

## JOB FEATURES FORM

**Note for hiring managers** – please attached this 12 page document (as is) to your vacancy request. No editing required. This document will appear in the job advert along with the JD and person spec.

**Note to candidates** – if you are made a job offer for this vacancy you will be asked two questions about your health. Please use the information contained in this document to answer these questions. The questions will be:

- a) "I am not aware of any health conditions or disability which might impair my ability to undertake effectively the duties of the position which I have been offered."
- b) "I do have a health condition or disability which might affect my work and which might require special adjustments to my work or at my place of work."

To help choose a) or b) as your answer please find the role description that best describes this vacancy:

Role description – job features	Page
Administrative clerical	2
Nursing	3
Allied Health Professionals' (physiotherapists, radiographers, speech therapists, dieticians, pharmacists, occupational therapists, psychologists, counsellors)	4
(EPP Workers) – Doctors	5
Catering staff or any food handlers	6
Maintenance workers including carpenters, plumbers, electricians, painters and decorators, gardeners etc	7
Laboratory workers, clinical and genetic technologists, biomedical scientists and clinical scientists.	8

Further Occupational Health Information For Roles With:	
No special occupational health requirements e.g. Administrative and Clerical staff	9-10
Contact/ access to patients/ Expose Prone Procedures (EPP)	11-12

\*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.

## JOB FEATURES FORM

Job features for the post of **administrative clerical and posts**.

The post may include the following but is not exhaustive.

Job features		Job features		Job features	
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		Display screen equipment	√
Food handling		Driving as part of the job including transporting staff or patients			
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			

## JOB FEATURES FORM

Job features for the post of **nursing**.

The post may include the following but is not exhaustive.

Job features		Job features		Job features	
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		Display screen equipment	√
Food handling		Driving as part of the job including transporting staff or patients			
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	√		

All staff in this group will need an appointment with Occupational Health (OH). Please ensure you take all immunisation details to the appointment in OH which might help prevent any delays.

Without documentary clearance from the occupational health department employees are not permitted to undertake exposure prone procedures.

## JOB FEATURES FORM

Job features for the post of **Allied Health Professionals'** (physiotherapists, radiographers, speech therapists, dieticians, pharmacists, occupational therapists, psychologists, counsellors).

The post may include the following but is not exhaustive.

Job features		Job features		Job features	
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		Display screen equipment	√
Food handling		Driving as part of the job including transporting staff or patients		Working in a stressful environment	√
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			

All staff in this group will need an appointment with Occupational Health (OH). Please ensure you take all immunisation details to the appointment in OH which might help prevent any delays.

Without documentary clearance from the occupational health department employees are not permitted to undertake exposure prone procedures.

## JOB FEATURES FORM

Job features for the post of **(EPP Workers) – Doctors**

The post may include the following but is not exhaustive.

Job features		Job features		Job features	
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		Display screen equipment	
Food handling		Driving as part of the job including transporting staff or patients		Working in a stressful environment	√
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			

All staff in this group will need an appointment with Occupational Health (OH). Please ensure you take all immunisation details to the appointment in OH which might help prevent any delays.

Without documentary clearance from the occupational health department employees are not permitted to undertake exposure prone procedures.

## JOB FEATURES FORM

Job features for the post of **catering staff or any food handlers**

The post may include the following but is not exhaustive.

Job features		Job features		Job features	
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		Display screen equipment	
Food handling	√	Driving as part of the job including transporting staff or patients		Working in a stressful environment	√
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			

All staff in this group will need an appointment with Occupational Health (OH). Please ensure you take all immunisation details to the appointment in OH which might help prevent any delays.

## JOB FEATURES FORM

Job features for the post of **maintenance workers including carpenters, plumbers, electricians, painters and decorators, gardeners etc**

The post may include the following but is not exhaustive.

Job features		Job features		Job features	
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		Display screen equipment	
Food handling		Driving as part of the job including transporting staff or patients	√	Working in a stressful environment	
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	√		

All staff in this group will need an appointment with Occupational Health (OH). Please ensure you take all immunisation details to the appointment in OH which might help prevent any delays.

## JOB FEATURES FORM

Job features for the post of **laboratory workers, clinical and genetic technologists, biomedical scientists and clinical scientists.**

The post may include the following but is not exhaustive.

Job features		Job features		Job features	
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		Display screen equipment	√
Food handling		Driving as part of the job including transporting staff or patients		Working in a stressful environment	
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			

All staff in this group will need an appointment with Occupational Health (OH). Please ensure you take all immunisation details to the appointment in OH which might help prevent any delays.



