
	HUMBERSIDE POLICE Role Requirement		
Position Title: Occupational Health Nurse Advisor	Grade: RCN (D)	Vetting Level: RV	
Overall Purpose of the role: Assists the Senior Occupational Health Nurse Advisor in the provision and development of an efficient, effective and pro-active Occupational Health & Welfare Service that facilitates the Force's compliance with statutory obligations, contributes to the achievement of the Forces objectives by maintaining a healthy workforce and maximising attendance at work.			
Main Tasks			
<div>1. Undertakes case management and produces management reports as required. Assesses and authorises the provision of recuperative duties, including restrictions etc. for staff and develops return to work programmes, continually monitors their progress and adapts the program as and when necessary ensuring attendance at work is maximised.</div> <div>2. Participates in a range of case conferences, providing health/medical advice in order to assist in the decision making process.</div> <div>3. Carries out work place and risk assessments, identifies appropriate solutions/advice to alleviate problems and recommends any changes necessary to Supervisors. Promotes awareness of duty of care in relation to safe working practices and other occupational health matters.</div> <div>4. Provides advice, guidance and support to all supervisors on matters affecting staff health and welfare with the aim of improving staff attendance and preventing absence.</div> <div>5. Contacts verbally or in writing, primary health carers in relation to medical assessments of capability (including the Equality Act and W.T.R), current health status. Makes referral to external agencies.</div> <div>6. Undertakes pre-employment medical screening by examining Health/Medical Questionnaires and, if applicable, questioning applicants and/or requesting additional information before assessing their suitability for employment. Devises, implements and operates a health screening/surveillance programme for staff in post.</div> <div>7. Provides management information/reports to the Senior Occupational Health Nurse Advisor regarding Occupational Health issues as and when required. Carries out research into areas of high levels of absence/health problems and recommends courses of action to reduce/eliminate the problems.</div> <div>8. Undertakes, assesses and interprets results from audio-metric and vision tests for applicants and existing staff in at risk groups, e.g. Firearms, Roads</div>			

<p>Policing, Command Centre etc. Organises and carries out periodic health checks on staff in 'at risk' groups and monitor deviation from health norm standards of hygiene and control of infectious diseases.</p> <p>9. Organises in conjunction with the Senior Occupational Health Nurse Advisor Health and Fitness Roadshows. Gives advice to staff attending such promotions on healthy lifestyle issues and provides an examination service, e.g., blood pressure, cholesterol levels etc., as required.</p> <p>10. Promotes the service of occupational health in all dealings with staff and managers including induction courses. Provides health education and presentations, training and input into training courses on all aspects of occupational health and welfare.</p> <p>11. Provides a confidential counselling and advisory service to all employees and interprets and advises on statutory and in-force policies as appropriate.</p> <p>12. Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p>	
Responsibility	Decision Making
<p>Providing pro-active preventative measures which are designed to promote a healthy workforce;</p> <p>Improving levels of attendance at work through the implementation of initiatives aimed at maximising attendance;</p> <p>Providing specialist health/medical advice, guidance and support to Supervisors and Commanders/Departmental Managers;</p> <p>Providing the necessary advice, guidance and support and carrying out work in such a way as to ensure that health, safety and welfare legislation is not breached;</p> <p>Keeping abreast of relevant legislation, Health & Safety, Disability Discrimination Act etc in order to provide the most relevant and appropriate advice and to prevent litigation;</p> <p>The provision of a range of advisory, counselling and support services to the Force;</p> <p>The accurate assessment/interpretation of examination and pre-employment medical screening, ensuring the protection of the Organisation from possible liability claims caused by the workplace;</p> <p>Responsible for using the NDM and THRIVE model in all actions undertaken.</p> <p>As a member of Humberside Police you will accord with the Standards of</p>	<p>Decisions will be based upon the post holders' skill, experience and specialist knowledge to provide a range of advisory services to Managers and staff within the Organisation always ensuring decisions are within the guidelines of the policies and procedures of the Occupational Health & Wellbeing section and current legislation.</p> <p>The consequences of inappropriate advice/guidance and/or breach of statutory health and safety legislation could lead to medical/recuperative problems and/or litigation against the Chief Constable or others. Ultimately the post holder could be struck off UKCC register and prevented from working in this field.</p>
	Additional Information
	<p>Designated Powers No Politically restricted No Radio Post No Uniform Post No</p> <ul style="list-style-type: none"> • <u>Travel around the force area</u> if appointed will be expected to travel around the force area to various bases. • Physical demanding job requires ability to lift.

Professional Behaviour, as outlined in the Code of Ethics, at all times. You will recognise the responsibilities of your role and act lawfully in the public interest. Your conduct will encourage others to have confidence in policing. You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control. You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.			
Reports To:		Direct reports:	
Senior Occupational Health Nurse Advisor		None	
Date Approved by Manager / HR Manager:- 29.5.19 Manager: Mrs Sandy Powdrell	Date WFP Approved: 30/05/19 Chris Brigham	Confirmed by post holder Signature Print Name Date:-	

Person Specification

		RCN (D)
Attainments/ Knowledge	Essential	R.G.N. Qualified and OHN Certificate or equivalent.
	Desirable	Occupational Health Diploma/Degree.
Experience	Essential	Proven nursing experience working in a health environment in a medium/large organisation. Experience of conducting eyesight, audio, health surveillance, screening, medical checks and workplace assessments, risk assessments.
	Desirable	Experience of designing and implementing recuperative duty programmes.
Skills/ Specialisms	Essential	Well-developed interpersonal skills good communication and presentation skills. Ability to interpret and analyse medical information. Able to write comprehensive reports. Able to identify and introduce 'care plans'. Demonstrates attention to accuracy and detail in all work undertaken. Ability to work under pressure and meet set deadlines and work as part of a team. Possess an appreciation of the need for confidentiality. Flexible to meet the demands of the post. