

Job Description

***NHS Dumfries and Galloway
Occupational Health and Safety Services***

***Part Time Occupational Health Physician
2 sessions (0.2wte) 8 hours per week***

1. JOB IDENTIFICATION

Job Title: Part time Consultant OH Physician (2 sessions per week) 0.2wte 8 hours

Operationally Responsible to: Workforce Director

Professionally Responsible to: Medical Director

Department: Occupational Health and Safety Services

2. JOB PURPOSE

Clinical lead in the management of patients within the Occupational Health and Safety Service. To provide Consultant medical input/clinical leadership to the multi-disciplinary team through support, advice and guidance on clinical occupational health issues and work with partner organisations e.g. HSE, EMAS, Local Authorities and other NHS Boards.

3. DIMENSIONS

The Occupational Health Service operates within the Workforce Directorate providing a full range of services for all NHS Dumfries and Galloway employees and external business.

The Service provides advice to the organisation on all aspects of work-related ill health as well as supporting the Attendance Management Policy and other policies and procedures influenced by or influencing employees' health at work (e.g. Management of Pregnant Workers Procedure, Control of Substances Hazardous to Health Procedure etc.)

Reporting Staff: 0

Workforce headcount : Approx 4.500

Occupational Health External Business: The Occupational Health Service has contracts for the provision of Occupational Health Services to a variety of external partners and SMEs, which include : Student Nurses (University of West of Scotland, Crichton Campus); Scottish Ambulance Service (Dumfries and Galloway)

4. ORGANISATIONAL POSITION

See attached department structure

5. ROLE OF DEPARTMENT

Operational activities include:

- Pre-employment/placement screening
- Immunisation programmes and screening
- Needle stick and mucus membrane exposure incident and follow- up
- Health surveillance programmes e.g. skin, night workers, HAVS.
- Attendance/ Sickness absence management referrals and reviews.
- Case conferences and reviews
- Advice on employee rehabilitation, ill health retirement
- Other management and self-referral clinics
- Referrals to other internal/ external services where appropriate
- Intervention Therapies: CBT, OT and Staff Physiotherapy
- Promotion of Occupational Health and Safety in the workplace
- Delivery of medical input to external contracts where appropriate
- Service reporting via Governance systems and procedures

These services support the Board in meeting its statutory, regulatory and local objectives through the provision of an expert Occupational Health Service that promotes employee health and wellbeing, This contributes to the management of attendance at work of all staff, which allows them to ultimately provide the highest level of patient care and safety to the local population of NHS Dumfries and Galloway.

Based on a model of continuous quality improvement, the department delivers and develops services within the context of:

- Promotion of attendance at work
- Facilitation of employees who are struggling at work to remain at work with the appropriate accommodations/restrictions
- Facilitation of rehabilitation and return to work plans following long term absence
- Enabling staff to meet workplace objectives
- Reducing risk of occupational ill health within the organisation.
- Promotion of patient safety by helping prevent the spread of infection from staff to patients and helping make sure that staff are fit to look after patients

6. KEY RESULT AREAS

Principal Activity

- Participate in Clinical Governance arrangements
- To anticipate and interpret both National and European Legislation, advising the Board and management on forthcoming legislation and that it is complied with.
- To advise on standards for Occupational Health Services

- To provide advice and assistance in complex Occupational Health cases to, Senior Nurses, HR, managers and the wider multi-disciplinary team.
- To take an overview of Occupational Hygiene and Safety measures and ensure that suitable and sufficient risk assessments and health surveillance screening is in place.
- To provide appropriate supervision requirements for OH staff

Clinical Service Provision

Provide clinical and professional direction on:

- The organisation's pre-employment health screening procedures, ensuring statutory compliance with relevant legislation including the Equality Act
- With the OH service manager support the development, monitoring and review, of suitable procedures to implement national requirements for immunisation of staff and associated immunisation programmes tailored to facilitate optimum uptake.
- Support the delivery of specialist health/ fitness screening to meet statutory requirements in relation to specific activities
- Participate in the delivery of a comprehensive advisory service to all levels of the organisation on all aspects of occupational health.
- Assist in the generation of statistical information, trends and performance against recognised performance indicators in relation to Occupational Health activity to assist the organisation in identification of trends in occupational ill health and prioritisation of resources available for tackling such issues.
- Facilitate the team approach to multi-disciplinary collaboration between the occupational health services and allied professional groups, including Staff Support Services, Control of Infection staff and Public Health professionals.

Clinical Sessions

- Assess patients for work-related or work-exacerbated injury or illness, advising individuals and managers as appropriate, or referring on to intervention therapies or other specialist service as necessary.
- Where patients are referred by management, providing relevant manager with suitable and sufficient advice to enable them to manage the employee's condition safely in the workplace, where a return to or continuation of work is possible. This advice to include such information on reasonable adjustments and phased return to work
- Maintain compliance with legal requirements covering all aspects of clinical management

to support NHS Dumfries and Galloway meet statutory requirements and deliver effective occupational health services

Management

- Participate in any development initiatives to align the Occupational Health Service with strategic and clinical priorities.
- Provide clinical guidance to all staff within Occupational Health, to assure high quality clinical patient interventions.

Clinical Governance

- Contribute to and participate in driving the clinical governance agenda within Occupational Health, emphasising high quality clinical interventions in all aspects of patient care.
- Participate in the development, implementation and review of NHS Dumfries and Galloway procedures to achieve implementation of statutory, national and local initiatives.
- Participate in Clinical Audit and review outcomes, ensuring that the Occupational Health Service progresses towards achievement of national and local performance management targets, complying with risk management policies and related guidelines.
- Meet regularly with identified suitable professional contemporaries to enable Peer Review.
- Provide and circulate reports of assessments and the management of patients to professionals and partnership stakeholders who require the information in accordance with confidentiality and data protection guidelines.
- Maintain patient notes to the required standard and monitor quality of clinical notes both electronic and written in accordance with data protection and Caldicott principles.

Multi-Disciplinary Team Working

- Develop effective working relations within Occupational Health, utilising the effective contribution of all professional groups.

Partnership Working

- Where appropriate, maintain and develop effective networks both with NHS Dumfries and Galloway colleagues and also externally with such bodies as other NHS Boards, General Practitioners/Independent Contractors, relevant enforcement agencies and service user and carer groups.

7. Reporting Arrangements

The post holder will report professionally to the Medical Director and operationally to the Workforce Director who will be responsible for jointly agreeing objectives and reviewing the Consultant Activities/Job Plan on an annual basis with informal review throughout the year.

