

qualification



Certificate in Managing OH Services

30 March – 1 April 2020
Central London

This Certificate programme is designed to equip you with the essential management tools to deliver a successful occupational health service. The programme builds on professional training, and develops the additional skills needed to function effectively in the working environment in the private or public sector.

An important
qualification from
**The At Work
Partnership**



With the support of
**Brunel University
London**

**Module 1: – The role of OH –
context, challenges & objectives**

Dr Paul Litchfield,
What Works Centre for Wellbeing

**Module 2: Managing
occupational health staff**

Jo Berriman,
Health Management Consultant

**Module 3: Resourcing and
budget management**

John Humphrey,
Harrison Associates

**Module 4: Problem solving and
negotiating skills**

Tilly Wood,
Management Consultant

Module 5: Legal framework

Diana Kloss, Barrister

**Module 6: Managing
relationships and
communication**

Dr Steve Boorman,
Empactis

*“A comprehensive overview of effective OH
management, delivered by leading industry experts”*
Andrew Wiggans, Bentley Motors Ltd

*“By far the best professional training course I have
attended in 23 years as an OH specialist practitioner.
It is possible to teach an old dog new tricks and lots
of them too – thank you!”*
Graham Hayward, HMS Sultan (MOD)

*“Fantastic...gave me great information to develop my
team and our business. Passionate and motivated
speakers”*
Antonia Hislop, OH Nurse Manager, oh Occupational
Health and Wellbeing

“Excellent course”
Dr Anatoly Chatokhine, BP – Russia &
Caspian & N Africa



What is the Certificate in Managing Occupational Health Services?

This qualification for occupational health professionals is organised by **The At Work Partnership** with the support of **Brunel University London** and is designed to provide OH professionals with management skills and expertise.

The course deals with the financial, political, legal and employment issues that OH professionals need to address in order to ensure that they function successfully and deliver maximum benefit to their employer.

Now in its 14th successful year, the course has become one of the leading short management courses for OH professionals. An independent review of the *Certificate in Managing OH Services* course was previously published in the newsletter of the AOHNP – Association of Occupational Health Nurse Practitioners (now iOH). It summed up the course as **“worth every penny”**.*

*Full review available via our website

How will gaining this qualification benefit you and your organisation?

This Certificate provides you with the essential management tools to deliver a successful OH service – from the effective management of staff and services to managing departmental budgets – with a clear understanding of corporate and financial objectives, the organisation’s legal responsibilities and the needs of different stakeholders.

The course equips you with the skills to create an OH service that meets the needs of your employer and where departmental performance is constantly monitored and improved.

The Certificate enables OH professionals to operate confidently within the workplace, whether public or private sector, and to present the case for OH to different stakeholders. Occupational health professionals attending this course will come away with the knowledge to manage their department with financial acumen, legal awareness and the wider management skills to develop their department’s work.

Course format and timings

The course is run over three full days and comprises six half-day modules. Day 1 runs from 9.30am – 5.30pm with a drinks reception from 5.30 – 6.30pm. Day 2 runs from 9.00am – 5.30pm and Day 3 runs from 9.00am – 4.30pm.

Assessment and certification

To qualify for the Certificate in Managing Occupational Health Services, students **must attend the full course**.

During the course, multiple choice questions will be set to help students monitor their own progress.

Following the course, students undertake a 3,000-word written assignment, demonstrating their ability to apply the theory and skills behind one of the modules covered in the course.

The certificate will be awarded to students on the satisfactory completion of the written assignment. Marking will be moderated by **Professor John Harrison**.

Continuing professional development

This course provides 18½ hours of CPD for self-certification schemes. Undertaking the assignment offers additional opportunities for CPD.

Day 1: Monday 30 March 2020

Module 1. The role of OH – context, challenges & objectives *Dr Paul Litchfield, What Works Centre for Wellbeing*

This module looks at the changing role of OH in organisations today and the impact of the political, social, healthcare and business environment in which it is being delivered. It is designed to enable delegates to: set clear objectives, standards and performance indicators for an OH service; to monitor and audit its effectiveness to ensure it meets the needs of the organisation; and to address challenges which arise in the course of service delivery.

The module will cover:

- The current context of OH delivery
- Different models of service delivery
- The contribution OH can make and objectives for OH services
- The importance of standards, performance and audit in OH
- Ethics and OH delivery
- Balancing professional and commercial priorities

At the end of this module, delegates will have the ability to:

- Evaluate the OH requirements of a business and understand the various models of OH service delivery
- Understand the importance of standards, performance and audit in OH
- Manage the potential tension between business-driven demands, professional requirements and ethical considerations

Day 2: Tuesday 31 March 2020

Module 3. Resourcing & budget management *John Humphrey, Harrison Associates*

This module is designed to enable delegates to understand the financial pressures within which the OH function operates and to prepare and justify budget proposals. They will be able to present the financial costs and benefits associated with occupational health delivery including, if appropriate, the direct generation of revenue. They will be able to monitor performance against budgets and take action to correct budget anomalies.

