

## FUNCTIONAL REQUIREMENTS OF ROLE

This document is designed to inform managers and prospective employees of standard requirements for job roles, conditions which could affect work tasks, and adjustments or support that may be available.

The first column will be completed by the recruiting manager and prospective employees will then be aware of potential issues for them which may require adjustments. Information about health conditions should be detailed on the full OHD1 form, and appropriate guidance can then be provided by the Health & Wellbeing Service.

Functional requirement – Manager please tick	Health problems that may affect work tasks	Adjustments/support that may be available
<input type="checkbox"/> <b>Direct contact with patients or handling specimens</b>  These will include most nursing and medical roles, allied health professionals, nursery workers, laboratory staff, porters and domestics	Low immunity due to conditions such as HIV infection, lupus, or drug treatment such as chemotherapy or high dose steroids, may make you vulnerable to some infections.	It is essential that all workers in these roles have immunity to Hepatitis B, measles, mumps, rubella, chicken pox and tuberculosis, and an annual flu vaccination is strongly advised.  Employees will be required to attend an appointment at the Health & Wellbeing Service (Occupational Health) for routine blood tests. If previous vaccination records and/or lab results are available, these should be submitted with the OHD1 form. If satisfactory, an appointment may not be necessary.
<input type="checkbox"/> <b>Direct regular contact with high risk patients including immunosuppressed, pregnant women, neonates</b>	High risk patients require a higher level of protection against infectious diseases. Staff working with this patient group must comply with immunity requirements or may need restrictions on work or redeployment.	Blood tests for HIV, Hepatitis C and Hepatitis B will be required before a new EPP worker can be passed fit and given a start date. If the individual
<input type="checkbox"/> <b>Undertaking exposure prone procedures (EPP) such as work in operating theatres, or trauma within A&amp;E.</b>	The UK Department of Health states that healthcare workers performing EPP must not be infectious for Hepatitis B or Hepatitis C infection.	Blood tests for HIV, Hepatitis C and Hepatitis B will be required before a new EPP worker can be passed fit and given a start date. If the individual

<p>All surgeons, medical staff in A&amp;E, Urology, Obs &amp; Gynae require clearance to practice exposure prone procedures (EPP).</p> <p>Midwives, theatre scrub nurses, ODPs, dental nurses and A&amp;E nurses require clearance to practice exposure prone procedures.</p> <p>This does not apply to healthcare assistants and allied health professionals.</p>	<p>New guidance allows those infected with HIV to perform EPP under certain circumstances.</p>	<p>has worked in an EPP role previously and/or has documentation showing negative results to these diseases, this should be identified on the OHD1 form and evidence attached.</p>
<p><input type="checkbox"/> <b><u>Ability to undertake general physically demanding work including regularly moving/handling patients, lifting or moving loads &gt;5kg, frequent walking (or running in an emergency) or prolonged standing.</u></b></p> <p>This job may require regular pushing, pulling, lifting and carrying of heavy loads such as patients, trolleys, equipment and materials or wearing a lead apron, travelling across the hospital.</p>	<p>Musculoskeletal problems (back, neck, arms, shoulders, joints etc). Conditions that cause fatigue.</p>	<p>Most musculoskeletal problems are minor and resolve with treatment. Some chronic problems may require adjustments if mobility, strength, grip or flexibility is impaired. Patient moving and handling equipment should be available in all clinical areas. Adjustments to the workplace, equipment and work practices are possible. Support is available if necessary from the staff physiotherapy service, back care advisor and the health and safety team.</p> <p>Manual handling risk assessment and workstation assessment on commencement are recommended where appropriate.</p>
<p><input type="checkbox"/> <b><u>Resilience to workplace pressures including working to deadlines or in stressful environments.</u></b></p> <p>Working in the health service can be busy and pressurised at times and work in patient areas can be distressing due to patients with serious illness or death. Starting a new job can add additional</p>	<p>Mental health problems, including anxiety or panic disorders, depression, bipolar affective disorders, schizophrenia. Some medications used to treat these conditions may cause side effects such as sedation, tiredness or reduced concentration.</p> <p>Other conditions that may be affected by stress</p>	<p>Support is available, where necessary, through the Health &amp; Wellbeing Service, for example counselling, resilience training.</p> <p>A stress risk assessment on commencement of duties will usually be advised. The Trust has a stress management policy and process that can help minimise the effect of workplace stress.</p>