## OCCUPATIONAL HEALTH INFORMATION FOR APPLICANTS

### FURTHER OCCUPATIONAL HEALTH INFORMATION FOR ROLES WITH:

No special occupational health requirements e.g. Administrative and Clerical staff

Health problem	Impact on work	Adjustments/support
Musculoskeletal problems (back, neck, joints etc)	Administrative and clerical (A&C) work generally involves working with computers (Display Screen Equipment (DSE)). It may also involve some lifting i.e. paper, files. Some posts involve walking, pushing trolleys, bending and reaching. Please check your job description for details of your role.	Most musculoskeletal problems are minor and resolve with treatment. Some chronic problems may require adjustments if mobility, strength, function or flexibility is impaired. If you require any adjustments to your work station due to musculoskeletal problem, these can be arranged so long as they are reasonably practicable. Support is available from the staff physiotherapist, the moving and handling team and the health and safety advisers.
Mental health problems	Working in a health care environment can be busy and pressurised at times. Starting a new job or being inexperienced can add additional pressures.	Support is available from the staff counselling services, occupational health and your manager. Please declare all mental health problems (including work related stress). You will be contacted by an OH adviser for a confidential discussion. Adjustments may be recommended.
Dyslexia	Some A&C roles involve record keeping, taking minutes, typing complex reports and manipulating data in databases. Please see your job description for details of your role.	Those with dyslexia will be contacted by the OH team to discuss the impact that their dyslexia may have on their work. They may be asked to provide an educational psychologist's report to ensure that appropriate adjustments can be recommended (where necessary).
Sensory problems (hearing, sight not corrected by spectacles, lenses or hearing aids)	There may be some roles that are less suited for those with sensory deficits. There may be some health and safety considerations i.e. fire safety, access.	An assessment will be undertaken in regard to any sensory deficit that may impact on the safety of staff or patients. It may be necessary to involve the access to work team if significant adjustments are required.
Tuberculosis (TB) and other infectious diseases	Some A&C staff have considerable patient contact e.g. ward clerks, clinic clerks, receptionists. These staff are sometimes exposed to patients with infectious diseases such as Tuberculosis measles, chickenpox, rubella. The Trust also has a duty to protect patients from catching infectious diseases from staff.	All staff with significant patient contact must bring details of their immunisations and blood test results to the occupational health department on their first day of work. The OH team will assess whether or not further vaccinations or blood tests are required to protect the health care worker and the patient. If you have a condition that lowers your immunity to infections (inc. HIV), you must inform OH so that adjustments can be made
Health problem	Impact on work	Adjustments/support
Diabetes, epilepsy, heart conditions	Some A&C staff work shifts (including nights) which may have an impact on some health conditions. This is especially important if you have not worked shifts before.	For most people it takes a little time to get used to shift patterns i.e. change in dietary and sleep patterns. This may be made more difficult by some health conditions. Temporary or permanent adjustments may be required. Declare all health conditions that may be affected by shift work.
Any other health condition that may impact on your role (please see JD)	Some health conditions may be exacerbated by working in a health care setting or impact on your ability to perform all of your duties.	You may discuss any health condition that you think may affect your work, in confidence, with the OH team. Where practicable, adjustments will be made to help you achieve your full potential in the workplace. Specific health conditions are not discussed with your manager or any other third party without your consent.
New or expectant mothers.	Whilst not a health problem, new or expectant mothers have a legal right to a work place risk assessment to ensure that they are not exposed to hazards in the work place that may pose a risk to themselves or their unborn child.	You should inform your manager in writing that you are pregnant. On receipt of this information, your manager will undertake a risk assessment. If any risks/hazards are identified, adjustments will be made to minimise/remove them. This may or may not include the occupational health department. If you would like confidential advice in regard to work and



## OCCUPATIONAL HEALTH INFORMATION FOR APPLICANTS

		pregnancy, you may self refer to OH.
Sickness absence records	The Trust will be asking your referee about your sickness absence record over the last 2 years.	If your sickness absence record gives your recruiting manager cause for concern or if your absence hits one of the trigger points in the Trust sickness and absence policy, a member of the OH will contact you. The purpose of the call is to establish if there is an underlying health issue and if the Trust needs to make any reasonable adjustments for you.