The module will cover:

- Revenue and capital budgets
- Demonstrating value and cost-benefit
- The profit and loss statement
- Managing financial risk
- Income generation
- Cost-effectiveness of alternative interventions

At the end of this module, delegates will have the ability to:

- Construct a profit and loss statement and budget for an OH function
- Demonstrate the impact of employee health on the performance of an organisation and compare the effects of different interventions
- Present the case for an OH service against competing service providers or alternative demands for resource

Day 3: Wednesday 1 April 2020

Module 5. Legal framework *Diana Kloss, barrister*

This module enables delegates to understand the statutory and common law framework within which the OH function operates, and the requirements and constraints of their own employment contracts, including the implications for professional confidentiality and maintenance of records. They will be updated on the OH implications of recent case law.

The module will cover:

- Control of sickness absence
- Confidentiality
- Duty of care
- Case law update
- Outline of statutory and common law framework

At the end of this module, delegates will have the ability to:

- Understand the legal duties of OH practitioners
- Provide general advice to an employer about employment law relating to sickness absence, ill-health dismissal and disability discrimination
- Understand how the courts and tribunals work

Module 2. Managing occupational health staff

Jo Berriman, Health Management Consultant

This module will enable delegates to identify the skills necessary for their own organisation's needs and to develop these in line with the requirements of the professional bodies. They will learn about the key techniques for effective staff management, teamwork, and the implications of managing a specialist department and the resulting needs for support, mentoring and professional networking.

The module will cover:

- Particular challenges for an OH manager
- Developing and maintaining skills
- Effective communication styles
- Recruitment
- Managing underperformance
- Developing excellence and vision
- Building a team

At the end of this module, delegates will have the ability to:

- Understand the particular challenges facing OH managers and implement effective solutions
- Understand the range of competencies needed to deliver an effective OH service
- Manage performance and development of OH staff

Module 4. Problem solving & negotiating skills

Tilly Wood, management consultant

This module is designed to equip delegates with two essential management skills which have numerous applications in the workplace. The module will enable delegates to identify barriers to progress and learn how to use effective problem-solving techniques to systematically explore, evaluate and select solutions. Delegates will learn how to use negotiating techniques to deliver the best possible outcomes with 'buy-in' from both sides in the negotiation.

The module will cover:

- Understanding the problem
- Techniques to choose the best solution
- Resolving conflicts of interest
- Preparing for negotiations
- Negotiating win-win outcomes

At the end of this module, delegates will have the ability to:

- Utilise creative problem-solving techniques
- Employ effective negotiating skills to reach a desired outcome
- Recognise opportunities for managing change

Module 6. Managing relationships & communication

Dr Steve Boorman, Empactis

This module will enable delegates to understand the value of planned and structured communications and the need to present the role of OH to relevant stakeholders. They will understand the use and effectiveness of a range of communication techniques, and will consider the implications of organisational structures and reporting lines.

The module will cover:

- Involvement of stakeholders
- Planning communications
- Reporting lines
- Promoting the service
- Organisational politics

At the end of this module, delegates will have the ability to:

- Understand communication channels and identify the best means of promoting OH services
- Manage relationships and handle dissatisfied customers and stakeholders
- Understand the value of language and style in communication with stakeholders from boardroom to shop floor

About our expert tutors

John Humphrey – course chair and tutor

John is chairman of Harrison Associates, a company delivering case management services for individuals with life changing injuries. John founded BMI Occupational Health and was the founding managing director of Minerva Health Management. He advises many leading organisations on employee wellbeing and workplace health interventions.

Dr Paul Litchfield CBE

Paul is the founding chair of the What Works Centre for Wellbeing and sits on a number of national bodies framing public policy for health in the workplace. He has practised occupational medicine in the UK at senior level for many years and has led international initiatives for the EU, WHO, ILO and the World Economic Forum.

Jo Berriman

Jo is an OH practitioner and coaching psychologist. Jo has worked as a health management consultant for a large professional services company in the UK since 2010, and was previously head of OH at Sainsbury's Supermarkets Ltd. She is an advisor to the new UK Faculty of Occupational Health Nursing.

Tilly Wood

Tilly is a management consultant specialising in strategic development, team building and change management. Prior to setting up her own consulting business, she was business development director of Deloitte Consulting. Business development assignments include case management and occupational therapy.

Professor Diana Kloss MBE

Diana is a barrister, former employment judge and honorary senior lecturer in OH Law at the University of Manchester. She is an honorary fellow of the Faculty of Occupational Medicine and ACAS arbitrator. Diana is honorary president of the Council for Work and Health and in 2011 became a visiting professor at London South Bank University.

Dr Steve Boorman CBE

Steve is director of employee health at Empactis. He is the former chief medical officer at the Royal Mail (21 years), where he managed one of the first outsourced OH functions. In 2009, he led the NHS Health and Wellbeing Review – *the Boorman Review* – and is now on the NHS Improvement HWB Advisory Board. He has led four national OH services, and is chair of the Council for Work and Health.

