

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: Administration Officer	Company / Organisation: Salford NCA
Department / Ward: ASC, GMMH Community Mental Health Team	Site / Location: Cromwell House CMHT, Eccles
Appointing Manager & Job Title: Helen Lorrenc, Administrative Supervisor	
Appointing Manager Telephone Number: 0161 206 4820	Appointing Manager Email Address: helen.lorenc@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	x	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	