

Job Description & Person Specification

Position:	Trainee Occupational Health Advisor (OHN)
Reports to:	Clinical Manager / Deputy Clinical Manager
Salary band:	Dependent on experience (£26,000 - £35,999)
Position type:	Part Time (3 x full days per week – 22.5 hours) / Permanent
Hours:	Flexibility with hours. 0900-1700, occasionally 0800-1600, occasional early, late & night shifts.
Location:	Huntingdon or close by surrounding areas

Job Summary

This role is a peripatetic role, it includes travel within an agreed area to Corazon Health’s clients, **or working at home or from the Corazon office** to provide the following services (once full training is completed and competency confirmed) as required:

- Management referrals (maximum 5 cases a day)
- New starter clearance
- Health surveillance (client site or Corazon office) - provide routine assessment across a range of topics such as spirometry, audiology, phlebotomy, skin assessment, forklift truck medicals and HAVs.
- Wellbeing - delivering health promotion activities.
- Vaccination & phlebotomy (client site or Corazon office)

The post holder is expected (following induction and any training) to be self-sufficient whilst out at client sites. Support is available remotely but there is an expectation that the post holder would be able to work independently.

There will be occasions where a clinic on a client site is a short booking/half a day, and you would be expected to travel to another client or to the office/home to continue working (travel/set up equipment/pack up equipment time is given) following this.

There will be occasions where if a clinic is cancelled at short notice, you may be expected to complete administrative work (with full guidance) at the Corazon Health office or from home (depending on the task), if we are unable to book new work in time.

Sectors our clients operate in include pharmaceutical, manufacturing & engineering.

Key Relationships

- Demonstrate the ability to interact, cooperate and establish effective working relationships with all Corazon Health employees, managers and direct reports.
- Build trust, value others, communicate effectively, work collaboratively, solve problems creatively and demonstrate high integrity and ethical behaviours.
- Maintain professional internal and external relationships that meet Company core values, encouraging employee voice to enhance productivity and organisational performance with all Corazon Health clients, contractors and suppliers.
- Demonstrate & role model our **ELITE** behaviours, leading by example to encourage a culture of fairness, equity and engagement.

ELITE VALUES



Role Responsibilities

- The post holder will be a key member of the Corazon Health team and will assist the Clinical Manager in providing quality, commercial Occupational Health services to the corporate sector.
- The post holder will have proven clinical experience, with the desire & commitment to provide a professional service.
- The post holder will be highly motivated, enthusiastic and respond positively to a challenging and varied role. Excellent interpersonal communication skills, both written and oral are essential.
- The post holder will be based from their home address, as detailed on PeopleHR, and will undergo training to provide a full range of services required.
- Following induction and completion of an intensive competency programme, the post holder will begin delivering services to clients under the supervision of the line manager and clinical leads, and with the support of the whole company.
- The post holder will be considered for enrolment and company support with the Occupational Health Degree course should this be desired and after one year of employment having met the competencies required.

Business Development

- Assist in the delivery of commercially minded Occupational Health Services
- Play a role in initiatives geared toward operational excellence.
- Follow the operational systems and processes in support of Corazon's business development; support better management reporting, business process and organisational planning, liaise between clients & internal colleagues, ensure client KPI's are met.

Clinical

- To participate in the provision of Health Screening and Immunisation for Corazon Health Clients.
- To assist in undertaking work health assessments.
- To carry out infection and immunity screening for staff and take appropriate action according to established policies and protocols.
- To administer immunisations and vaccinations according to protocols.
- To work collaboratively with clients to undertake Covid 19 testing and advice.
- To ensure the delivery of the highest possible standards of quality assured, evidence-based practice.
- To undertake work health assessments (new starter assessments of fitness to work) with recommendations for adjustments to the workplace in accordance with the Equalities Act 2010, under supervision of the occupational health advisors. Assess the need for further information from a GP.

