Our purpose
To lead the occupational health nurse profession and to support, promote and enhance the delivery of high quality care.

A brief history of FOHN

2015
Define project scope, organisational structure, governance and funding
Position paper

2016
Research & communication with OHN’s, definition of charitable operating model
FOHN survey

2017
Development of operating framework, future services and membership model

2018
Establish Board and Executive Committee. Launch of the FOHN

2019
Open membership. Live our strategic aims and objectives
Introduction
This report will discuss the development activities completed in 2018.

Highlights

**Events**
Attended over 20 events, including workshops, conferences and local groups

**Network members**
Over 335 nurses have joined our network, for membership

**Publications**
Produced 5 marketing and membership publications

**Sponsors**
2 principal sponsors have donated £18.5k for our development

**Trustees**
Recruited 9 Trustees to our Board

COO statement

*A year of detailed development and the official launch of the Faculty of Occupational Health Nursing.*

The year started with a clear remit for the Faculty Development Group (FDG) to develop the functions and systems required to launch the FOHN on 1st October 2018.

As a membership organisation first and foremost efforts have focussed on marketing potential members by attending events and producing eye catching and attractive marketing materials and ensuring that we have the benefits and services that would be expected from a professional home, such as: opportunities to learn; networking; showcasing good practice and ensuring strong representation.

The education function kick-started in January with a full-day workshop to understand the needs and expectations of occupational health nurses and to establish the education committee. A number of working groups were put into place in order to deliver the standards, guidance and tools required to meet our business plan objectives for 2019.

The FOHN was launched on 1st October 2018, using technology to ensure a wide reach and clear messaging. The launch webinar was delivered and made available via a network communication programme and supported by a media campaign using social media and professional publications. The first phase of the website was launched to provide key information about the FOHN, occupational health and occupational health nursing.
The only disappointing issue for 2018 was the failed merger with the Association of Occupational Health Nursing, when it became clear that the organisations were not aligned and wanted to continue as separate organisations. Risk and mitigations were discussed and put into place.

Who we are and what we do

Board
The Board of Trustees were appointed to provide governance and direction for the FOHN and to actively delegate the responsibility for day to day operation to the Executive Committee. The first Trustee meeting was held in November to consider the Charitable Incorporate Organisation Constitution and develop the strategic aims and objectives.

The Trustee are:

- Diane Romano-Woodward – Chair
- Diana Kloss
- Judith Willetts
- Mandy Murphy
- Cynthia Atwell
- Christina Butterworth
- Elisabeth Eades
- Susan Carty
- Sandra Winters

Executive Committee
The Executive Committee was formed from the previous FDG and took responsibility for delivering the business plan. The FDG and Executive Committee it has changed and grown over the year, with directors creating a high-functioning team to deliver and develop activities.

The Directors are:

- Chief Operating Officer - Christina Butterworth
- Treasurer and Deputy COO - Fiona King
- Governance Director - Position vacant.
- Marketing and Communications – Allison Caine
- Professional Development – Elisabeth Eades
- Business Development – Joanna Elliott
- Membership - Lyndsey Marchant
- Quality and Practice – vacancy
- Registrar – Susan Carty

The Executive Committee is supported by an Administrator, Sadie Nicholson and an Editor, Susanna Everton
Finding our place in the OH landscape
The FOHN has started to position itself as the professional home for occupational health nurses, both as a standard setting organisation and a professional network. Recognising that there are number of other organisations who provide membership to occupational health nurses, the FOHN has proactively limited its activities to those that create long term sustainability of the profession and creating opportunities for collaboration with other stakeholders to improve occupational health at work.

Development activities

Membership
The data generated from the FOHN survey in 2016 was used to develop the membership structure, benefits and marketing strategy. FOHN launched with only 2 categories of membership; members and affiliates, with discounts offered to students and those organisations employing 3 or more occupational health nurses. The membership benefits package aims to support members from a professional, educational and social perspective. A market analysis of potential financial benefits was conducted and the FOHN was able to secure a targeted indemnity arrangement, discounted journal subscription, categories and prices.

