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| **Job Description** | |
| **Post title** | Health Screening Nurse Advisor |
| **JE Reference No** | N7059 |
| **Grade** | Grade 8 |
| **Service** | Resources |
| **Service Area** | Occupational Health and Safety |
| **Reporting to** | The post holder will be accountable to Occupational Health Nurse Manager |
| **Location** | Your normal place of work will be Meadowfield, Durham, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to an Enhanced disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To undertake a clinical role in delivering a range of health assessment and screening services to a wide range of employment groups

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* Deliver a range of health surveillance programs to a wide range of employees; including Industrial Noise, Hand Arm Vibration Syndrome assessments and skin monitoring;
* Carry out a range of health screening assessments;
* Carry out a range of medical screening assessments in accordance with Occupational Health Service Protocols;
* Carry out initial assessments and refer employees for therapeutic sessions;
* Provide advice and deliver occupational immunisation programmes in accordance with Occupational Health Service Protocols;
* Provide advice in cases of reported inoculation injuries in accordance with Occupational Health Service Protocols;
* Carry out venepuncture;
* Carry out workplace assessments such as Display Screen Equipment assessments
* Ensure comprehensive, confidential clinical records and recall data records are maintained in accordance with external professional and internal standards. These may be written and/or computer based;
* Assist in the internal audit process of the Occupational Health Service.

All of the above may be carried out ‘on site’ within the Occupational Health Service at County Hall, or alternatively these clinics may be arranged at external customer sites within the region.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Registered Nurse/Registered General Nurse (Adult). | Recognised qualifications in:   * Industrial Audiometry; * Hand Arm Vibration assessment; * Skin monitoring; * Respiratory assessment; * Display Screen Assessments; * Occupational Immunisation; * Venepuncture. |
| Experience | * Experience of working within a multi-disciplinary environment. | * Experience of working within an occupational health setting. |
| Skills & Knowledge | * Excellent communication skills. * Self confidence in dealing appropriately with a broad range of clients/customers. * Capable of making decisions when working autonomously. * A range of clinical practice skills. * The ability to work autonomously and as an effective team member. * Professional enthusiasm and motivation in training and in carrying out health related activities. * Knowledge and understanding of the current relevant nursing professional codes and standards. * Understanding and regard for client/patient confidentiality. | * Able to demonstrate effective communication at all levels within a large organisation. * A keen interest in the health of the working population including the regional and national public health agenda. * Knowledge and skills in using software and databases. |
| Personal Qualities | * Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance). |  |