

## Job Description

<b>A Post Details</b>	
Job Title: Occupational Health Practice Nurse	Grade: TBC
Department: Wellbeing, Health & Safety	Division: A <input style="width: 100px;" type="text"/>
Reports to: Senior OH Advisor	Contract Type: <input style="width: 150px;" type="text"/>
Level of Vetting: <input style="width: 200px;" type="text"/>	Numbers in Post: 6
Welsh language required <input style="width: 50px;" type="text"/>	
<b>B Purpose of the Post</b>	
<ul style="list-style-type: none"> <li>Work independently across regional sites delivering OH services including fitness for role medicals/assessments and health surveillance, in accordance with relevant BTP processes, medical standards and guidelines</li> <li>Supervised by designated OHA; support the delivery of case management and wellbeing services to the BTP; demonstrating strong clinical assessment skills and knowledge of impact of health conditions on work and vice versa.</li> <li>With the wider OH team and stakeholders contribute to the reduction of organisational health risks, promoting a safe and healthy workforce</li> <li>Act as clinical expert on wellbeing activities within BTP</li> <li>Must at all time work within the Nursing &amp; Midwifery Council (NMC) Code of conduct</li> </ul>	
<b>C Dimensions of the Post</b>	
<p><b>Financial - direct None</b></p> <p style="padding-left: 20px;">- non-direct - OH activity contributes to the wellbeing of our employees, maintaining safety and reducing sickness absence</p> <p><b>Staff Responsibilities -Direct None</b></p> <p><b>Non-direct Contributes to the availability of BTP employees for duty, through providing guidance to line managers, People Advisors and others on work place health related matters.</b></p> <p><b>Any other statistical data across OH team -</b></p> <ul style="list-style-type: none"> <li>OH service delivery to c5000 employees across 5 division and c150 sites</li> <li>c1200 Case management referrals,</li> <li>c800 Taser Medicals</li> <li>c165 AFO Medicals</li> <li>c178 CBRN Medicals</li> <li>c500 New recruit medicals; Other medical c100</li> <li>c400 new starter Police Staff assessments</li> <li>c2200 Night worker assessments</li> </ul>	
<b>D Principal Accountabilities</b>	
<ul style="list-style-type: none"> <li>Undertake efficient and timely medical assessments, with clear &amp; concise explanation/instruction to participants, to provide opinion on fitness for work and reasonable adjustments for operational Officers and police staff; using evidence-based knowledge and taking into consideration BTP local procedure and processes, statutory health surveillance, drug &amp; alcohol policy, and medical</li> </ul>	

standards; to include face to face clinics, paper and remote assessments

- With appropriate development and supervised by designated OHA ; manage a case load for employees referred by line managers providing evidenced based opinion and advice on fitness for work and workplace recommendations ensuring management outcome reports provide guidance and value to line managers and are delivered timely
- Based on clinical assessment make decisions regarding onward referral as indicated such as physiotherapy, OH Physician, psychological assessment, and treatment; and refer using the correct referral method
- Make decisions where cases should be escalate to senior clinicians as appropriate seeking further medical evidence where needed; and following correct escalation procedures and criteria.
- Maintain up to date, accurate, confidential written and computer records on all contacts, including clinical assessments, outcomes, actions and referrals in line with BTP OH record-keeping standards. processes and legislative requirements such as GDPR, Access to Medical records
- Maintain knowledge of medical processes, policing activities, and related topics to ensure high quality service at all times
- Deputise for the divisional OHA at internal meetings such as sickness absence meetings providing advice and guidance to line managers and employees on Occupational Health matters and processes, reporting back to OHA where appropriate.
- Represent BTP Occupational Health specialist networks and groups; and participate in network learning
- Maintain and develop own knowledge in order to provide evidence-based assessment and advice and to meet revalidation requirements to maintain professional registration with the Nursing and Midwifery Council every 3 years.
- Make observations and recommendations relating to BTP OH service and practices to the OHA/Senior OHA / Head of OH so that BTP OH can continuously improve its service and respond to the needs of BTP.
- Other work as directed by OHA/Senior OHA to support the delivery of OH and Wellbeing services

## E Decision Making

**Make Decisions:** make fitness for work decisions and recommendations in line with role responsibilities and clinical knowledge basis; Organising own work and escalations where needed

**Significant say in decisions** – As subject matter expert provide advice, guidance to influence line managers, employees and other stakeholders on Occupational Health processes and management of employee’s health in the workplace.

## F Contact with Others

**Internal:** New Recruit and Employees undertaking medical assessment on suitability for role & fitness for role & other OH activities. People and recruitment team, line managers. Wellbeing team and Health & Safety teams.

**External:** Liaise with External providers and other partners such as GPs, NHS to arrange assessment, treatment and ensure timely provision of outcomes and reports e.g Drug & Alcohol test results, OHP assessment reports, GP reports.

## G Essential Criteria

**Qualifications and Training:**

Registered Nurse with Nursing and Midwifery Council  
Two years post graduate experience in a clinical setting  
Able to demonstrate an understanding of Occupational Health

**Experience:**

Excellent interpersonal and communication skills in Welsh

- Experience of working in a clinical setting undertaking medical tasks which include medical screening, assessment and case management
- Demonstrates ability to make appropriate clinical and fitness for work decisions based taking into consideration available medical information, medical test results, and screening test results
- Keeping clear and concise clinical notes that are regularly audited
- Able to provide professional, evidenced based information, in written or verbal format, in order to provide advice, guidance, educate and influence employees, line managers, people advisors and a relevant meetings/boards (such as sickness absence meetings) on health matters related to work
- Able to work on own initiative following appropriate processes and procedures
- Building robust and effective workplace relationships with OH, Wellbeing and Health & Safety colleagues, line managers, People Advisors and other stakeholders
- Experience using computer software to record clinical and non-clinical data.

**Skills:**

Excellent interpersonal and communication skills in Welsh

- Professional, persuasive Interpersonal Skills with strong customer focused approach
- Excellent written and oral communication Skills
- Time management skills to ensure clinics run effectively and to time
- Able to work calmly, accurately, and sensitively even when under pressure.
- Able to develop good working relationships with employees, line managers, People Advisors, including divisional and sub-divisional meetings and other internal and external stakeholders

**Knowledge:**

- Knowledge of medical conditions and how these may impact on an individual's functional capability related to work
- Awareness of principles of Occupational Health, health surveillance and fitness for work assessments
- Excellent understanding of recording of medical information and confidentiality
- Understands when to escalate issues to more qualified colleagues
- Awareness of confidentiality and data management in line with GDPR
- Understands own responsibilities inline with NMC code of conduct

**Desirable criteria:**

**Qualification and Training:**

Certificates/Proficiency in Audiometry, spirometry, vision screening, Drug & Alcohol testing

**Experience:**

Previous experience in Occupational Health ideally in a Police Force and/or safety critical environment  
Previous experience in undertaking assessments for fitness for work/ Health surveillance

**Knowledge:**

Awareness of risk assessment process

Understand policing and / or safety critical roles and environment  
Mental Health awareness training

**H Additional Information** Candidate will be expected to regularly travel across BTP locations and other sites as needed to delivery clinics and face to face OH activities. Occasional travel is required to attend internal and external meetings. Occasional overnight stays may be required

Candidate may be requested to visit various BTP sites or locations

**For Panel to complete only:**

Line Manager Approval: Ken Slack, Strategic Head of WHS

Panel Approval: Reward Team

Date: