

JOB DESCRIPTION

BAND 5 REGISTERED NURSE – 30 hours per week

OCCUPATIONAL HEALTH DEPARTMENT

Job statement

As a registered nurse the post-holder will be required to undertake a wide range of work-related health assessments and procedures for employees of Hull University Teaching Hospitals NHS Trust and the department's external clients. Depending upon the needs of the service the post-holder will be required to work at either the Castle Hill or Hull Royal Infirmary Occupational Health Departments.

Responsibilities

- To carry out work in a clinic setting
- To provide face to face and telephone advice to employees and managers on general work related issues
- To undertake pre-recruitment screening of staff
- To undertake immunisation of staff in relation to work-related risks and in accordance with departmental Written Instructions.
- To provide advice to staff in relation to infectious/communicable diseases and employment
- To undertake the initial assessment and management of needlestick/sharps injuries sustained by staff and discuss with senior nursing colleagues when appropriate and in line with department protocols
- To participate in undertaking health surveillance programmes.
- To provide initial support to staff who present at the department when experiencing psychological difficulties and refer on to the senior nurses or for specialist support if necessary, for example, counsellor, GP.
- To order and maintain stocks of clinical items and ensure vaccines are kept safely in accordance with departmental protocols
- To ensure equipment is calibrated, maintained and in working order

Knowledge and Skills

- Utilises professional knowledge and skills to assess, plan, evaluate care packages for individual employees
- Maintains up to date knowledge and utilises opportunities for continuing development.
- Has experience of undertaking health promotion activities

Physical skills

- Must be able to work on own when carrying out work for external clients
- With training be competent to undertake a range of investigations and clinical procedures including: -
 - venepuncture
 - audiometry
 - administration of vaccines
 - vision testing
 - lung function tests
 - ECG

Communication and relationship skills

- To ensure effective communication skills are utilised to enable communication at an appropriate level with a wide range of people.
- To ensure effective communication is maintained with colleagues in the Occupational Health Department
- To ensure written information relating to individual employees is treated confidentially and produced and maintained in line with legislation and professional guidance

Responsibilities for policy and service development

- To contribute to the development of departmental policies, procedures and guidelines
- To participate in audits relating to the quality of service provided
- Responsible for adhering to the NMC Professional Code of Conduct

Responsibilities for Financial and Physical Resources

- Responsible for ensuring that appropriate supplies are available to support the clinical work that is undertaken by the nursing/medical staff
- Responsible for ensuring that the equipment that is used is regularly calibrated, maintained and in working order
- Responsible for reporting any faults identified with equipment

Responsibilities for information resources

- To keep accurate contemporaneous paper or electronic Occupational Health records in line with professional guidelines and trust policy
- Record personally generated information
- To be aware of the legal status of Occupational Health records as required by specific Health and Safety legislation.

Responsibilities for research and development

- To participate in audits and any research based studies to evaluate the effectiveness of interventions

Freedom to Act

- The post holder is required to work closely with the administrative staff and senior nursing colleagues to ensure clinics are covered and screenings undertaken in line with departmental KPI's
- The post holder is required to work in accordance with departmental policies, procedures and protocols

Effort and environment

Physical effort and working conditions

- The post holder will be required to work within the Occupational Health departments and potentially off site at the premises of one of the departments external clients and if required for transporting equipment from the department to the external client's premises
- Be able to work under pressure and prioritise workload in conjunction with colleagues
- The post holder must be able to work at the fast pace required of this busy department which may involve long periods of standing or walking.

Mental effort

- Responsible for producing accurate health records
- Responsible for interpreting the results of clinical assessments and tests

Emotional effort

- The post holder will be required to provide emotional support to clients who may be distressed as a result of an acute incident e.g needlestick injury, physical assault

Flexibility

- The post holder must be flexible with annual leave requests and place of work as this is a clinical service and the departments must be adequately covered at all times.

