



## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Group:</b>	CHIEF EXECUTIVE'S
<b>Division:</b>	HUMAN RESOURCES
<b>Section:</b>	ORGANISATIONAL DEVELOPMENT
<b>Sub Section:</b>	OCCUPATIONAL HEALTH & WELLBEING UNIT
<b>Post Title:</b>	Occupational Health Clinical Nurse Lead
<b>Vision Post Number:</b>	
<b>Grade:</b>	GR14
<b>Responsible to:</b>	Occupational Health Manager
<b>Posts Reporting to this Post:</b>	Senior Counsellor Senior Physiotherapist Occupational Health Nurse (s) x 2 Occupational Health Technician Mental Health Graduate
<b>Team:</b>	Occupational Health and Wellbeing Team
<b>DBS Required Level:</b>	Enhanced
<b>Location:</b>	Municipal Building, Pontypridd
<b>Date of Description:</b>	August 2021

### KEY OBJECTIVES

*The occupational health & wellbeing team is a multi-disciplinary resource that includes nurses, counsellors, physiotherapists, technician, and administrative support. In conjunction with our partnerships, we take pride in providing a range of fitness to work assessments, supportive interventions, health surveillance and health awareness programmes for all council staff and our partners. The ethos of the team is to engage and support staff early to support staff returning to work. Our work looks at the impact of work on health and health on work, contributing to the community's wellbeing that we serve in Rhondda Cynon Taf.*



## **JOB PURPOSE**

The Clinical Nurse lead will:

- assist the Occupational Health Manager in the effective co-ordination, development, and management of the occupational health and wellbeing service.
- deputise for the Occupational Health Manager.
- act as a lead for clinical areas and as an expert practitioner, liaise, guide, and advise the multi-disciplinary team in the provision of an optimum occupational health service.
- provide effective management to the clinical team and ensure that the team achieve the team's outcomes through monitoring, supervising, developing, and coaching the clinical team to their full potential.
- provide a dynamic and effective clinical and holistic wellbeing service for Council staff and clients, providing a high standard of customer service, incorporating best practice, and evaluating, utilising, and developing a range of clinical interventions to meet the organisation need.
- support wider strategic health programmes such as influenza vaccinations.
- ensure policies and practices are in place to ensure robust clinical governance. Contribute to Council wide policies relating to health, wellbeing and attendance.
- develop strategies to ensure continuous improvement in the management of sickness absence within the Council.

## **SPECIFIC RESPONSIBILITY**

1. To be professionally and legally accountable for all aspects of your work including the management of staff in your care, and to undertake ongoing evaluation of current delivery processes, national guidance and consider change were necessary.
2. To undertake triaging of referrals and allocate to the appropriate clinician for clinical assessment or intervention.
3. To undertake clinical assessment in sickness absence clinics and case management meetings to determine the fitness for work for staff, providing advice to managers on staff ill health status and advising on rehabilitation where appropriate.
4. To act as clinical case manager, providing sickness absence reports, liaising with managers in relation to a staff's fitness for work and rehabilitation if appropriate, liaising with GP's, Specialist consultants and any other professional that may be involved in the client's care.
5. To communicate effectively and work collaboratively with colleagues and other partnerships for case management.
6. Where applicable develop a business case for fast tracking clients to primary and secondary care such as Consultants / MRI Scans etc for further

investigations to aid diagnosis and to advise interventions of support for the staff member remain in or return to work.

