



## Job Description

<b>Job Title:</b>	Lead Nurse ( Luton and Dunstable Hospital Site) / Senior Occupational Health Nurse Advisor
<b>Band:</b>	7
<b>Hours:</b>	Full
<b>Base:</b>	Luton and Dunstable Hospital and any other associated Trust establishments across the Bedfordshire Hospitals NHS Foundation Trust including outreach clinics and establishments used in the course of Trust business (if necessary for the role).
<b>Reporting to:</b>	Occupational Health Manager
<b>Terms and Conditions of Service:</b>	Currently those of Agenda For Change and other local agreements

## OUR VALUES:





## JOB SUMMARY:

To be site lead nurse for the Luton and Dunstable Hospital site in providing an impartial, confidential and expert Occupation Health Service to the staff and managers. To provide an expert and reliable Occupational Health Service to other paying private organisations, including other NHS employers, private companies/businesses. To assist the Occupational Health Manager through the provision of operational leadership and advancing clinical practice in line with DH guidelines and legislation.

## KEY RESPONSIBILITIES:

- To coordinate and supervise the daily clinics and provide professional leadership, advice, support and guidance to the Occupational Health Advisors. Act as a professional role model and provide strong, facilitative and effective clinical leadership.
- Managing own caseload of management referrals for the purpose of sickness absence management through assessment and planning of Occupational Health care of an individual. To advise on an individual's fitness to work, rehabilitation and phased return to work programmes, ensuring that appropriate information is provided regarding the Equality Act (EqA) including advice on reasonable adjustment to the workplace.
- To advise on the health of all grades of staff, in particular where there may be concerns about the impact on work on the employee's health, or their fitness to do the job. To advise management as and when appropriate. This may be pre-employment or during employment.
- To advise managers and staff on the implementation of Occupational Health and Health & Safety law, and other legislation, guidance and good practice.
- To maintain effective communication and working relationships with all staff, clients and managers.
- To initiate, implement and evaluate projects appropriate to the service within the sphere of control.
- To undertake environmental surveys and workplace assessments and give advice and compile reports accordingly.
- To undertake a 'needs analysis' then carry out and supervise junior staff in providing clinical OH services such as: immunisations/medications without prescriptions under Patient Group Directives; a limited treatment service; health surveillance programmes.
- To manage individual management referrals, liaising with managers, writing reports, and reviewing cases as needed. This may involve liaising with other agencies such as GPs or Specialists. Advising on rehabilitation back to work programmes.
- To provide expert professional advice and support, including rehabilitation, to help encourage and maintain a healthy workforce and aid the management of attendance at work.



- To offer confidential support and advice to staff and where applicable to refer onwards to other agencies, for example the independent counselling service or physiotherapy.
- To be actively involved in the Infection Control committee, attending meetings and advising accordingly.
- Manage Occupational Health services to private companies including: the initial meeting with key contacts; advising and agreeing on the companies needs with the key contacts; negotiating and agreeing service with the agreement of the Occupational Manager. Provide formal written reports and informal verbal advice as required.
- To teach/instruct, clinically supervise, mentor, develop and advise junior nurses within the Occupational Health Department to ensure they meet appropriate competencies.
- To supervise and mentor junior nurses within the Occupational Health Department undertaking the Specialist Occupational Health Degree.
- To manage, delegate and monitor work activities to junior nurses both for the Trust and external income generation clients.
- To research, develop and implement departmental procedures and protocols as appropriate.
- To be involved in developing appropriate organisation-wide policies/procedures.
- To take a lead role in the Occupational Health Departments provision of Post Exposure Prophylaxis in agreement with the Occupational Health Consultant.
- To sign time sheets for bank staff, invoices and both stock and non-stock requisitions in agreement with the Occupational Health Manager.
- To maintain an efficient and accurate system of confidential health records.
- To assist the OH service with compliance to Clinical Governance and to carry out audits, in liaison with the Occupational Health Manager and the Occupational Health Consultant.
- To organise and provide statutory and ad-hoc health and safety training/presentations, tailoring the programme to meet the needs of the target groups e.g. individual departments, income generation client etc.
- The post holder will be expected to attend relevant courses, conferences or other Occupational Health training opportunities after consultation with the Occupational Health Manager.
- To provide support and signposting to employees through potentially difficult or distressing situations.
- To work with the Occupational Health manager to review the department processes and protocols to support in the work towards SEQOHS accreditation.
- To take a senior role in the development and provision of a high profile and proactive Occupational Health Service that is working towards SEQOHS accreditation.
- Any duties reasonably identified by the Occupational Health Manager following discussion with the post holder.



### **Managerial Responsibilities**

- Assist in the development of the department's business plans and strategy. Undertake defined projects as agreed with the Occupational Health Manager to support the delivery of high quality clinically effective care.
- To assist the Occupational Health Manager to monitor, review and develop Occupational Health policies and procedures to ensure they meet legislation and DH recommendations and reflect standards of best practice.
- To support the Occupational Health Manager and deputise as necessary.
- Develop good working relationships and maintain effective communications with client's managers and other professionals both within the Trust.
- Responsible for equipment and its maintenance, resources and staff cover, clinical and administratively.
- Provide Occupational Health nursing team with appropriate regular appraisals, ensuring training and development needs are identified and met.

