

Functional Requirements Form

Job reference no.

The purpose of this information is to help you decide if you need any work place adjustments to help you achieve the full remit of your job role.

The first column will be completed by the recruiting manager. He/ she will check the rows that apply to your job role. You only need to look at the rows that are checked. The second column gives some examples of health conditions that may affect your ability to undertake the requirements identified by the recruiting manager. There may be other conditions not listed that may affect the job role. The right hand column gives examples of the range of support or adjustments available for those with health conditions or what the Trust can do to protect your health and wellbeing particularly if you have a health condition or disability. Reasonable adjustments are available for those with disabilities in compliance with the Equality Act 2010

If you are unsure about any of the information below, you may contact the occupational health department on 020 3313 3063 and ask to speak to one of the occupational health nurse advisers. You may also contact your recruiting manager if you are unsure about any aspect of your job/role or workplace.

Your completed form should be returned to Recruitment or Medical Personnel. If you have any health condition or disability requiring support Recruitment will notify Occupational Health and an occupational health nurse will contact you to find out how your health may affect your job and how we can help support you.

Job title: Administration Manager

Department: General & Vascular Surgery

Site: Cross Site

CPG: SCC

Manager's name: Elizabeth Bergomi

Email address: Elizabeth.bergomi@nhs.net

Contact no: 07342 082625

Functional requirement – your manager will tick all that apply to this role	Health problems that may affect work tasks	Adjustments/support that may be available
<input type="checkbox"/> Direct regular contact with patients or handling specimens These will include most nursing and medical roles, allied health professionals, nursery workers, laboratory staff, porters	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 you have immunity to hepatitis B, measles, mumps and rubella, chicken pox and tuberculosis. You will be required to attend occupational health on your first day of work and are requested to ensure you have your up to date vaccination record and any laboratory reports available on your first day. You must also have your flu jab annually.

Functional requirement – your manager will tick all that apply to this role	Health problems that may affect work tasks	Adjustments/support that may be available
<p><input type="checkbox"/> Exposure prone procedures (EPP) such as work in delivery suites, operating theatres or trauma within A & E</p> <p>All surgeons, medical staff in A&E, Urology, Obs and Gynae, require clearance to practice exposure prone procedures (EPP).</p> <p>Midwives, theatre nurses, ODPs, dental nurses and A&E nurses require clearance to practice exposure prone procedures (EPP). This does not apply to HCAs and AHPs.</p>	<p>The UK Department of Health states that healthcare workers performing EPP must not be infected with HIV or be infectious for hepatitis B or hepatitis C infection.</p>	<p>At this time HIV infection is not compatible with EPP work. However in many cases, someone with HIV infection may be able to work with specific restrictions on their practice. EPP workers infected with hepatitis B or C may require additional tests of infectivity before a decision about EPP clearance can be given. Again, some restrictions on practice may be sufficient to allow the infected healthcare worker to work.</p>
<p><input type="checkbox"/> Ability to undertake general physically demanding work including regularly moving/handling patients, lifting or moving loads > 5kg, frequent walking (or running in an emergency) or prolonged standing</p> <p>This job may require regular pushing, pulling, lifting and carrying of heavy loads such as patients, trolleys, equipment and materials or wearing lead apron, travelling across the hospital</p>	<p>Musculoskeletal problems (back, neck, arms, shoulders, joints etc). Conditions that cause fatigue.</p> <p>If you have a problem that causes back pain particularly or have problems with your joints especially knees or feet you should let us know.</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 from the staff physiotherapist, the moving and handling advisors and the health and safety team.</p>
<p><input checked="" type="checkbox"/> Resilience to workplace pressures including working to deadlines or in stressful environments.</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 pressures.</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. Other conditions that may be affected by stress include epilepsy, bowel conditions and some cardiac conditions.</p>	<p>Support is available from CONTACT, the staff counselling and stress management service, occupational health and your manager. Please declare if you have significant current/ ongoing mental health problems (including work related stress). You will be contacted by an occupational health adviser for a confidential discussion. The Trust has a robust stress management policy and process that can help minimise the effect of workplace stress.</p>

Functional requirement – your manager will tick all that apply to this role	Health problems that may affect work tasks	Adjustments/support that may be available
<input type="checkbox"/> Regular night work including on-calls	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"/> Working alone, in confined spaces or at heights These tasks may be dangerous for those with certain health conditions and may require training and specific safety measures to protect your health.	Diabetes, epilepsy, heart conditions, mental health conditions including anxiety or panic disorders, claustrophobia, respiratory conditions. Any of these conditions may put you or others at risk if something goes wrong and so it is important you let us know about these.	We may be able to put in place additional safe systems of work to protect you or we may need some minor restrictions or modifications to your work.
<input type="checkbox"/> Activities requiring good hand strength, or dexterity These tasks may also include those requiring steady hand, fine motor movements or delicate manipulation	Musculoskeletal problems (back, neck, arms, shoulders, joints etc). If you have problems with the hands or wrist such as repetitive strain type conditions you must let us know.	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 from the staff physiotherapist, the moving and handling advisors and the health and safety team.
<input checked="" type="checkbox"/> Regular computer-based work or desk-based work	Musculoskeletal problems (back, neck, arms, shoulders, joints etc), eye conditions or conditions affecting the hands or wrists. If you have a condition that may be affected by this type of work let us know as in most instances adjustments can be made to support you.	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 from the staff physiotherapist, the moving and handling advisors and the health and safety team. An eye test voucher scheme is available for all Trust computer users.

Functional requirement – your manager will tick all that apply to this role	Health problems that may affect work tasks	Adjustments/support that may be available
<input checked="" type="checkbox"/> Good hearing and vision including accurate colour vision. 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>Sensory problems i.e. hearing, sight (that are 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 in regard to any sensory deficit that may impact on staff safety. Adjustments available may include hearing loops, adapted telephones, training for staff in understanding disability.</p> <p>A specialist report on dyslexia may be necessary to put in place suitable adjustments that will protect both the healthcare worker and patients.</p>
<input type="checkbox"/> Working with chemicals, substances or work processes that can affect the skin including wet work, use of latex gloves or skin irritants or sensitisers	<p>Skin conditions i.e. eczema, dermatitis, allergies, psoriasis</p> <p>If you have any of these conditions let us know as you may be particularly vulnerable if adequate support is not provided</p> <p>Working with broken skin on hands is an infection control risk you work with patients or specimens</p>	<p>Those with a pre existing skin problem require skin surveillance and may need adjustments. Alternatives to most products can be found to accommodate skin issues. Temporary adjustments may be made for those with broken skin on their hands.</p> <p>Those with suspected work-related allergies may be referred for allergy testing.</p>

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This form is to be completed if you are offered the job.

Applicants **Declaration.**

Please tick either a) **or** b) below.

Having read and understood the information above and the role description, I declare that:

- a) ☐ I am not aware of any health conditions or disability which may impair my ability to undertake effectively the duties of the position which I have been offered
- b) ☐ I do have a health condition or disability which might affect my work and which might require special adjustments to my work or at my place of work.
- c) Sickness Absence - How many sick days have you had over the past 2 years (including if you were not working – give reasons below if more than 10 days in total).....

Return the completed form along with your acceptance letter to your recruitment officer.

Name:

Signed:

Date:

Your completed form should be returned to Recruitment as specified on the offer letter. If you have any health condition or disability requiring support Recruitment will notify Occupational Health and an occupational health nurse will contact you to find out how your health may affect your job and how we can help support you.