

## Occupational Health Nurse

### NHS Band 7

#### **About the Service**

People Services are responsible for the delivery of a range of People related activities including Organisational Development, Learning and Development, Employee Relations, Policy development, Reward, Resourcing, Change Management and Health, Safety and Wellbeing.

People Services are also responsible for the development and delivery of the People Strategy, focusing on the four main pillars; Keeping and attracting talented People; Promoting a positive working environment, developing skills for now and the future, and Developing leaders for now and the future. All that we do focuses on how we will develop the right culture, support and skills to keep making a difference for Staffordshire's communities.

Occupational Health (OH) is part of the Health, Safety and Wellbeing Service within People Services. The Health, Safety and Wellbeing Service support the county council, Staffordshire schools and partnership arrangements with the view to ensuring high standards of health and safety are maintained. Occupational Health unit also works closely with the People Services Advice and Guidance team that manage sickness absence.

#### **About the Role**

The post holder will work as a key figure within the Occupational Health team to provide a quality Occupational Health service for its' customers. You will be responsible for ensuring good clinical practice and support when undertaking management referrals, health surveillance, wellbeing assessments and other clinical activity. Effective report writing to assist managers to put in place effective management arrangements to assist in the reduction of absence is also a key part of the role.

You will be answerable for the delivery of care provided and will demonstrate the ability to build strong working relationships across a multidisciplinary team.

## **Reporting Relationships**

**Responsible to:** Occupational Health Nurse Manager

**Responsible for:** No direct reports but will support the Occupational Admin Team to support effective clinical delivery of the service.

## **Key Accountabilities:**

1. Adheres to Occupational Health unit philosophy to ensure that agreed policies and procedures are followed at all times. To be involved in the development of the above and to be instrumental in the improvement of nursing practice within the unit.
2. Undertakes clinical assessment to measure the efficacy of current nursing practice and promotes and supports measures for the advancement of preventative medicine.
3. Upholds effective-working relationships with all customers ensuring professionalism at all times. To be friendly, courteous and sensitive to the needs of all the client groups.
4. Liaise with Managers, Heads of Services, People Services, and Health and Safety Advisors in a professional and courteous manner.
5. Liaise effectively with the multidisciplinary team in order to deliver a quality OH service when presented with a challenging or difficult case.
6. Identifies employees with mental or physical medical conditions that have or are likely to have occupational significance. Participates in the process of job modification through the provision of technical advice, on a case by case basis.

7. Provides expert guidance and supervision, aiding problem solving and clinical decision making.
8. Ensures that precise and appropriate written communication/ nursing notes are kept in all instances where a record is required for future reference and maintaining confidential health and medical records to a high standard.
9. Deals with complaints in a professional manner and seeks to actively prevent complaints arising.
10. Contribute to the development and implementation of strategies designed to promote a fit and healthy workforce and a safe working environment. To contribute to the reduction of absence through illness of employees.
11. Provide ongoing preventative health programmes including health questionnaires, audiometry, vision screening, lung function tests, and other health surveillance as required by current health and safety legislation and policies.
12. Act as a resource of occupational health and safety advice on issues such as sickness absence, injury absence, immunisation, pregnant workers, post operative working, infection control, illnesses related to communicable diseases etc.
13. Develop effective relationships with relevant agencies and partnerships with Health and other local public bodies.
14. To act in accordance with NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and be accountable for own clinical practice and professional actions at all times.
15. Ensure continuous and effective registration with the NMC

16. To ensure confidentiality and ensure that all employees receive equitable treatment.
17. Actively promote health, safety and wellbeing, including carrying out the appropriate management responsibilities under the County Council Health, Safety and Wellbeing Policy and Management Arrangements.

## **Person Specification**

### **Qualifications/Professional membership**

- RGN/RN
- NMC Registration
- O.H Qualification

### **Knowledge and Experience**

- Evidence of effective case management experience.
- Demonstratable post qualification experience
- Local Authority/Public Body OH experience
- Experience of delivering a comprehensive OH Service.
- Clear vision of what makes an effective OH Service.
- Experience of delivering comprehensive occupational health advice to managers.
- Able to apply theory to practice and utilise knowledge to provide practical solutions.
- Computer Literacy/ Use of OH digital systems.
- Working knowledge of effective absence management policies and procedures as they apply to Occupational Health.

### **Skills**

- Demonstrate effective interpersonal and communication skills.
- Confident presentation skills
- Persistent and resilient with the ability to influence and overcome barriers.
- Inspires confidence and trust.
- Persuasive negotiator with the ability to mediate and resolve differences and problems.
- Able to work well as part of a multidisciplinary team.
- Self-motivated and passionately committed to improved OH services.

This post is designated as an Essential car user

**The content of this Job Description and Person Specification will be reviewed on a regular basis.**