Professional development
To provide for all nurses working in occupational health, now and in the future, the professional development function encompasses career development, specialty training, education and continual professional development. We work in collaboration with the National School of Occupational Health to support the development of the Quality Framework for Occupational Health Practice Educators and the SCPHN Apprenticeship Standards. The education committee was formed and the 15 strong membership have started to work on a number of work streams and tools for delivery in 2019.

Quality and practice
Professional practice is fragmented and with the concerted efforts of the quality and practice function the FOHN has developed a clear scope of work, supported by the quality and practice committee. Over 20 occupational health nurses have joined the committee. The first meeting is planned for early 2019. The FOHN website presently provides links to current standards and quality assurance programmes.

Operations

Governance
The FOHN has operated under an approved Constitution, setting out its governance arrangements. Legal advice has been sought to support the FOHN as it applies for charitable incorporated organisation status. The FOHN is registered with Information Commissioners Office (ICO), has a Charity Assured insurance arrangement in place, operates to approved standards and guidance and has in place a risk register which is reviewed at all meetings.
Communications and marketing
Communicating with members focussed on the benchmarking and selection of website developers and the development of the content of the website – 59 pages. The FOHN LinkedIn and Facebook sites were created to support networking activities. The internal IT system was set up for emails, tracking membership and creating the team calendar.
A range of marketing materials was developed including; Welcome to the FOHN, FOHN flyer, FOHN introduction, Becoming a member. A ‘look and feel’ was created for the organisation’s brand. All materials and standard presentations were used to promote the FOHN at the following events: Health, Work and Wellbeing conference; OH manager Scotland conference; FOM/SOM conference; OH Wales conference; AWP Occupational Health Conference; Central England Occupational Health Group conference; NHS Health at Work conference; OHNAPS; VRA seminar; OH nurses in construction group; RCN/SOM workshop. FOHN also put on its first workshop, with the support of Kays Medical – this GDPR workshop was fully booked and resulted in a profit of £1,500. All these events resulted in a potential membership database of 335 people (adjusted after updating our privacy statement).

Business development
The Ambassador programme was launched.

Finance
We were unable to proceed with our first-choice bank, owing to issues of increased scrutiny and unacceptable time delays. We have now chosen Lloyds as our bankers. An accountant was appointed and able to provide services gratis. The online payment systems requirements were determined, ready for membership launch.
The FOHN entered into a sponsorship agreement with Kays Medical for 2 years at £10,000 per year and secured development funding from Institute for Occupational Safety and Health for £7,000. The following organisations also expressed an interest in sponsoring our conference: Vitalograph; Warwick; Cohort; Team Prevent. An anonymous donation of £4,800 was also received to part fund the FOHN website.

Representation
Members of the Executive Committee represented occupational health nursing on a project to determine the cost of OH in the construction industry and responded to the DHSC consultation ‘Promoting professionalism, reforming regulation’, the consultation on the development of the ISO 45002 standard and the review of the HCP Consensus Statement on Health and Work and were invited to be a stakeholder organisation for the NMC evaluation of existing standards for post-registration education by Blake Stevenson and the Chief Nursing Officer Health & Wellbeing Group.

Stakeholder groups
Members of the Executive Committee are part of the following stakeholder groups: Council for Work & Health (CWH); National School of Occupational Health (NSOH); Society of Occupational Medicine (SOM) Board; OH&W journal editorial committee; HSE Tackling Ill Health Working Group; Department of Health
and Social Care (DHSC) occupational health expert advisory group. We are also working in partnership with the Commercial Occupational Health Providers Association (COHPA) and the Association of Chartered Physiotherapists in Occupational Health and Ergonomics (ACPOHE).

Collaboration
The FOHN started a project with the SOM on developing a Glossary of Terms for occupational health, entered into discussions with the COEH/University Manchester on extending the voluntary reporting on the THOR Database of work-related diseases to OH nurses and advised the OH Managers group in Scotland on the requirements for independent clinics.

Key activities 2019
The following for the key activities for 2019:

1. Professional development tools
2. Quality and practice standards
3. FOHN conference