



New College Durham

JOB DESCRIPTION

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|------------------------|------------------------------|
| Job Title: | Occupational Health Nurse |
| Grade: | Management Spine 00-01 |
| Hours: | 37 hours per week (pro rata) |
| Location: | Framwellgate Moor Campus |
| Department: | Occupational Health |
| Accountable to: | Head of Human Resources |

Job Purpose

To provide a comprehensive and confidential Occupational Health Service to all staff at New College Durham. To assist the College in promoting and maintaining the highest levels of physical and mental health in all employees. To advise, support and liaise with management and staff with regards to occupational health and safety requirements. To ensure that health issues are promoted and dealt with in a professional and competent manner.

Key Result Areas

1. Undertake initial health assessments and surveillance to establish fitness for role and support requirements.
2. Referrals for Occupational Health advice and care through Sickness Management Absence procedure.
3. Monitoring of staff health after sickness or injury, or where a known hazard exists, to ensure fitness for work and to improve sickness absence rates.
4. Undertake investigations as necessary to ensure employees are protected from injury and illness as a result of their work.
5. Provide confidential advisory service to maintain and promote physically and mentally fit workforce and refer to other professionals where appropriate.
6. Advise on return to work programmes in conjunction with HR and Line Managers for staff who have been absent from work due to ill-health.

7. Perform Health Surveillance in accordance with COSHH Regulations.
8. Work within the scope and in line with the Nursing and Midwifery Council Guidance The code: Professional standards of practice and behaviour for nurses, midwives and nursing associates (NMC 2018), and Access to Medical Records Act (1988).
9. Develop and maintain effective working relationships with GP's and other external agencies related to the health of employees.
10. Participate in the development and implementation of Occupational Health policies, procedures to ensure a consistent Occupational Health service delivery.
11. Assist in the identification of health and safety hazards including follow-up and investigation of accidents at work.
12. Provision of regular reports to Senior Managers in relation to Occupational Health activity.
13. Assist the College to provide a safe working environment and to safeguard against potential prosecution or liability.
14. Involvement in initiatives and strategies relating to staff health promotion and health education.
15. Promote and educate staff in relation to Occupational Health Services and issues.
16. Pursue continuous and professional developments in line with the needs of New College Durham, current legislation from the NMC.
17. Keep up-to-date with current research and developments in Occupational Health Nursing and network with other Specialist Practitioners.

General Responsibilities

1. To promote the mission, vision and values of New College Durham.
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with Line Manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work Act (1974) etc, and to ensure that agreed

safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The College will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the "assessed by" stages stated.

PERSON SPECIFICATION

Job Title: Occupational Health Nurse

| Knowledge & Experience | Assessed by | Essential | Desirable* |
|---|--------------------|------------------|-------------------|
| Holder of a recognised Occupational Health Qualification | 1 | ✓ | |
| First Aid at Work qualification | 1 | | ✓ |
| First Level Registered Nurse | 1 | ✓ | |
| Recent and relevant experience as a qualified Nurse | 1, 2 | ✓ | |
| Experience in an Occupational Health role in a non-hospital environment | 1, 2 | ✓ | |
| Experience of complex case management | 1, 2 | ✓ | |
| Knowledge of current health and safety legislation | 1, 2 | | ✓ |
| Systems and IT literate | 1, 2, 3 | ✓ | |
| Experience in using the COHORT record system | 1, 2, 3 | | ✓ |
| Skills | Assessed by | Essential | Desirable* |
| Caring but firm attitude when dealing with people | 2, 3 | ✓ | |
| Excellent communication skills (both written and verbal) | 1, 2, 3 | ✓ | |
| Ability to maintain accurate records | 2, 3 | ✓ | |
| Competent in undertaking audiometry | 1, 2, 3 | | ✓ |
| Competent in undertaking spirometry | 1, 2, 3 | | ✓ |
| Enthusiastic and willing to face challenges | 2, 3 | ✓ | |
| Methodical and detail conscious approach to all aspects of the role | 2, 3 | ✓ | |
| Tenacity, flexibility and the ability to work under pressure | 2, 3 | ✓ | |

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| Personal and professional integrity | 2, 3 | ✓ | |
| A commitment to continued professional development | 1, 2, 3 | ✓ | |

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criteria might be considered at the shortlisting stage.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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