

**Job Description**

**Job Title: Occupational Health Nurse**

**Salary Grade: £29,636 to £32,878**

**SCP: Grade 7 Level 26 to 30**

**Job Family: Organisational Support**

**Job Profile: OS3**

**Directorate: People, Communications and Partnerships**

**Work Environment: Agile**

**Reports to: Occupational Heath Physician**

**Number of Reports:**

**Purpose:**

To work within the Occupational Health Nursing Team to provide comprehensive and proactive Occupational Health services.

To assist People Management to deliver a service, which contributes to the aims of the City Plan to make Sunderland a dynamic, vibrant and healthy city.

**Main Duties and Responsibilities:**

Undertaking the delivery of the occupational health services/activities, such as pre-employment health screening, statutory health surveillance (audiometry, spirometry, skin and Hand Arm Vibration Syndrome assessments), occupational vaccinations and immunisations (Flu, Hepatitis A and B), infection control, vision screening as required under DSE regulations, monitoring of employee’s health and health promotion.

Record information and communicate specified information to various members of HR and management.

An element of clinical supervision will be offered.

To work with the team to manage the clinical diary so services are delivered to meet the needs of the business, working across a range of clinical areas.

To work in a rapidly changing and developing environment with a national imperative to continuously improve productivity.

To assist in clinical audit and the setting and monitoring of standards. This includes participating in evidence-based practice.

There will be opportunities for professional development and to develop and enhance skills. This may include teaching and appropriately supervising and delegating to others in the Occupational Health clinical setting or sharing of skills.

A commitment to continuous improvement.

To promote and champion a positive organisation- wide culture that reflects the Council’s values

Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council.

Comply with the principles and requirements of the Freedom of Information Act 2000

Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.

Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.

Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.

Comply with the principles and requirements in relation to the management of Council records and information; respect the privacy and personal information held by the Council.

**Date: 01/10/2019**