

## Functional Requirements Form

**Applicants only:** This document is for information only at this stage. The purpose of this information is to help you decide if you need any workplace adjustments to help you achieve the full remit of this job role should you be conditionally appointed following successful interview. If offered the role, we will be asking your referee about your sickness absence record over the last 2 years. Please read the information below carefully.

**Exposure Prone Procedure (EPP) Health Clearance:** Clinical staff undertaking EPP roles will be required to submit previous Identity Validated (IVS) Blood test results for HIV 1&2; Hep C Antibody; Hep B Surface Antigen. EPPs are those procedures where the worker's gloved hands may be in contact with sharp instruments, needle tips or sharp tissues (e.g., bone or teeth) inside a patient's open body cavity or wound, where the hands or fingertips may not be always completely visible. Additionally, bloods results for TB and Chicken Pox; Measles; Hep B Surface Antibody and Rubella are also required.

**Following Successful Interview:** You will be asked to confirm whether you need any workplace adjustments to support you in your job role. If you are unsure about any of the information below, you may contact the Occupational Health Department on [bht.ohw@nhs.net](mailto:bht.ohw@nhs.net) and ask to speak to one of the OH Advisers. You may also contact your recruiting manager if you are unsure about any aspect of your job/role or workplace. If necessary, someone from OH will contact you to discuss your responses. Any medical or personal information that you provide to OH will be held in confidence and in accordance with the Data Protection Act (1998). It will only be disclosed to a third party with your explicit consent.

Requirement / Health condition	Conditions / Work Task Impacted	Adjustments / Support
<b>Direct regular contact with patients or handling specimens</b>  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 protection 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. Flu jabs are strongly encouraged annually.

Requirement / Health condition	Conditions impacted	Adjustments/support
<b>Regular night work including on-calls</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. Support to improve sleep is available from the BHT Wellbeing team
<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 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. Support for mental wellbeing is available from the BHT Wellbeing team.
<b>Activities requiring good hand strength, or dexterity</b>  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.
<b>Regular computer-based work or desk-based work</b>	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.

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<b>Good hearing and vision including accurate colour vision.</b>  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.	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.  Dyslexia can pose additional problems for computing and reading or recording complex health information and additional specialist support may be required.	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.  A specialist report on dyslexia may be necessary to put in place suitable adjustments that will protect both the healthcare worker and patients.
<b>Working with chemicals, substances or work processes that can affect the skin including wet work, use of latex gloves or skin irritants or sensitisers</b>	Skin conditions i.e., eczema, dermatitis, allergies, psoriasis  If you have any of these conditions let us know as you may be particularly vulnerable if adequate support is not provided  Working with broken skin on hands is an infection control risk you work with patients or specimens.	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. Those with suspected work-related allergies may be referred for allergy testing.
<b>Handling Food</b>	Working around open food while suffering from certain infections (mainly from bacteria and viruses) can contaminate the food or surfaces that the food may come into contact with. This can spread infection to other people through the food.	Actions to be taken for staff will depend upon their condition and how stable it is. Support can be sought from Occupational Health and Human Resources if required.
<b>Mental Health / Emotional Impact</b>	Practicing medicine/surgery is a busy and pressurised job. Starting a new job or being newly qualified can add additional pressures.	Support is available for you. You may discuss any health condition that you think may affect your work, in confidence, with the occupational health team. Where practicable, adjustments will be made to help you achieve your full potential in the workplace.

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<b>Dyslexia</b>	Working in healthcare involves record keeping, calculating drug doses, reading complex medical information and processing complex information (at times under pressure).	Those with dyslexia will be contacted by the OH Team to discuss the impact that their dyslexia may have on their work. They may be asked to provide an educational psychologist's report to ensure that appropriate adjustments can be recommended (where necessary).
<b>New or expectant mothers</b>	Whilst not a health problem, new or expectant mothers have a legal right to a workplace risk assessment to ensure that they are not exposed to hazards in the workplace that may pose a risk to themselves or their unborn child.	You should inform your manager in writing that you are pregnant. On receipt of this information, your manager will undertake a risk assessment. If any risks/hazards are identified, adjustments will be made to minimise/remove them. This may or may not include the OH department. If you would like confidential advice in regard to work and pregnancy, you may self-refer to occupational health.
<b>COVID-19</b>	All staff new starters must have a COVID risk assessment undertaken.	Where risks are identified, further investigations will be undertaken, and adjustments will be made to support staff to stay well at work. Actions to be taken for staff will depend upon their condition and how stable it is. Support can be sought from Occupational Health and Human Resources if required.
<b>TB</b>	You must tell Occupational Health <b>before</b> you commence work if you have any symptoms of TB. By signing the declaration below, you are confirming that you are symptom free.	<b>Symptoms of TB</b> <ul style="list-style-type: none"> <li>• Have a cough that has lasted more than 3 weeks</li> <li>• Have lost weight (not as part of a weight loss programme)</li> <li>• Are coughing up blood</li> <li>• Have night-time sweats</li> <li>• Have a fever associated with the above symptoms.</li> </ul>
<b>Any other health condition</b> that may impact on your role (please see job description)	Some health conditions may be exacerbated by working as a doctor/surgeon or impact on your ability to perform all of your duties.	You may discuss any health condition that you think may affect your work, in confidence, with the occupational health team. Where practicable, adjustments will be made to help you achieve your full potential in the workplace.