

Dear Manager,

Role/Post Title: Resuscitation Officer	Recruiting Manager: Charles Hammond
Ward/Department: Resuscitation Service	Line Manager: Charles Hammond
Directorate/Site: PACCS / All sites	Shift Pattern: days/ nights and unsocial hours: Days

Please complete ALL sections of the *Functional Requirement Form* (FRF) in order to:

- Demonstrate the functional requirements you seek from applicants for your role
- Enable the prospective applicant to self assess his/her ability to meet the functional requirements of the role
- Identify reasonable adjustments which could be necessary for the applicant to fully undertake the tasks of the role
- Identify components of the role that may have a negative impact on the applicant's health, so that you or the Trust can take preventative measures
- Help the Trust comply with the Equality Act (2010) in providing reasonable adjustments for those who need them.

The FRF should be completed/reviewed for each recruitment episode. **Failure to do so may result in unnecessary delays.** The completed form should be submitted to the Recruitment Employee Services Area (RESA) team as part of the required documentation for the recruitment episode. If you require any assistance regarding completion of the FRF, please contact the Occupational Health Service via e-mail: OHAdministrator@gstt.nhs.uk.

PLEASE TICK CATEGORY/CATEGORIES THE ROLE INVOLVES

☐ **Role includes exposure prone procedures (EPP)/ Renal Dialysis (RD)**

EPP: invasive procedures where there is a risk that injury to the worker may result in exposure of the patient's open tissues to the blood of the worker. These include procedures where the worker's gloved hands may be in contact with sharp instruments, needle tips or sharp tissues (e.g. spicules of bone or teeth) inside a patient's open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.

Taking blood (venepuncture), setting up and maintaining IV lines, incision of external abscesses and simple endoscopic procedures are not considered EPP activities.

RD: undertaking haemodialysis or haemofiltration i.e. dialysis unit/ICU including renal nurses.

☒ **Role is patient facing and/or handling clinical specimens (NON EPP/RD)**

Patient facing: clinical roles (doctors, nurses, allied health), porters, cleaning staff, catering etc. Any role with direct contact with patients.

Handling clinical specimens: roles which involve the taking, transporting and testing of clinical specimens.

☐ **Role is NON patient facing and does not involve handling clinical specimens:** office based staff including offices within clinical areas.

☐ **Role includes food handling:** only those involved in producing, preparing and handling food.

☐ **Role includes rotation:** only those in a clinical role which involves rotating to clinical areas identified due to the increased risk of exposure to tuberculosis (TB) – Emergency Department, Acute Medicine, Critical Care, Infectious Diseases, Respiratory Medicine, TB/Chest Clinic, Theatres, Medical Admissions Ward, Microbiology and Mortuary.

*Re: Work in confined space (B20 on FRF below). It can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen). Some confined spaces are fairly easy to identify, e.g. enclosures with limited openings, enclosed drains and sewers. Others may be less obvious e.g. ductwork and unventilated or poorly ventilated rooms. Further guidance is available at:

<http://www.hse.gov.uk/pubns/indg258.pdf>

FUNCTIONAL REQUIREMENT FORM (FRF) - PLEASE COMPLETE BELOW				
A. Essential Occupational health Clearance for Role			YES	NO
Role includes Exposure Prone Procedures (EPP)/Renal Dialysis (RD)				<input checked="" type="checkbox"/>
Role is patient facing and/or handling clinical specimens			<input checked="" type="checkbox"/>	
Role includes food handling				<input checked="" type="checkbox"/>
B. Physical Demands of the Role	Never	Occasional 0-33% work time	Frequent 33-66% work time	Constant 67-100% work time
1. Sitting		<input checked="" type="checkbox"/>		
2. Standing			<input checked="" type="checkbox"/>	
3. Walking			<input checked="" type="checkbox"/>	
4. Lifting and handling patients		<input checked="" type="checkbox"/>		
5. Lifting and handling objects e.g. boxes			<input checked="" type="checkbox"/>	
6. Pushing/pulling e.g. trolleys			<input checked="" type="checkbox"/>	
7. Bending/squatting/crouching/kneeling/crawling			<input checked="" type="checkbox"/>	
8. Climb/descend stairs		<input checked="" type="checkbox"/>		
9. Climbing ladders/work at height		<input checked="" type="checkbox"/>		
10. Using hands above shoulder height		<input checked="" type="checkbox"/>		
11. Twisting/spinal rotation		<input checked="" type="checkbox"/>		
12. Sedentary/ immobile posture	<input checked="" type="checkbox"/>			
13. Reaching forward		<input checked="" type="checkbox"/>		
14. Simple grasping/fine manipulation/ manual dexterity			<input checked="" type="checkbox"/>	
15. Applying hand grip force		<input checked="" type="checkbox"/>		
16. Typing		<input checked="" type="checkbox"/>		
17. Writing		<input checked="" type="checkbox"/>		
18. Operating foot controls	<input checked="" type="checkbox"/>			
19. Repetitive movement		<input checked="" type="checkbox"/>		
20. Working in confined space*		<input checked="" type="checkbox"/>		
21. Working within a team			<input checked="" type="checkbox"/>	
22. Requirement to wear personal protective equipment e.g. gloves, mask, eye protection, gowns			<input checked="" type="checkbox"/>	
C. Psychological Demands of the Role				
1. Repetitive/complex tasks requiring attention to detail				<input checked="" type="checkbox"/>
2. Ability to concentrate/good memory				<input checked="" type="checkbox"/>
3. Communication demands (phone/e-mail/face to face)				<input checked="" type="checkbox"/>
4. Night worker	<input checked="" type="checkbox"/>			
5. Rotational shift work	<input checked="" type="checkbox"/>			
6. Required to deal with distressing/ challenging situations			<input checked="" type="checkbox"/>	
7. Requirement to deal with anxious/aggressive people			<input checked="" type="checkbox"/>	
8. Requirement to work to deadlines			<input checked="" type="checkbox"/>	
9. Requirement to supervise others		<input checked="" type="checkbox"/>		
10. Lone working	<input checked="" type="checkbox"/>			
D. Sensory Demands of the Role			YES	NO
1. Good vision essential (with or without glasses)			<input checked="" type="checkbox"/>	
2. Good colour vision essential				<input checked="" type="checkbox"/>
3. Good hearing essential (with or without hearing aid(s))			<input checked="" type="checkbox"/>	
E. Additional Occupational Health Screening for Role			YES	NO
1. Exposure to chemical hazards e.g. skin and respiratory irritants (please specify)				<input checked="" type="checkbox"/>
2. Exposure to physical hazards e.g. vibration, extremes of hot/cold temperature, extreme noise (please specify)				<input checked="" type="checkbox"/>
3. Exposure to biological hazards e.g. viruses, bacteria, medical waste, animal handling (please specify) Medical waste, HCID environments			<input checked="" type="checkbox"/>	
4. Classified worker under the Ionising Radiation Regulations				<input checked="" type="checkbox"/>
F. Undertaking Aerosol generating procedures (AGP) list here and requiring the use of FFP3 mask			<input checked="" type="checkbox"/>	