



**JOB DETAILS:**

Job Title	Occupational Health Nurse
Pay Band	Band 5
Hours of Work and Nature of Contract	37.5 Hrs Permanent
Division/Directorate	Workforce & Organisational Development
Department	Occupational Health (OH)
Base	Royal Glamorgan Hospital

**ORGANISATIONAL ARRANGEMENTS:**

Managerially Accountable to:	Occupational Health Senior Specialist Nurse
Reports to: Name Line Manager	Occupational Health Senior Specialist Nurse
Professionally Responsible to:	Specialist Lead Practitioner / Head of Service

Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

*We listen, learn and improve  
We treat everyone with respect  
We all work together as one team*

To find out more about our values, visit: [https://cwmtafmorgannwg.wales/we-are-cwm-  
taf-morgannwg/](https://cwmtafmorgannwg.wales/we-are-cwm-<br/>taf-morgannwg/)

**Job Summary/Job Purpose:**

The Occupational Health service works to ‘ promote good health, safety and welfare in work-collaboratively facilitating the right support, at the right time in the right way”

The main purpose of the role would be to:

- Administer safely work related vaccines and flu vaccines as per written instructions/Patient Group Directives (PGDs).
- Provide advice and where appropriate onward referral for staff who have sustained a needle stick/contamination incident. Advise the employee of follow-up as necessary and ensure compliance with the CTUMHB/ Cardiff and Vale UHB (CAVUHB) Needlestick policy. The post holder is guided by clearly defined protocols and legislation and contacts more senior colleagues for complex situations

The post holder is required to be accountable for their own actions, to use own initiative and act independently with discretion.

Their workload is managed rather than supervised and act independently whilst undertaking clinical duties.

They may be responsible for supervising OH nurse students.

**DUTIES/RESPONSIBILITIES:**

Identifies, plans and administers vaccination and immunisation schedules, relevant to an employee’s occupation, as per local guidelines and policy.

Plans own workload, immunisation and health promotion programmes under the supervision of the more senior qualified Occupational Health Adviser.

Works autonomously within established legislation and procedures i.e. Welsh Government, Department of Health and Social Care (DHSC), Health and Safety Legislation and the Professional Code of Conduct of the Nursing and Midwifery Council.

Refers to the occupational physician and senior occupational health nurses for advice on medical issues as and when needed.

Staff accident/incident monitoring-responsible for following up and offering treatment/support to staff who have reported accidents/incidents e.g. needle stick injuries, violence and aggression, slips, trips and falls.

With additional training to undertake skin assessments and where appropriate onward referral to specialists following OH standard operating procedures on skin surveillance.

Ensure the Integrated guidance on health care workers with blood borne viruses DHSC guidance is implemented, with particular emphasis on those who undertake exposure prone procedures, with guidance from the other OH nurses and/or physician.

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The post holder plays a role in supervising the maintenance and security of occupational health records both written and computerised (Cohort) and being fully aware of confidentiality and consent requirements as stated in recognised legislation. Maintenance of records and adherence to confidentiality and consent requirements will be in line with professional standards, General Data Protection Regulation (GDPR) and Data Protection legislation, the ICO employment practices code and other legislation as relevant.

Use their expertise, as per Government legislation, UHB policy and agreed Occupational Health procedures with regard to; implementing health and safety at work, e.g. by giving specific advice and taking appropriate action for the significant work-health related incidents i.e. needle stick injuries and skin problems.

Undertaking contact tracing for staff who have been exposed to infectious diseases, following guidance from a senior OH nurse.

Assist with health surveillance programmes, as required by government legislation and UHB policy.

Participate in the induction training of new employees.

Undertake workplace visits, for the purpose of risk assessments, health surveillance and regular audit.

Support current health initiatives regarding health promotion and awareness.

Support and advise employees on health-work-related issues, having regard for their physical, psychological and social well being, as may be required.

Ensure that the post holder and team members act at all times to provide a personalised service in accordance with the NMC Code of Professional Conduct

Works closely with other member of the multidisciplinary team attending and contributing to the regular multidisciplinary team meetings.

