

FUNCTIONAL REQUIREMENTS OF ROLE (Work Health Assessment Form – Section A)

This document is designed to inform the Occupational Health Department and prospective employees of standard requirements for job roles.

Details of Position: To be completed in full by the Recruiting Manager	
Post Title: Medical Personal Assistant	Company / Organisation: NCA
Department / Ward: Clinical Administration	Site / Location: Royal Oldham Hospital
Appointing Manager & Job Title: Diane Jones, Lead Operational Manager, Clinical Administration	
Appointing Manager Telephone Number: 01706 906664	Appointing Manager Email Address: diane.jones3@nca.nhs.uk

Does the Job involve:

(Tick all boxes applicable)

Regular Clinical Contact with Patients	Exposure to Noise (above 80dB)	
Exposure Prone Procedures	Use of Vibrating Equipment	
Patient Moving and Handling	Night Working	
Non-Patient Moving & Handling	Work in Confined Spaces	
Exposure to Biological Agents	Food Handling (Catering)	
Exposure to Respiratory Sensitisers	Working at Heights	
Exposure to Skin Sensitisers	Regular VDU Work	x
Exposure to Ionising Radiation	Driving, including patient transport and where a group 2 license is required.	
Electrical wiring	Visiting patients and/or working in a care home setting	