- To administer a range of occupational immunisations and vaccines in accordance with protocols.
- To ensure accurate and comprehensive records are maintained using appropriate electronic documentation.
- To collect data and provide essential information in a timely and accurate manner when requested for, e.g. audits, cluster investigation, individual requests, ad hoc reports.
- Collect, record and store data accurately and confidentially.
- Develop skills to undertake a range of basic health protection/surveillance activities, e.g. vision screening, audiometry, skin checks, spirometry, swabs for microbiology, phlebotomy and urinalysis.
- To communicate with clients, their employees, colleagues and wider members of an individual's health team.
- To utilise basic counselling and listening skills to support employees and managers, referring to the colleagues as appropriate.
- To use basic knowledge, protocols and guidance to identify actual and potential hazards regarding manual handling, ergonomics, infection control and working practices.
- Develop basic knowledge and skills to be able to provide advice on safe systems of work, infection prevention and control, personal protective equipment, environmental safety and employee job placement safety.
- To gain experience in assessing the effect of health on work and work on health and to be able to advise staff and managers appropriately.
- To assist in investigating infection prevention and control issues arising in the workplace, collecting accurate data and samples, recording and reporting findings, and advising staff and managers appropriately on action required to protect patients and other staff.
- Assist OH advisors and administrators to ensure that all data regarding blood tests and immunisations are accurately recorded on the computerised database.

Educational Responsibilities

- To attend courses and study days as agreed by the Clinical Manager.
- To be familiar with all the departmental policies and protocols and identify areas where written guidance is not available or adequate.
- To recognise own limitations in scope of experience and knowledge and seek advice from senior members of the team as appropriate.

Professional Responsibilities

- To maintain confidentiality in accordance with policies, GDPR and the Data Protection Act 1998.
- To act in accordance with Corazon Health policies and procedures.
- To maintain a professional profile.
- To work within the NMC Scope of Professional Practice Code of Conduct.
- To be responsible for updating own professional knowledge on related and appropriate health topics.
- Perform duties not specifically identified in the job profile, but which are in line with the general responsibilities of the role.

Other:

- Manage your own workload in the face of unpredictable and conflicting demands, which may lead to moving deadlines or making adjustments to meet client or Company requirements at short notice.
- From time-to-time ad hoc support and specialist input may be required from the postholder to allow the company to meet its objectives. There are times where an "all hands-on deck" approach will be required.
- Perform duties/lead on projects not specifically identified in the job profile but which are in line with the general responsibilities of the post.

Please be aware that this job description may evolve or be amended as business needs dictate.

Person Specification		
Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Minimum 2 years post qualification as a registered nurse. 	
Skills/Competencies	<ul style="list-style-type: none"> Competent with IT functions such as the use of Microsoft Office. Ability to work autonomously. An interest in and knowledge of workplace immunisation programmes. 	<ul style="list-style-type: none"> Health screening / promotion. Knowledge of immunisation procedures. Basic Life Support training in the last 12 months. Report writing. Spirometry Audiometry
Experience Required	<ul style="list-style-type: none"> 2 years nursing experience. Immunisation Phlebotomy Evidence of ongoing professional development. 	<ul style="list-style-type: none"> ECG Wellbeing testing, such as cholesterol
Personal Qualities	<ul style="list-style-type: none"> Excellent organisational skills Proven ability to manage workload. Good communication and interpersonal skills. Numerate. Ability to use initiative. Full, Clean driving licence & access to a dependable vehicle. 	

Employee Benefit Package

- 25 days holiday (pro rata if part time)
- Hybrid working
- Length of service awards
- Group life insurance (Death in Service)
- Flu voucher scheme
- Benefits platform, including;
 - Cycle to work scheme
 - Technology purchase scheme
 - Car maintenance scheme
 - Retail discount scheme
 - Gym discounts
 - Health Shield health cash plan, including;
 - Employee Assistance Programme (EAP)
 - Online health assessments
 - GP Anytime; virtual GP surgery and private prescription service

Corazon Health Limited

Corazon Health is a private sector business to business OH provider, servicing clients across the UK. Our services focus on supporting management of health in the workplace. We have a diverse portfolio of over 300 clients, who are in an equally diverse range of business sectors such as education and manufacturing.

Equal Opportunities

Corazon Health supports the principle of Equality and Diversity in employment wholeheartedly and opposes all forms of unlawful or unfair discrimination on the grounds of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We take every possible step to ensure that individuals are treated equally and fairly and that decisions on recruitment and selection are based solely on individual merits and abilities, appropriate to the job.

We work within the requirements of all current legislation, and we implement the provisions of regulatory codes of practice in employment.

How to Apply

To apply for this role, please send your CV and a Letter of Interest (covering letter) to Clare Osborne, HR Senior Coordinator, in your first instance: hr@corazonhealth.co.uk

If you have any questions, please do not hesitate to ask.