7. To update clinical records on COHORT occupational health management system.
8. To ensure that the team is responsive to the needs of the employer and the individual client.
9. To continue developing partnerships with internal and external agencies such as GP's, DWP, voluntary sector organisations which can enhance the team's ongoing work in raising awareness of employee wellbeing.
10. To manage and clinically supervise the physiotherapy team, nursing team, occupational health technician and counselling team, ensuring they deliver a professional service and maintain clinical governance.
11. To plan, deliver and record inhouse clinical training and supervision for all the clinical team in line with service delivery or need.
12. To work in partnership with key stakeholders to develop programmes and interventions to meet the differing needs of the service areas and individuals.
13. To support the delivery of outcomes in the team's business plans.
14. To undertake group sessions promoting a variety of health interventions.
15. To provide training in relation to the management of a range of health and wellbeing related issues.
16. To liaise with colleagues within the multidisciplinary team on holistic care plans for clients.
17. To ensure we deliver a robust and efficient health surveillance service to those staff that are exposed to working environments that may have an adverse effect on their health and provide screening in line with best practice guidelines.
18. To work in partnership with our colleagues/networks to plan, manage and deliver evidence based health programmes such as influenza in line with the latest medical guidance.
19. To advise on new legislation and take part in the planning and development processes of Occupational Health issues in conjunction with Health and Safety colleagues.
20. To review and manage all internal clinical policies and processes in line with current guidance.
21. To maintain and manage own professional development and competency in line with NMC registration requirements.
22. To ensure that medication and medical equipment/supplies are managed, stored effectively, checked, and maintained in line with guidance.
23. Ensure patient safeguarding and mitigate against a negative outcome by completing a client assessment that complies with patient specific directions and legislation.
24. To maintain medical confidentiality in line with NMC Code of Professional Conduct and Royal College of Nursing guidance on confidentiality.

To carry out health and safety responsibilities in accordance with the division's Health & Safety Responsibilities document.



To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***



## PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE / EDUCATION</b>	<p>Level 1 Registered General Nurse</p> <p>Ability and commitment to undertake CPD to enhance service delivery</p> <p>Diploma in Occupational Health</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a>.</p>	<p>Knowledge and understanding of Legislation that affects Occupational Health Practice</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
<b>EXPERIENCE</b>	<p>Significant experience of managing a multidisciplinary clinical team</p> <p>Experience of providing occupational health services to a diverse range of business and industry</p> <p>Experience of developing and implementing Health Promotion activities</p> <p>Evidence of using a range of IT packages</p> <p>Experience of utilising assessment tools and techniques to manage an individual case.</p> <p>Substantial experience of designing, developing, implementing and monitoring Health Surveillance programmes, eg Audiometry and Spirometry</p>	<p>Experience of delivering training interventions to small or large groups</p> <p>Experience of coaching or mentoring individuals</p>
<b>COMPETENCIES</b>	<b>Tech. Specialist and Prof. Competency Framework</b>	

<b>Working in Partnerships and Teams</b>	<p><b>Is proactive and positive about giving support, advice, guidance and sharing best practice with colleagues</b></p> <p>Builds lasting, positive &amp; supportive relationships with a wide variety of people.</p>
Communicating Effectively	<p>Listens to others, is receptive and actively checks they have understood the message.</p> <p>Cascades and shares information appropriately – on time and to the right people.</p>
<b>Achieving Results</b>	<p><b>Is proactive and flexible to changing demands and knows when to compromise.</b></p> <p>Consistently meets deadlines.</p>
Focusing on Service Users	<p>Understands and actively addresses diversity issues and treats all customers according to individual needs.</p> <p>Is very approachable and encouraging to customers, whilst remaining professional and unbiased.</p>
Creating and Responding to Change	<p>Engages with new ideas and looks for ways to make them work.</p> <p>Revisits changes to see what is working and makes appropriate changes.</p>
<b>Being Accountable</b>	<p><b>Takes a positive attitude towards delivering work.</b></p> <p>Takes full responsibility for delivery of tasks.</p>
Managing Resources	<p>Anticipates problems and takes action to reduce the risk of things going wrong.</p> <p>Plans well in advance to meet deadlines.</p>
<b>Professional Expertise and Development</b>	<p><b>Demonstrates excellent practice and an extensive knowledge base in their own professional area.</b></p> <p>Proactively keeps up-to-date with changes to legislation, policy, procedure and best practice within Council and in other organisations.</p>
<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>	<p>Ability to travel independently to various work locations throughout Rhondda Cynon Taf Borough</p> <p>Clinical Supervision</p>