**Job Description**

**Post: OH Technician / OH Screening Nurse**

**Responsible to: OH Clinical Lead**

**Responsible for: Identify health during periodic screening and action in line with company guidelines and standards.**

**Overall Job Purpose**

* Understands the link between “Occupation and Health” and the role of the Technician in relation to this.
* Understands role required of OH Technician.
* Understands the role of other OH Professionals, and how the OH Team functions.
* Understands boundaries of responsibility and accountability and actively escalates to the appropriate clinician.
* Can evidence understanding of duty of care and how applies to the role.

**Health and Safety Legislation**

* Understand general H&S legislation (HASAW Act, MHSW Regs, RIDDOR)
* Awareness of specific H&S legislation (COSHH, Noise, DSE, Manual Handling, etc)
* Understand HSE health record requirements.
* Understand Health Surveillance requirements in line with company processes.
* To be able to demonstrate clear concept of how screening differs for health surveillance, fitness for work assessments, and wellbeing/health promotion.

**Risk Management**

* Demonstrate awareness of Organisational policies in risk management.
* Adherence to Organisational risk management policies.
* Understands basic risk assessment principles.
* Identify areas of risk in department when necessary.
* Report concerns to senior colleagues through appropriate channels.
* Report adverse incidents appropriately and complete relevant documentation.

**Communication**

* Communicate effectively with other team members.
* Communicate effectively with other health professionals, as necessary.
* Communicate effectively with clients recognising their needs for alternative methods of communication as appropriate.
* Demonstrate awareness of obtaining consent from employees for all interactions.
* Demonstrate an awareness of how to handle difficult situations or challenging people.

**Confidentiality**

* Understand the company GDPR policy and how this relates to the Technician role. Eg. awareness of confidentiality breaches, retention policies and breaches relating to the filing/maintenance of confidential client records in various storage methods (i.e. paper/electronic)
* Acknowledge the importance of maintaining confidentiality when dealing with clients, in all methods of communication.

**Information Technology Skills**

* + - * Have experience with basic IT such as Office 365, Outlook and MS Office packages including word and excel to communicate and record information appropriate to role.
      * Ability to learn and use clinical management software

**Records and Record Keeping**

* Demonstrate knowledge of different types of records held within OH and the importance of these records and how they are stored.
* Demonstrate knowledge of timescales relating to record keeping in OH and rationale for same. **See ChooseOH GDPR policy for the company’s retention policy.**
* Demonstrate knowledge of rights of access to records held in OH, both by employees (Subject Access Requests) and others (Employee Consent) **See ChooseOH GDPR policy.**

**Effective Time Management**

* Effectively plan and prioritise workload including managing assessment appointment timescales.
* Demonstrate the ability to complete administration tasks within the clinic schedule.

**Equity in Service Provision**

* Recognise the social and cultural differences of clients and support equal provision of service in accordance with an individual’s health inequalities, rights, choices, and beliefs in line with the ChooseOH Equality policy.

**Equipment/Consumables management**

* Prepare, select, and assemble equipment in accordance with the manufacturers’guidelines.
* Understand the principles of calibration and demonstrate ability to confirm calibration of equipment prior to use.
* Be responsible for the care and maintenance of equipment to ensure it is operational, including understanding need for hygiene, and regular safety checks and follow the company maintenance, and calibration processes when required. Including reporting faulty equipment.
* Understand the need to dispose of products in accordance with waste legislation and local policies.
* Understand the need for storing and maintaining equipment safely and appropriately.
* Understand the need for stock control and maintenance according to manufacturer guidelines and company calibration policy.

**Safeguarding**

* Undertake safeguarding training.
* Demonstrate an understanding of the need for safeguarding and be able to identify when and how to report concerns.

**CLINICAL SKILLS**

**Infection Control**

* Demonstrate basic hygiene i.e. washing hands (soap & water; alcohol gel) before and after contact with the client and the clinical environment is undertaken.
* Ensure compliance with Infection Control policies, including exposure to body fluids.
* Demonstrate an understanding of the legal duty to take reasonable care of own health, safety, and security and that of other persons who may be affected by their actions and for reporting untoward incidents and areas of concern.
* Demonstrate safe working practices as outlined in Infection Control policies.

**On-placement/Work Health Questionnaire Screening**

* Recognise the appropriate level of screening required for a specific role and escalate any concerns regarding excessive/inadequate screening within the OH team.
* Demonstrate an understanding of the on-employment/health screening process.
* Demonstrate insight into the rationale for the questions asked, and how they relate to the potential risks of the role.
* Demonstrate the ability to recognise through screening, those who may require further clinical input/escalation or referral (on-employment medical, appointment with OH practitioner etc).
* Communicate effectively and in an appropriate manner with clients and others involved in the on-employment/health screening process.
* Show an understanding of all systems relevant to the on-employment/health screening process.
* Demonstrate the ability to use and maintain relevant paperwork and computer systems.

**Weight Measurement**

* Prepare, select, and assemble equipment in accordance with the manufacturers’ guidelines.
* Demonstrate ability to confirm calibration of equipment prior to use.
* Demonstrate ability to explain weight measurement process to client.
* Demonstrate ability to record accurate results.
* Demonstrate an ability to refer on, when necessary, under supervision

**Height Measurement**

* Prepare, select, and assemble equipment in accordance with the manufacturers’ guidelines.
* Demonstrate ability to confirm calibration of equipment prior to use.
* Demonstrate ability to explain Height measurement process with client.
* Demonstrate ability to record accurate results.