pressures.	include epilepsy, bowel conditions, eczema, hypertension and some cardiac conditions.	
<input type="checkbox"/> <b><u>Regular night work including on-calls</u></b>	Diabetes, epilepsy, heart conditions, sleep disorders such as sleep apnoea.	For most people it takes a little time to get used to shift patterns i.e. change in dietary and sleep patterns. This may be made more difficult by some health conditions. Temporary or permanent adjustments may be required, although most people with underlying health conditions can work a variety of shifts without adversely affecting their health.
<input type="checkbox"/> <b>Working alone, in confined spaces or at heights.</b>  These tasks may be dangerous for those with certain health conditions and may require training and specific safety measures to protect employees' health.	Diabetes, epilepsy, heart conditions, mental health conditions including anxiety or panic disorders, claustrophobia, respiratory conditions.  Any of these conditions may put the staff member or others at risk if something goes wrong so it is important that the Health & Wellbeing Service are made aware of them so adjustments or restrictions can be advised.	It may be possible to put additional safe systems of work in place to protect the employee, or some minor restrictions or modifications may need to be made to their work.  A workplace risk assessment will usually be advised on commencement of duties for those individuals with these health conditions.
<input type="checkbox"/> <b><u>Regular computer-based work or desk-based work.</u></b>	Musculoskeletal problems (back, neck, arms, shoulders, joints etc), eye conditions, or conditions affecting the hands or wrists.	Most musculoskeletal problems are minor and resolve with treatment. Some chronic problems may require adjustments if mobility, strength, grip or flexibility is impaired. Adjustments to the workplace, equipment and work practices are possible. Support is available if necessary from the staff physiotherapy service, back care advisor and the health and safety team.  A workstation assessment on commencement is recommended where appropriate.  Vision screening is available through the Health & Wellbeing Service or at a local optician, funded by

		the Trust, for members of staff who meet the relevant criteria.
<p><input type="checkbox"/> <b>Good hearing and vision including accurate colour vision.</b></p> <p>Some aspects of this role may have safety critical features such as visual or audible alarms or colour coded components. Many roles include the necessity to accurately read patient written or electronic information quickly and in pressured situations.</p>	<p>Sensory problems i.e. hearing, sight (not corrected by spectacles, lenses or hearing aids), which may include colour blindness, detached retina, macular degeneration or profound hearing loss.</p> <p>Dyslexia can pose additional problems for computing and reading or recording complex health information, and additional specialist support may be required.</p>	<p>An assessment will be undertaken with regard to any sensory deficit that may impact on staff safety via audiometry and vision screening.</p> <p>Employees are advised to contact Access to Work for assessment, advice and possible provision of specialist equipment.</p>
<p><input type="checkbox"/> <b><u>Working with chemicals, substances or work processes that can affect the skin or respiratory system, including wet work, use of latex gloves or skin and respiratory irritants or sensitisers.</u></b></p>	<p>Skin conditions i.e. eczema, dermatitis, allergies or psoriasis. Asthma, COPD or other respiratory conditions.</p> <p>Working with broken skin on hands or arms is an infection control risk when working with patients or specimens.</p>	<p>Those with pre-existing skin problems will require skin surveillance prior to being passed fit and may need adjustments. Alternatives to soap can be provided to accommodate skin issues, and advice provided regarding general skin care. Temporary adjustments can be made for those with broken skin on their hands. Individuals with suspected work-related allergies may be referred for allergy testing.</p> <p>Restrictions, or additional precautions, may be advised for those individuals suffering from respiratory conditions which could be exacerbated by the use of certain substances or processes.</p>