

## **Job Functional Form**

The post **might** include the following but is not exhaustive.

<b>Job functions</b>	Tick	<b>Job functions</b>	Tick	<b>Job functions</b>	Tick
<b>Exposure Prone Procedures (EPP)</b> – the DOH definition of EPP requires the Health Care Worker to have their “fingertips inside a body cavity with a sharp instrument where the fingertips cannot be seen from the outside” *		Hazardous substances/COSHH		Extreme temperature (hot or cold environment)	
Patient contact	X	Managing people		Working with hard wood dust	
Exposure to body fluids	X	Ionising radiation		Working in a stressful environment	
Food handling		Driving as part of the job			
Night work or unsocial hour		Waste handling			
Lone working		Manual handling			
Working with children/vulnerable adult	X	Specialist equipment, for example power hammers			
Working at heights for example using ladders		Overseas travel for work purposes			
Working with animals		Working in confined spaces			

### Actions for all clinical new starters

\*All EPP staff must have Occupational Health (OH) clearance prior to commencing work in the Trust. Please email OH scanned copies of your occupational blood results and immunisation records which will help prevent delay in your start date. If you do not have these email OH to arrange an appointment and bring your passport, as proof of identity, to your appointment.

All other clinical staff will be emailed by OH, at least one week prior to their start date, requesting copies of their occupational blood results and immunisation records. In order to avoid unnecessary delays please make every effort to obtain your records from your previous OH services or GP. If you have no such records email OH and a new starter appointment will be offered within your first two weeks; this appointment must be attended.

For all clinical staff a certificate will be sent to you and your manager confirming you have the clearance/protection required by the Dept. of Health to carry out your new role at Kingston Hospital.

OH Department at Kingston Hospital NHS Foundation Trust contact details:

- [khft.occupationalhealth2@nhs.net](mailto:khft.occupationalhealth2@nhs.net)
- 0208 934 2615