

<b>Post Details</b>		<b>Last Updated:</b> 06 February 2017	
<b>Faculty/Administrative/Service Department:</b>	Corporate Services, Traded Services and Business Support - Robens Centre for Occupational Health		
<b>Job Title:</b>	Travel Nurse		
<b>Job Family &amp; Job Level</b>	Professional Services	Level 4	
<b>Responsible to:</b>	Clinical Director		
<b>Responsible for:</b>	n/a		
<b><u>Job Purpose Statement</u></b>			
<p>To provide travel health advice, screening and selected occupational health services to clients of the Robens Centre, including business customers, healthcare workers and private travellers. Through the provision of these services, the post holder contributes to the success of the Robens Centre.</p>			
<b><u>Problem Solving, Accountability and Dimensions of the role</u></b>			
<p>The post holder will deliver a high standard of client care under the supervision and guidance of the Clinical Director. The post holder will work within established and well-defined departmental processes and procedures, as well as medical standards. There is scope for the post holder to apply judgement and initiative when managing their workload and to respond to any conflicting demands.</p> <p>Face to face contact with customers either on site at the Robens Centre or (less frequently) on customer sites is a key element of this role. The post holder will ensure that activities are carried out to a high standard, interpreted, and reported to the appropriate person concisely, accurately and in a timely fashion. The post holder will work autonomously making decisions about what and when activities should take place and deciding on future actions.</p> <p>Within their role, the post holder will frequently be required to apply a sound knowledge of current travel medicine practice, evidence based practice, and knowledge to provide exceptional quality travel health advice to business customers and leisure travellers. They are expected to provide advice and solutions to travel health issues and problems within their area of medical expertise. Resolution for these issues will usually be found through referring to their previous experience of similar problems or through making reference to medical advice, guidelines or best practice. They are expected to use initiative and judgement to address and resolve more complicated problems and issues, referring only the most complex or those issues outside of the remit of their role to the Clinical Director. The post holder is however, expected to have a degree of involvement in finding and implementing resolutions in this case. The post holder will be professionally and legally accountable for all aspects of their work and must ensure that their work continually meets all professional standards and clinical guidelines.</p> <p>Although working as part of a wider team the post holder will be expected to make a significant contribution the unit's service delivery in the area of travel medicine and as such advise Robens' management on areas which require action. This will be driven by evidence based practice. The post holder will assist in the development of new procedures and refine existing procedures for adoption throughout the unit and at client sites and will therefore need up to date working knowledge of current best practice in the areas of travel medicine and immunisations. They will also be required to identify services for development in order to enhance business performance and maximise income.</p> <p>The post holder will have access to highly confidential information regarding client's medical histories and therefore it is expected that they maintain high levels of confidentiality. All client care must be recorded appropriately and accurately in order to ensure excellent communication between colleagues and thereby the safe and smooth delivery of services provided.</p>			

The post holder does not have any budgetary or supervisory responsibility.

**Background Information/Relationships**

The Robens Centre is an enterprise unit of the University and provides managed Occupational Health, Travel Medicine and Screening services to the University, external customers and the general public under contractual service agreements. As such, the post holder will need advanced communication skills, including verbal, non verbal and written as they will interact on a daily basis with managers, individual customers, outside agencies and the wider OH team.

This job purpose reflects the core activities of the post. As the Department/Faculty and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.

**Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

<b>Qualifications and Professional Memberships</b>	<b>Essential/Desirable</b>	
Registered General Nurse, currently registered with the NMC	E	
Formal travel health qualification (minimum TREC 2 day or equivalent)	E	
Membership of a professional body representing the interests of travel health specialists	D	
<b>Technical Competencies (Experience and Knowledge)</b> This section contains the level of competency required to carry out the role (please refer to the competency framework for clarification where needed and the Job Families Booklet).	<b>Essential/Desirable</b>	<b>Level 1-3</b>
Significant experience in the field of travel medicine for individuals and work groups	E	3
Experience of service delivery to auditable standards conforming to the requirements of clinical governance	E	3
Use of online travel medicine guidance tools to provide comprehensive and current travel health advice to customers	E	3
An understanding of clinical governance and the application of evidence based practice to deliver quality services to audited standards	E	3
<b>Special Requirements:</b>	<b>Essential/Desirable</b>	<b>Level 1-3</b>
Current professional indemnity insurance through a recognised provider	E	n/a
A current Driving License valid in the UK, as travel between sites may be necessary	E	n/a
Post holder will be required to undergo an enhanced DBS check	E	n/a
This post may involve working within the Robens Centre Clinic or at client sites.	E	n/a
An understanding and appreciation of service delivery in a commercial environment as the Robens is an enterprise unit of the University of Surrey	D	n/a
<b>Core Competencies</b>	<b>Level 1-3</b>	
Communication	3	

