

Post Details		Last Updated: 21 February 2017	
Faculty/Administrative/Service Department:	Corporate Services, Traded Services and Business Support		
Job Title:	Occupational Health Nurse		
Job Family & Job Level	Professional Services	Level 4	
Responsible to:	Occupational Health Advisor/Clinical Director		
Responsible for:	n/a		
<u>Job Purpose Statement</u>			
<p>To organise and provide selected screening and occupational health services to clients of the Robens Centre, including business customers, healthcare workers and private travellers. Through the provision of these services they will contribute to the provision of a professional advisory service and act as an ambassador for the Robens Centre.</p>			
<u>Problem Solving, Accountability and Dimensions of the role</u>			
<p>Although working as part of a wider team the post holder will have responsibility for their own specific areas of service delivery. Under the supervision and guidance of the Occupational Health Advisor they are responsible for delivering a high standard of advice that meets clients' contract requirements. They will work in a proactive and independent manner, organising and prioritising their work, in order to effectively respond to any referrals made to them.</p> <p>Within the department the post holder is expected to provide the lead on OH screening activities, including identifying and communicating changes in screening practice to other staff to ensure consistency of service delivery and that the Robens Centre is adhering to best practice. The requirement for adaptability and flexibility are key features of this position as the Robens Centre provides services in a competitive and changing environment. Therefore, the post holder is expected to respond positively to new endeavours.</p> <p>The post holder will have frequent face to face contact with customers both on site at the Robens Centre and at client premises. It is important that the post holder ensures that all activities are carried out to a high standard and that they are interpreted and reported to the appropriate person concisely, accurately and in a timely fashion. The post holder must demonstrate a confident communication style and be responsive to the needs of their audience in order to ensure the professional and effective delivery of information.</p> <p>The post holder will work within established and well-defined departmental processes and procedures, as well as medical/health standards. They are expected to provide advice and solutions to routine day-to-day health issues and problems within their area of medical expertise. Resolution for these issues will usually be found through referring to their previous experience of similar problems or through making reference to medical/health advice, guidelines or best practice. They are expected to use initiative and judgement to address and resolve more complicated problems and issues, referring only the most complex or those issues outside of the remit of their role to the Occupational Health Advisor or to their line manager. The post holder is however, expected to have a degree of involvement in finding and implementing resolutions in this case.</p> <p>They will develop new and refine existing procedures for adoption throughout the unit and at client sites and will therefore need to ensure they possess an up-to-date working knowledge of current best practice in the areas of screening activities and immunisations, especially relating to healthcare workers.</p> <p>The post holder will have access to highly confidential information regarding patient's medical histories and therefore it is expected that they maintain high levels of confidentiality. All patient care must be recorded appropriately and accurately in order to ensure the smooth operation of the service provided.</p>			

From time to time the post holder may be required to supervise other members of staff who are developing their skills for example Technicians. This post holder does not hold any budgetary responsibility.

Background Information/Relationships

The Robens Centre for Occupational Health and Safety has been established in Guildford for over 25 years and is a leading provider of Occupational Health Services, Travel Medicine and Screening services to the University, external customers and the general public under contractual service agreements. The Robens Centre is an Enterprise (profit) Centre within the University, with a turnover of approximately £1.2M and has both an external and internal facing role. It provides a wide range of Occupational Health Services to numerous clients in the region, specifically tailored to meet their needs. In addition it runs a very successful travel advice facility to both business and private clients.

The post holder is required to build professional, robust relationships with internal and external clients. These will be usually identified as those customers currently purchasing services.

The post holder will need advanced communication skills, including verbal, non verbal and written as they will interact on a daily basis with managers, individual customers, outside agencies and the wider OH team.

This job purpose reflects the core activities of the post. As the Department and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships		Essential/ Desirable
Registered General Nurse, currently registered with the NMC		E
Membership of a medical defence organisation for indemnity purposes		E
Formal travel health qualification (minimum TREC 2 day or equivalent)		D
Membership of a professional body representing the interests of travel health specialists		D
Technical Competencies (Experience and Knowledge)	Essential/ Desirable	Level 1-3
Experience of working with children and young people (paediatrics) would be an advantage	D	n/a
Experience of service delivery to auditable standards conforming to the requirements of clinical governance	E	3
An understanding of clinical governance and the application of evidence based practice to deliver quality services to audited standards	E	3
Experience of screening activities including venepuncture, audiometry (perform and interpret), spirometry (perform and interpret), vision screening, drug and alcohol sample collection OR a willingness, enthusiasm and ability to acquire these	D	n/a
Experience in the field of travel medicine for individuals and work groups	D	n/a
Use of online travel medicine guidance tools to provide comprehensive and current travel health advice to customers	D	n/a

