

Job Title: Vaccination/Screening Nurse
Department: Screening Nurse
Anticipated Working Hours: 37.5 hours per week
Reporting To: OH Nurse Manager
Band:
Level: RGN
Deputising For: N/A
Subordinates: N/A
Location: As per terms and conditions of employment

SUMMARY: Main Objectives (Purpose of the Role in the Business)

- The delivery of Occupational Health Services to Medigold clients and to ensure that the provision of the occupational health advice is at all times of the highest standard.
- To act as an ambassador and promote the Occupational Health services available.
- To ensure standards of best practice and standardisation of systems.

SPECIFIC DUTIES

- Undertake Health Surveillance, including vaccinations and phlebotomy as required.
- Ensure that one is familiar with the requirements of all appropriate client contracts. Monitor standards of occupational health advice provided.
- Develop and maintain close working relationships with client contracts to ensure the highest standards of occupational health delivery.
- Take accountability for identifying, influencing and implementing improvements to the service provided from a clinical point of view, looking for opportunities to extend the Occupational Health product offering.
- Ensure activities are kept within agreed service level agreements.
- Undertake the flu vaccination programme as required by Medigold clients.
- Attend in-house Clinical Audit days and departmental meetings.
- Liaise with Administrators/Team Leader's regarding both client and patient queries.
- Perform general office duties as required.

ADDITIONAL RESPONSIBILITIES & ACCOUNTABILITIES

- Understand the Company's objectives and values.
- Assist with induction and training of new employees within the Team
- Manage confidential data in line with the Data Protection Act
- General Office Duties
- Contribute ideas and suggestions to continuously improve the Customer Experience
- Assisting with colleagues work during absence.
- Attending meetings and training sessions as required
- Any other request made by a Manager or Director

REQUIREMENTS FOR THIS ROLE

- RGN qualification
- NMC registration
- Demonstrable experience within Occupational Health departments, preferably private sector experience.
- Experience of attending, presenting and hosting client Wellness and health promotion days.
- Knowledge of Outlook and Word is essential, and knowledge of Excel and PowerPoint is desired.
- Full UK driving licence.

SKILLS	BEHAVIOURS
Registered RGN	Responsible
Organisational skills	Professional in appearance and approach
Exemplary communication skills	Trustworthy & Honest
Confident presentation skills	"Can-do" attitude
Trained to undertake vaccination and phlebotomy	Enthusiastic
Good telephone manner	Efficient
Proficiency in Word, Excel, PowerPoint & Outlook	Proactive
Time planning and priority setting	Well organised
Influencing skills	Adaptable to change
Good Interpersonal skills	Able to work alone or as part of a team
Flexible in approach	Calm under pressure
	Willing to learn new skills

I understand the specific duties required of me within my role and accept the responsibilities, authorities and accountabilities related to this role. I have therefore Read and Accepted this role profile in the internal HR system.