



# The ROYAL MARSDEN

## NHS Foundation Trust

### Job Features Form

Job features for the post of administrative and clerical position

The post may include the following but is not exhaustive.

Job features		Job features		Job features	
Exposure prone procedures *		Hazardous substances		Extreme temperature (hot or cold environment)	
Patient contact	✓	Managing people	✓	Working with hard wood dust	
Exposure to body fluids	✓	Ionising radiation		Display screen equipment user	✓
Food handling		Driving as part of the job		Working in a stressful environment	✓
Night work or unsocial hours		Waste handling			
Lone working		Manual handling	✓		
Working with children/vulnerable adults	✓	Specialist equipment, for example power hammers			
Working at heights for example using ladders		Overseas travel for work purposes			
Working with animals		Working in confined spaces			

All staff in this group will need an appointment with Occupational Health (OH) during the first week of commencing work in the Trust. Please ensure you take all immunisation details to the appointment in OH which might help prevent any delays.

You must contact the occupational health department to make the necessary arrangements to be seen. Your manager is responsible for ensuring that the individual attends and on completion an attendance form will be sent to your manager confirming attendance.

Contact details:-

The Royal Marsden Hospital (Chelsea) 0207 808 2139 or (Sutton) 0208661 3003