

Job Characteristics Form

Main job characteristics for the post of Healthcare Assistants

Post title HCA, Phlebotomists, Support Worker, Rehab Assistants

The manager is required to identify the main job characteristics by ticking the relevant feature in the table below. This should be attached to the job description during the application process.

The post may include the following but is not exhaustive; please add any that are not listed and might be subject to change as required by the Trust.

Job features	Tick	Job features	Tick	Job features	Tick
Exposure prone procedures *	✓	Hazardous substances	✓	Extreme temperature (hot or cold environment)	
Patient contact	✓	Managing people		Working with hard wood dust	
Exposure to body fluids	✓	Ionising radiation		Latex allergy	✓
Food handling		Driving as part of the job	✓		
Night work or unsocial hours		Waste handling			
Lone working	✓	Manual handling	✓		
Working with children/vulnerable adults	✓	Specialist equipment, for example power hammers			
Working at heights for example using ladders		Overseas travel for work purposes			
Working with animals		Working in confined spaces			

***Exposure prone procedure (EPP)**

“Exposure prone procedures (EPP) are those where there is a risk that injury to the worker may result in the 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 and sharp tissues (e.g. spicules of bone or teeth) inside the patients open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times”. *Department of Health 1998, General Principles of BBV Infection Control and Exposure Prone Procedures*.

EPP Workers are required to be seen in Occupational Health **before** commencing EP Procedures. Only when clearance is given by OH will the worker be allowed to commence EPP

Staff categorised as EPP workers

- *All surgeons*
- *All theatre nurses*
- *All ODA/ODP's*
- *All dentists, dental hygienists and dental nurses*
- *All renal dialysis nurses and Drs*
- *All midwives, obstetricians and gynaecologists*