and to purpose action plans to the IOH Ltd client.
 - h. Recommend suitable alternate work in circumstances where a worker cannot perform their normal job, either temporarily or on a permanent basis.
 - i. Facilitate, determine, advise and assist with requests for retirement on grounds of Ill Health as appropriate.
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- 6. Communicate in a highly confidential, sensitive and tactful manner with and between employees and management, in relation to sensitive personal and work related issues.
 - 7. To maintain all relevant occupational health records in accordance with guidance from professional bodies.
 - 8. To liaise with and maintain relationships with external organizations, Occupational Health physicians, GP'S and other health professionals as required.
 - 9. To participate in in-house audit within department.
 - 10. To participate in in-house clinical governance and practitioner meetings.
 - 11. To provide a high standard of Professional conduct and medical care at all times in accordance with the GMC guidelines.
 - 12. Follow a program of continuous professional development so that the standard of professional expertise is sustained.

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The duties and responsibilities outlined in the job description are not meant to be definitive nor restrictive and may be modified to meet changing needs. It should be noted therefore, that duties, designation and location of the post may be subject to change in the future to meet the changing requirements of the service.