## OCCUPATIONAL HEALTH INFORMATION FOR APPLICANTS

### FURTHER OCCUPATIONAL HEALTH INFORMATION FOR ROLES WITH:

Contact/ access to patients/ Expose Prone Procedures (EPP)

Health problem	Impact on work	Adjustments/support
Musculoskeletal problems (back, neck, joints etc)	Health care work generally involves a lot of physical activity e.g. walking, standing, pushing, pulling, helping patients to move and transfer and working with computers (Display Screen Equipment (DSE)).	Most musculoskeletal problems are minor and resolve with treatment. Some chronic problems may require adjustments if mobility, strength, function or flexibility is impaired. Adjustments to workstations, equipment and work practices are possible. Support is available from the staff physiotherapist, the moving and handling team and the health and safety advisers.
Mental health problems	Health care work can be busy and pressurised at times. Starting a new job or being newly qualified can add additional pressures.	Support is available from the staff counselling service, occupational health and your manager. Please declare all mental health problems (including work related stress). You will be contacted by an OH adviser for a confidential discussion. Adjustments may be recommended.
Skin conditions i.e. eczema, dermatitis, allergies, psoriasis	Patient care involves a lot of hand washing, using soap, hand cleansers and gloves. Working with broken skin on hands is an infection control risk.	Those with a pre existing skin problem require skin surveillance and may need adjustments. Alternatives to most products can be found to accommodate skin issues. Temporary adjustments may be made for those with broken skin on their hands. Those with suspected allergies may require referral for allergy testing.
Diabetes, epilepsy, heart conditions	Health care work often involves working shifts (including nights) which may have an impact on some health conditions. This is especially important if you have not worked shifts before.	For most people it takes a little time to get used to shift patterns i.e. change in dietary and sleep patterns. This may be made more difficult by some health conditions. Temporary or permanent adjustments may be required. Please declare all health conditions that may be affected by shift work.
Dyslexia	Most patient care involves record keeping, calculations, reading complex medical information and processing complex information under pressure.	Those with dyslexia will be contacted by the OH team to discuss the impact that their dyslexia may have on their work. They may be asked to provide an educational psychologist's report to ensure that appropriate adjustments can be recommended (where necessary).
Sensory problems i.e. hearing, sight (that are not corrected by spectacles, lenses or hearing aids)	There are some health care that are more easily adapted for those with sensory deficits than others. There may be some health and safety considerations e.g. fire safety, access.	An assessment will be undertaken in regard to any sensory deficit that may impact on the safety of staff or patients. A work place assessment may be required and on occasion the access to work team will be involved if significant adjustments are required.
Health problem	Impact on work	Adjustments/support
Blood borne viruses	Midwives, theatre nurses, theatre practitioners, dental nurses and A&E nurses require clearance to practice exposure prone procedures (EPP). This does not apply to HCA's and AHP's.	Nurses in these groups will be sent a questionnaire requesting information on their Hepatitis B status. Those new to EPP will be asked to provide information on their hepatitis C and HIV status as well. All health care workers who are infected with a blood born virus have a legal and ethical duty to inform OH in strictest confidence. Adjustments for EPP workers may be required
Tuberculosis (TB) and other infectious diseases	Health care staff are sometimes exposed to patients with infectious diseases such as TB, measles, chickenpox, rubella. The Trust also has a duty to protect patients from catching	All health care staff must bring details of their immunisations and blood test results to the OH department on their first day of work. The OH team will assess whether or not further vaccinations or blood tests are required to protect the health care worker and the patient.

## OCCUPATIONAL HEALTH INFORMATION FOR APPLICANTS

	infectious diseases from staff.	If you have a condition that lowers your immunity to infections (inc. HIV), you must inform occupational health so that adjustments can be made
Any other health condition that may impact on your role (please see job description)	Some health conditions may be exacerbated by working as a nurse or impact on your ability to perform all of your duties.	You may discuss any health condition that you think may affect your work, in confidence, with the OH team. Where practicable, adjustments will be made to help you achieve your full potential in the workplace. Specific health conditions are not discussed with any third party without your consent.
New or expectant mothers.	Whilst not a health problem, new or expectant mothers have a legal right to a work place risk assessment to ensure that they are not exposed to hazards in the work place that may pose a risk to themselves or their unborn child.	You should inform your manager in writing that you are pregnant. On receipt of this information, your manager will undertake a risk assessment. If any risks/hazards are identified, adjustments will be made to minimise/remove them. This may or may not include OH input. If you would like confidential advice in regard to work and pregnancy, you may self refer to OH.
Sickness absence records	The Trust will be asking your referee about your sickness absence record over the last 2 years.	If your sickness absence record gives your recruiting manager cause for concern or if your absence hits one of the trigger points in the Trust sickness and absence policy, a member of the OH team will contact you. The purpose of the call is to establish if there is an underlying health issue and if the Trust needs to make any reasonable adjustments for you.