**Body Mass Index Measurement**

* Demonstrate ability to explain weight / height / BMI measurement process with client.
* Demonstrate ability to record accurate results.
* Demonstrate an ability to refer on when necessary.

**Urinalysis Screening / Measurement**

* Prepare, select, and assemble equipment in accordance with the manufacturers’ guidelines.
* Demonstrate ability to explain the urinalysis collection process to client.
* Demonstrate ability to perform urinalysis assessment and applicable infection prevention and control precautions.
* Demonstrate ability to understand, interpret and record accurate results.
* Demonstrate an ability to refer on when necessary.

**Blood Pressure/Pulse Measurement**

* Prepare, select, and assemble equipment in accordance with the manufacturers’ guidelines.
* Demonstrate ability to confirm calibration of equipment prior to use.
* Demonstrate ability to explain BP/pulse measurement process to client.
* Demonstrate ability to undertake, understand, interpret, and record BP/pulse measurement results.
* Demonstrate an ability to refer on when necessary.

**Vision Screening**

* Demonstrate knowledge of vision screening process and appropriate preparation and use of equipment.
* Show ability to communicate process and technique to client.
* Demonstrate ability to follow up or refer client as appropriate.
* Be responsible for the care, maintenance, and storage of equipment to ensure it remains operational.

**Skin Surveillance**

* Demonstrate knowledge of occupational skin assessment.
* Understand causes of occupational skin disease/allergy/sensitivity.
* Understand importance of sensitivity questionnaire and relevance of questions in the surveillance process.
* Ability to differentiate between healthy skin and the presence of dermatological pathology and knowing how to respond appropriately.
* Show ability to communicate process to client.
* Demonstrate ability to provide education on skin protection to employees.
* Demonstrate ability to follow up or refer client as appropriate.

**Spirometry / Lung Function**

* Understand rationale for undertaking respiratory surveillance and causes of occupational respiratory disorders.
* Demonstrate knowledge of occupational asthma.
* Understand importance of respiratory questionnaire and relevance of questions in the surveillance process.
* Demonstrate knowledge of spirometry process and appropriate preparation and use of equipment.
* Demonstrate knowledge of assessing client’s fitness to perform spirometry.
* Show ability to communicate process and technique to client.
* Demonstrate ability to follow up or refer clients as appropriate under supervision.
* Understand importance of comparing results with previous spirometry.
* Be responsible for the care, maintenance, and storage of equipment to ensure it remains operational.

**Audiometry**

* Demonstrate understanding of the audiometry questionnaire and rationale behind the questions.
* Demonstrate knowledge of audiometry process and appropriate preparation and use of equipment.
* Demonstrate understanding of when audiometry testing is not appropriate and why.
* Show ability to communicate process and technique to client.
* Understanding and ability to measure previous results with current results.
* Understand the HSE categories, how to calculate and what they mean.
* Demonstrate ability to use an otoscope effectively.
* Demonstrate ability to follow up or refer client as appropriate under supervision. Be responsible for the care, maintenance, and storage of equipment to ensure it remains operational.
* Understand the differing types of hearing protection.
* Ability to educate employees on hearing protection.

**Musculoskeletal (Range of Movement) Assessment**

* Demonstrate knowledge of normal range of movement and provide insight into how different movements are important in different roles.
* Show ability to communicate assessment process and technique to client.
* Demonstrate ability to recognise abnormal movements and how to record findings.
* Demonstrate ability to follow up or refer client as appropriate.

**Fitness for task health assessment**

* Demonstrate knowledge of Fit for Work/Safety Critical Medicals, to include:
  + Shift Working
  + Lone Working
  + Food Handling
  + Working at Heights
  + Confined Spaces
  + Driving
  + etc
* Show knowledge of the rationale for the assessment methods and questionnaires utilised in these medicals.
* Show ability to recognise where employees fail to meet the required standards for that medical.
* Demonstrate ability to follow up or refer employees, as necessary.
* Understand Technician’s role in restricting employee, and informing employer, from continued exposure to risks whilst assessment is reviewed by OH Practitioner, where protocols allow this to done by Technician.

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|  | **OH Screening Nurse** | **Essential (E)**  **Or**  **Desirable (D)** | **OH Technician** | **Essential (E)**  **Or**  **Desirable (D)** |
| **Qualifications** | RGN OR NMC Registered  Driving licence  Certificate in surveillance Audiometry | E  E  D | Certificate in surveillance Audiometry  Driving licence  Occupational Health Technician OHT Course | D  E  D |
| **Experience** | Post registration experience.  Working autonomously as well as part of a team  Ability to follow policies and escalate when appropriate. | E  E  E | Ability to work autonomously as well as part of a team.  Ability to follow policies and escalate when appropriate. | E  E |
| **Knowledge** | Basic knowledge of occupational health  Good working knowledge of all MS office software | D  E | Basic knowledge of occupational health  Good working knowledge of all MS office software | D  E |
| **Skills** | Good communication  Accurate record keeping  Good Organisation and time management Skills.  Demonstrate evidence based decision making. | E  E  E  E | Good communication  Accurate record keeping  Good Organisation and time management Skills  Demonstrate evidence based decision making. | E  E  E  E |