Vaccinations-responsible for carrying out work related vaccinations in accordance with departmental policy. The nurse will take full responsibility for prescribing and giving vaccinations, adhering to CTMUHB/CAVUHB protocols and ensuring they can manage an acute incident, e.g. faint/anaphylaxis. Ensuring vaccine cold chain is maintained

Advice on Occupational Hazards-the nurse will be expected to give advice on particular occupational hazards to individual, staff members and managers.

Management of Blood/Body Fluid Incidents-giving advice to employees who have experienced a contamination with blood and/or body fluids about the risks of contracting a blood borne virus. The nurse ensures that the incident is managed appropriately in accordance with current CTMUHB/CAVUHB policies

Health Promotion-promoting health within the UHB. Identify appropriate health promotion activities to address underlying causes of ill health. Raise awareness of work related and lifestyles health issues and to facilitate change, where this is appropriate. Advise all UHB staff of health promotion interventions in relation to health surveillance and vaccination to reduce the risk of infections in the workplace.

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Signpost staff who wish to make lifestyles changes such as smoking cessation, weight reduction or learning stress management techniques.

Assess, interpret and recommend courses of action for employees as a result of relevant blood results.

Ability to determine need to escalate cases to other senior OH advisers and other experts dependent on clinical need/risk, e.g. health surveillance, high risk needlestick, referral to TB specialists for latent TB

Refer clients onto other members of the OH team based on their history, presenting condition, observations and investigations

Ability to work on own initiative taking into account departmental policies, procedures and relevant legislation such as NMC, HSE

Ability to deal with confidential and sensitive information

Ability to seek further guidance as and when required from relevant evidence based sources/experts/more senior colleagues.

Responsible for planning own clinics

The post holder is responsible for planning and prioritising own caseload and workload

Able to work on own initiative and recognise issue that need to be escalated to their superiors

Support the implementation of any CTMUHB/CAVUHB Occupational Health strategies, policies, protocols and guidelines

Work within the occupational health multidisciplinary team.

Liaise with senior members of the occupational health team with regards to activity, to ensure appropriate client care is maintained.

Dealing with sensitive information relating to health issues, and deal with the information sensitively and empathetically, where barriers may exist for example employees who have been exposed to blood borne viruses and advice and support is required.

Provide information to employees on matters relating to vaccinations, health surveillance, contact tracing, infectious diseases screening, needlestick incident management and other matters relating to occupational health.

Use interpersonal skills to assist employees in distressing or difficult situations.

Establish and maintain good personal relationships with clients, occupational health team and other disciplines as applicable.

Signpost users to health literature, other internal and external support agencies.

Apply principles of confidentiality at all time, in accordance with Nursing and Midwifery Council and occupational health ethics.

Daily use of the computer data base to process key data and statistical information e.g. processing appointment type, capturing vaccination details and data input of clinical information such as microbiology laboratory reports.

IT skills include use of: word, spreadsheets, and OH Software.

Required to undertake venepuncture and administer injections.

Maybe required to move between sites within the CTMUHB and CAVUHB.

The post holder will manage resources in their own area of responsibility such as stock levels of clinical resources and influence effective and efficient purchase of equipment and medications e.g. MMR, Hep B

Supervises OH nurse students and work experience students

Participate in training with other team members to develop role

Contribute to the development, implementation and evaluation of policies and procedures to enable the development of the OH service.

Prepare and present information both simple and complex formally and informally, using software (Word, Outlook, Cohort) maintaining confidentiality with sensitive information

Responsible for maintaining records in conjunction with the Occupational Health Clerical staff.

Responsible for collating information and assisting with audit projects.

Demonstrate nursing based research/evidence based practice.

Auditing and monitoring current practice to promote quality evidence based practice.

With members of the OH team undertake audits and surveys as appropriate.