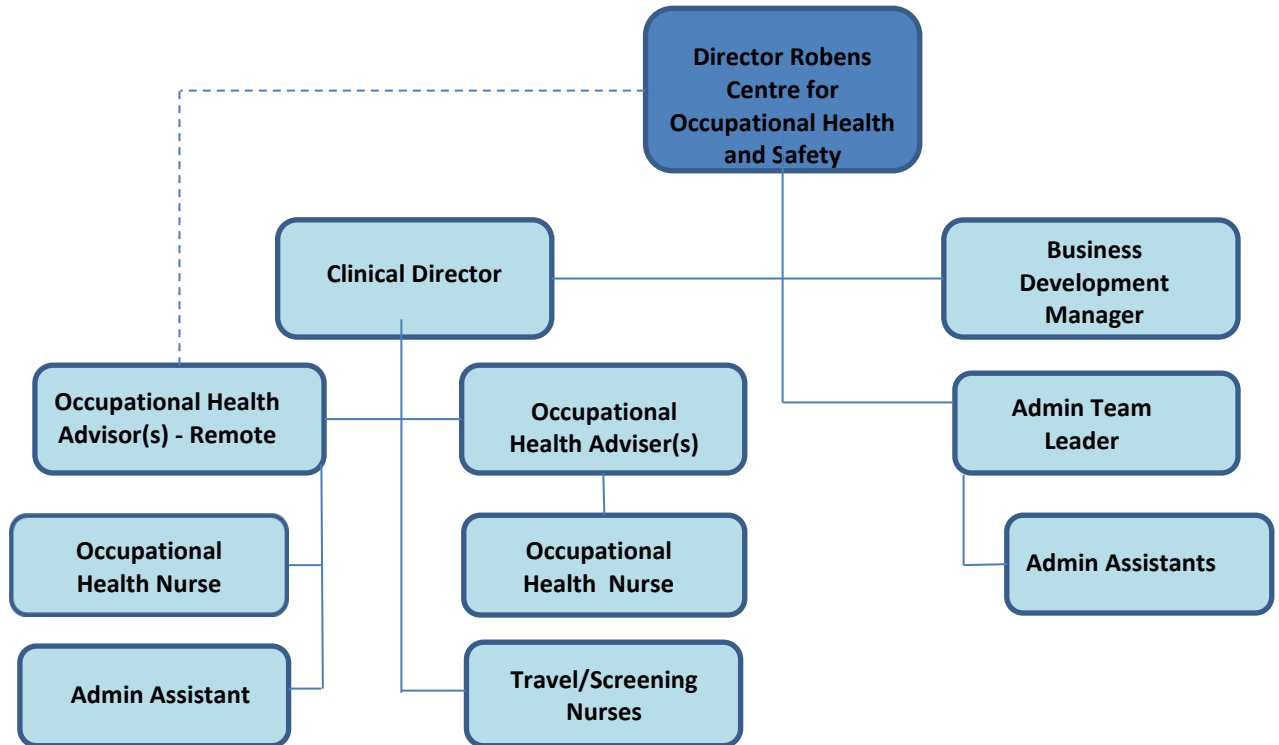
An understanding and appreciation of service delivery in a commercial environment as the Robens is an enterprise unit of the University of Surrey	D	n/a
Special Requirements:	Essential/ Desirable	Level 1-3
Current professional indemnity insurance through a recognised provider	E	n/a
Enhanced Disclosure and Barring Service Clearance	E	n/a
A current Driving License valid in the UK and access to a vehicle as travel between sites may be necessary	E	n/a
Depending on the exact role requirements there may be a need to work flexibly outside of normal working hours e.g. to cover travel clinics At the time of writing in the Guildford location rota work, clinics operate at the following times: Wednesday 12.00 -20.00; Thursday 07.00 – 14.30 and Saturday 9.00 -15.30. These hours are subject to change as the service develops	E	n/a
Core Competencies		Level 1-3
Communication		3
Adaptability / Flexibility		3
Customer/Client service and support		3
Planning and Organising		2
Teamwork		3
Continuous Improvement		3
Problem Solving and Decision Making Skills		2
Leadership / Management		1
Creative and Analytical Thinking		2
Influencing, Persuasion and Negotiation Skills		2
Strategic Thinking		1
Organisational Information		

All staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.
- Excellent environmental performance is a strategic objective for the University of Surrey. All staff are encouraged to work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Undertake such other duties within the scope of the post as may be requested by your Manager.



Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum) and should be read in conjunction with the accompanying Job Purpose.

1. Have or be willing to acquire where necessary appropriate professional occupational health knowledge. This will include but is not restricted to specialist clinical skills relating to the requirements of the job such as venepuncture, vaccinations, the ability to perform and interpret lung function tests, audiometry, vision screening, drug and alcohol sample collection and other clinical activities as may from time to time be dictated by the requirements of the job.
2. Undertake activities to support the general management of the Robens screening activities e.g. stock control, marketing.
3. Acquire and maintain knowledge of current travel medicine practice and to use evidence base and research to inform best practice in order to undertake the highest standards of care.
4. Co-operate in acquiring skills where a new knowledge or understanding is required to fulfil the requirements of a particular client contract, either travel or screening related.
5. Running health education seminars
6. This post will involve working within the Robens Centre Clinic and at client sites to enhance the service delivery of Robens contracts.

N.B. The above list is not exhaustive.