Adaptability / Flexibility	3
Customer/Client service and support	3
Planning and Organising	2
Teamwork	3
Continuous Improvement	3
Problem Solving and Decision Making Skills	2
Leadership / Management	1
Creative and Analytical Thinking	2
Influencing, Persuasion and Negotiation Skills	2
Strategic Thinking	1

### Organisational Information

**All staff are expected to:**

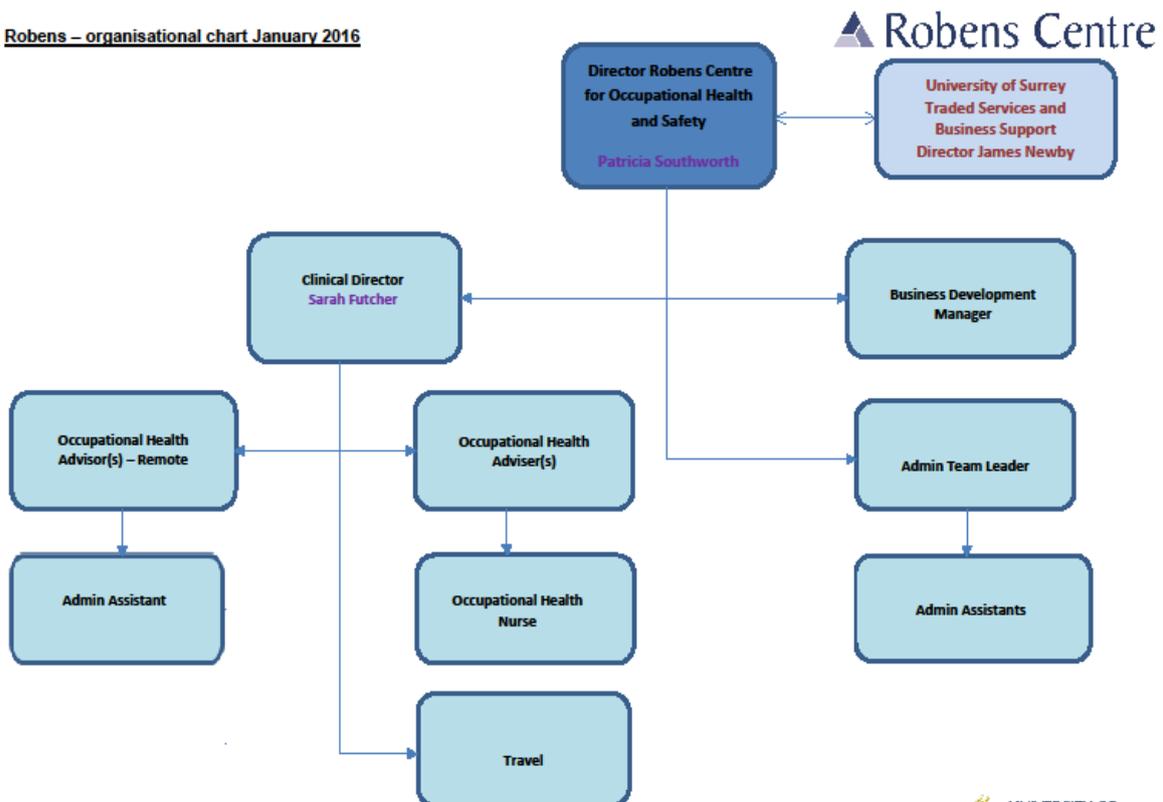
Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.
- Excellent environmental performance is a strategic objective for the University of Surrey. All staff are encouraged to work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Undertake such other duties within the scope of the post as may be requested by your Manager.

### Robens Organisational Chart

Robens – organisational chart January 2016



Robens organizational chart 01-17-v1.docx

### Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum) and should be read in conjunction with the accompanying Job Purpose.

1. Be responsible for all aspects relating to the travel clinic. This involves providing specialist advice, administering vaccines and medication relating to travel health, venepuncture, and running health education seminars.
2. Undertake activities to support the general management of the travel clinic e.g. stock control, marketing, website development.
3. Maintain and acquire knowledge of current travel medicine practice and to use evidence base and research to inform best practice in order to undertake the highest standards of care.
4. Co-operate in acquiring skills where a new knowledge or understanding is required to fulfil the requirements of the role.
5. Have, or acquire where necessary, appropriate clinical knowledge and skills relating to occupational risk. This will include, but is not restricted, to occupational vaccinations, and other clinical activities as may from time to time be dictated by the requirements of the job. This may for example include assessment and administration of immunisations for private occupational client's e.g. dental employees and/or students.

**N.B. The above list is not exhaustive.**