### **General Responsibilities**

- To maintain working knowledge of Trust policies and procedures and adopt these accordingly.
- To maintain a flexible approach to the role according to professional and service needs.
- To work in accordance with the Trust's Health and Safety Policies.
- To undertake any other duties commensurate with the level of the post.
- Promote equality of opportunity and provide an environment in which the dignity of individuals is respected and free from workplace harassment and bullying.
- Information being handled by employees of the Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Trust's disciplinary procedure including possible dismissal.
- Please note that this job description serves to provide an illustrative example of the duties and responsibilities that the post holder may be expected to undertake during the course of their normal duties. It is not an exhaustive list. The post holder will therefore be required to undertake other responsibilities and duties that are considered to be commensurate with the band.

## **GENERAL:**

To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.



This job description reflects the present requirements and objectives of the post. As the duties of the post change and develop, the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

You are required to disclose any additional work you undertake or are planning to undertake for another employer.

## PROBATIONARY PERIOD:

This post is subject to the successful completion of a probationary period of 6 months within which the notice period for both you and Bedford Hospital is four weeks.

## STANDARDS:

Staff are responsible for complying with the relevant standards set by their Line Manager. A breach of such standards may lead to disciplinary action. It would be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.

## SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.

## INFORMATION GOVERNANCE:

(This includes Patient Confidentiality, IT Security, Data Protection and Freedom of Information)

You are required to respect the confidentiality of all patients, carers and staff, by not sharing any information (including data) obtained during the course of your duties. You have an obligation to report any non-compliance through the Trusts Incident Reporting process.

All staff must comply with the legal obligations and statutory requirements of the General Data Protection Act 2018, the Trusts IT Security and Information Governance Policies, Codes of Conduct and Best Practice Guidelines which are available on the staff Intranet site.

## PRIVACY STATEMENT:

The Trust is committed to protecting the privacy and security of your personal information. Information about you will be kept by the Trust for purposes relating to your employment. In accordance with the Trust's Privacy Notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal and special category data. The Trust will comply with its obligations under the General Data Protection Regulations and all other data



protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records; which may, where necessary include special category data relating to your health, identity, data held for equality monitoring purposes, criminal offence data and data regarding DBS checks. The Trust requires such data for personnel administration and management purposes for the performance of your contract of employment and to comply with its legal obligations. The majority of information that you provide us with is mandatory to enable us to perform the contract of employment; where information is requested from you on voluntary basis, you will be advised of this and will be properly advised of your rights in respect of consent and the withdrawal of that consent.

The Trust will take all reasonable steps to ensure that the personal information held about you is complete, accurate, up-to-date and not held for longer than necessary for the purposes for which it was collected. However, you are responsible for informing us promptly of any changes to your personal information either in writing or by updating your information on MyESR.

The Trust's Privacy Notice sets out the legal basis for processing your personal data and your rights to access this data are prescribed by law.

The Trust requires you to familiarise yourself with the Trust's Information Governance (data protection) Policy which set out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's Data Protection Policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its Data Protection Policy by you to be a disciplinary matter which may lead to disciplinary action, up to and including dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's Policies and Procedures. If you have any queries about your responsibilities in respect of data protection, you should contact the Trust's Data Protection Officer.

A copy of the full Privacy Notice for Employees can be downloaded from the Trust's Intranet.

## PROMOTING EQUALITY:

The Trust is committed to promoting an environment that values diversity. All staff are responsible for ensuring that all patients and their carers are treated equally and fairly and not discriminated against on the grounds of race, sex, disability, religion, age, sexual orientation or any other unjustifiable reason in the application of this policy and recognising the need to work in partnership with and seek guidance from other agencies and services to ensure that special needs are met.

## INFECTION CONTROL:

You are required to comply with the Trust's strategy regarding infection control and be aware of, and comply with, all Trust infection and prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. Effective prevention and control of healthcare associated infections has to be embedded into every day practice and applied consistently by everyone. Failure to do so may result in disciplinary actions.



## SMOKE FREE:

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

## DISCLOSURE REQUIREMENTS:

A risk assessment has indicated that a DBS disclosure is both proportionate and relevant to this position. Any person who is conditionally offered this post will be required to undertake a DBS check in this respect.

The Trust guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

The Trust ensures that an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position sought could lead to a withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position or circumstances and background of your offence. Please be aware that the Trust has a Policy containing a more detailed Code of Practice that meets the standards specified by the Disclosure and Barring Service relating to the fair use of criminal record information and the appointment of persons having a criminal record.

**Note:** Failure by an applicant to provide accurate and truthful information is considered to be a serious matter. Where it is found that a person has recklessly provided inaccurate information or withheld information relevant to their position, this may disqualify them from appointment. It may also result in dismissal or disciplinary action and referral to the appropriate professional registration body.

If you would like to discuss what effect any criminal record or fitness to practise proceeding might have on your application, you may telephone the Recruitment Manager at the Trust, in confidence, for advice.

## ASSISTANCE WITH TRUST PROCESSES:

Any member of staff who is a manager at band 7 and above may be asked to take part in disciplinary and appeals processes in line with the Trust's policy. Appropriate training and support will be provided by the Employee Relations Team.