Who is the course designed for?

The course is designed for occupational physicians, occupational health nurses, case managers, health & safety professionals, human resources managers and other professionals involved in the delivery and management of occupational health services. The course attracts an international audience with delegates attending from a wide variety of countries both in Europe and as far afield as Egypt, India, Africa and New Zealand.

About the At Work Partnership

The **At Work Partnership** specialises in providing expert information to occupational health professionals. It runs high quality, good value conferences bringing together some of the top speakers in their fields, carries out in-depth research studies, and publishes the journal *Occupational Health [at Work]*, which provides accurately written legal, practical and management OH information.

About Brunel University London, Department of Clinical Sciences

The Department of Clinical Sciences is part of the College of Health and Life Sciences which specialises in courses that enable graduates and postgraduates 'to make a real difference to the world around them'. The Department has four divisions i) Occupational Therapy and Community Nursing, ii) Physiotherapy and Physician Associate, iii) Social Work and iv) Health Sciences. Brunel University London aims to be a key part of health research in the UK. For more information, please visit:

<https://www.brunel.ac.uk/specialist-community-public-health-nursing>

Booking Form

Certificate in Managing OH Services

30 March – 1 April 2020, London



A B C D E F G

Please book places for _____ delegate(s), at the rate of:

Early bird rate: for bookings paid **before** 31 January 2020

- £1325 + VAT (£1590) per delegate or
 £1125 + VAT (£1350) per delegate, reduced rate for NHS Health at Work network members

First delegate

Title _____
First name _____
Surname _____
e-mail address _____
Position _____

Main rate: for bookings paid **after** 31 January 2020

- £1425 + VAT (£1710) per delegate or
 £1225 + VAT (£1470) per delegate, reduced rate for NHS Health at Work network members

Second delegate

Title _____
First name _____
Surname _____
e-mail address _____
Position _____

Organisation details

Organisation _____
Address _____
Postcode _____
Tel _____ Fax _____

To process your order, we keep your details securely on our database and we NEVER pass on your details to 3rd parties. We'd like to keep you updated about relevant events and information from the At Work Partnership. You can unsubscribe at any time by emailing info@atworkpartnership.co.uk. To receive our updates, please tick the boxes below:

- Yes – update via **post, email and phone**.
 Yes – by **post** (for training info and journal samples – usually 5x per annum).
 Yes – by **email** (for the free monthly OH email newsletter).
 Yes – by **phone** (we are very unlikely to call unless it is for a specific reason)
 No, please do NOT contact me via any method.

I have read and agree to the cancellation terms: Authorised signature

.....
(This booking is not valid unless signed)

Administration

Venue

The Montague on the Gardens, 15 Montague Street, Bloomsbury, London, WC1B 5BJ Tel: 0207 637 1001.

The fee includes lunch, documentation and refreshments.

Booking procedure

Due to high levels of interest in this course, please call us on 0345 017 6986 or 0208 344 2328 to reserve a no-obligation provisional place. We can hold this for a maximum of 30 days

Cancellation terms

For cancellations received in writing 28 days or more before the course commences, we will provide a refund, less a 10% cancellation fee. If the cancellation is received less than 28 days before the course start date, no refund will be made. At any time before the course commences, we will accept an alternative delegate from your organisation. Refunds are not available to delegates who fail to attend after confirming a booking. Transfers to future courses can only be arranged up to 28 days prior to the start date of the course booked, subject to a £75 + VAT administration fee.

Course administration details

Please contact us if you do not receive written confirmation of your booking within two weeks of making the reservation. Details of the venue, a map and any final information will be sent to paid delegates approximately three weeks before the course. If you have not received these two weeks before the event, please telephone 0345 017 6986, or e-mail: conferences@atworkpartnership.co.uk

Attendance requirements

Delegates must attend the full course in order to undertake the assignment and gain the Certificate.

Payment information

Course price: £1425 + VAT per delegate (or £1225 + VAT for NHS Network members). Bookings made and paid by 31 January 2020 will be charged at the Early Bird Rate of £1325 + VAT per delegate (or £1125 + VAT for NHS Network members). Bookings made before 31/1/20, but not paid by this date, will be charged at the higher main rate..

Payment can be made:

- By cheque – payable to The At Work Partnership Ltd
- By BACS – Please contact us for our bank details
- By credit card – Expiry date ____/____ 3 digit security no. _____
Card No. _____ / _____ / _____ / _____

N.B. Please do not email a PDF of this form with your credit card details.

Special requirements

If you have any special needs, please let us know in advance and we will be delighted to try and help.

This programme was correct at time of going to press. In unavoidable circumstances, we reserve the right to change or cancel this event. If we do need to cancel this event, our liability is limited to a refund of fees.

20/02

BOOK NOW and return your completed form to:

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Telephone: 0345 017 6986 or 0208 344 2328 **e-mail:** conferences@atworkpartnership.co.uk

Book online www.atworkpartnership.co.uk