Maintain an awareness and willingness to participate in current research including knowledge of basic research methodologies.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and/or Knowledge</b>	<p>Registered Nurse</p> <p>Evidence of professional development and willingness to acquire qualification relevant to occupational health</p> <p>Knowledge of organisations Policies/procedures.</p> <p>Professional awareness and ongoing professional development</p> <p>Good knowledge base of clinical conditions</p>	<p>Health &amp; Safety (eg Nebosh or Iosh), Health Promotion, infection control qualifications</p> <p>Member of specialist interest groups and networks locally and nationally</p>	<p>Application Form</p> <p>Pre employment checks</p> <p>Interview</p> <p>References</p>
<b>Experience</b>	<p>Sufficient experience working within the NHS</p> <p>Experience of applying health &amp; wellbeing advice</p>	<p>Clinical audit experience.</p> <p>Experience of giving vaccinations as community or practice based nurse.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>Aptitude and Abilities</b>	<p>Expanded clinical nursing skills.</p> <p>Time management skills.</p> <p>Good written /communication skills.</p> <p>Good interpersonal skills</p> <p>Ability to work on own Initiative Effective organisational skills</p> <p>Ability to meet deadlines and work under pressure -resilient</p> <p>Good IT and keyboard skills</p> <p>Highly motivated</p> <p>Ability to prioritise workload</p>	<p>Ability to speak Welsh</p>	<p>Interview</p> <p>References</p>

	Ability to remain calm in stressful situations and to work under pressure  Ability to deal with verbal aggression and written aggression in a calm and professional manner		
<b>Values</b>	Committed to equal opportunities  Good team player		Application Form Interview References
<b>Other</b>	Must be prepared to travel between bases and to other sites in Wales or within the UK if required  Successful DBS Check		Application Form Interview References

### GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any

hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. \*Delete as appropriate.  
The post holder does not require a DBS Disclosure Check. \*Delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.

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- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Directorate Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Divisional Manager) \_\_\_\_\_ Date: \_\_\_\_\_

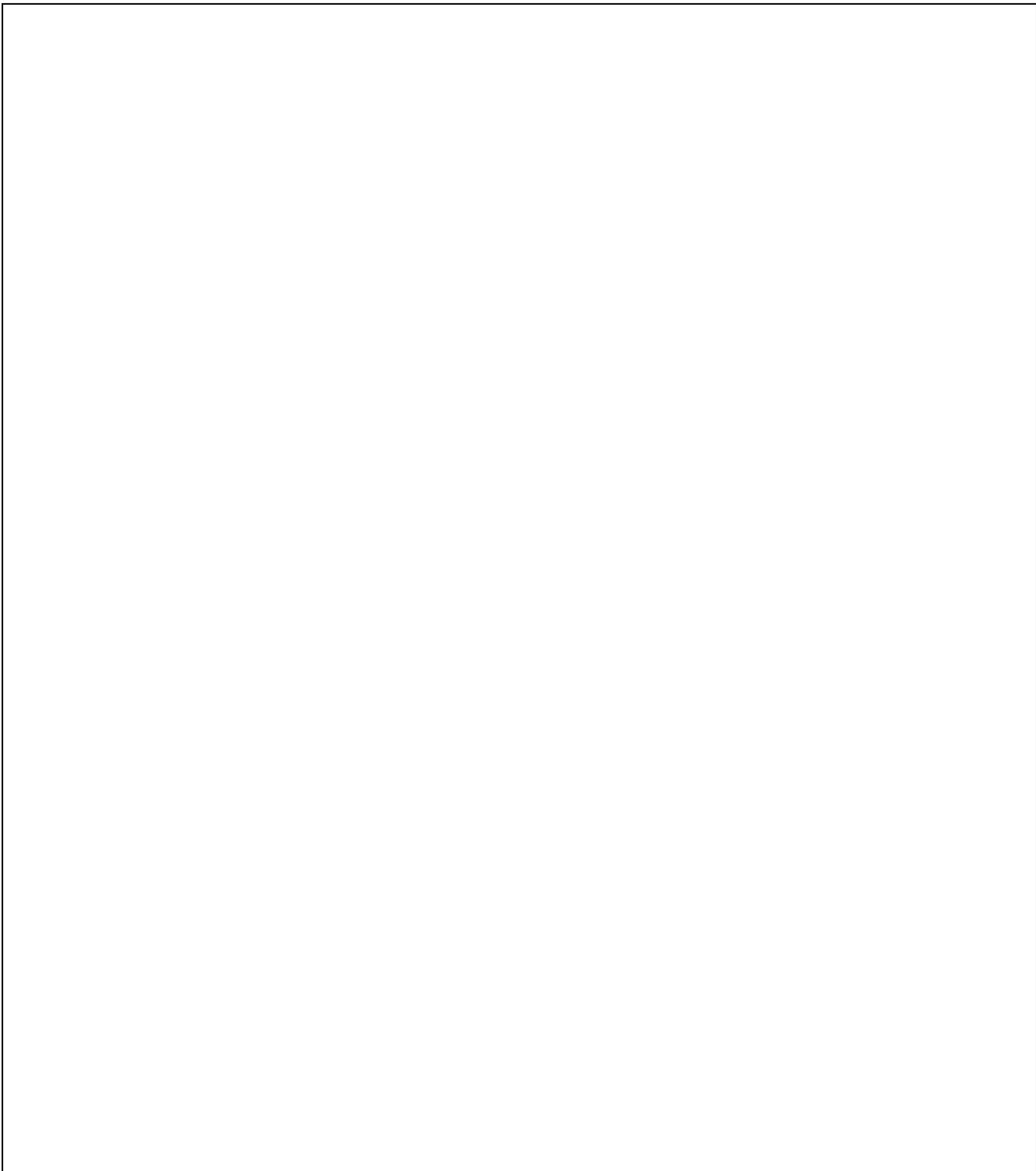
Date Job Description compiled: \_\_\_\_\_

Date for Review: \_\_\_\_\_

**APPENDIX 1**

**Job Title:** \_\_\_\_\_





Job Title: \_\_\_\_\_

**Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

**Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

‘Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included**’

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
<p><b>Light physical effort will be required, including a frequent requirement to work in a restricted sitting position. Ability to move between CTMUHB and CAVUHB sites. This is largely an office based post but requires the post holder to visit sites within the UHB to undertake vaccinations, venepunctures and health surveillance</b></p>	<p><b>Daily</b></p>	<p><b>Varies</b></p>	
<p><b>Will be required to travel between CTMUHB and CAVUHB localities where services are provided on a frequent basis.</b></p>	<p><b>Several times per week</b></p>	<p><b>Varies</b></p>	

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## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Will be expected to prioritise work and make judgements in relation to greatest risk to staff, e.g. post needlestick, contact tracing etc	Daily	Varies	
The post holder may be expected to undertake duties when there are competing demands and interruptions e.g. telephone calls and employee enquiries during the working day e.g. needle stick injury queries.	Couple of times per month on average	Varies	
Operate equipment / machinery for display screen equipment / computer data base, clinical equipment e.g. lung function / vision screening / audiometer / blood pressure monitor	Daily	Varies	

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## Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, ' processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Exposure to emotional circumstances whilst dealing with patients have been exposed as part of work to infectious diseases e.g (HIV, Hepatitis B or example).	Several times per Month on average	Varies	

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## Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable (**even with the strictest health and safety controls**), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - **\*Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Dealing with people with challenging behaviour regarding non-compliance of standard procedures.	Couple of times per week on average	Varies	
May occasionally suffer verbal abuse by telephone or in person when dealing with contentious issues.	Couple of times per week on average	Varies	
Contact with body fluid materials e.g. taking bloods and swabs, transporting samples for testing. Disposing of used needles in sharps box.	Daily	Varies	

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<b>Cleaning of equipment e.g. lung function equipment.</b> <b>Use of chemical to clean blood spillages.</b>	<b>Ad Hoc</b>	<b>Varies</b>	
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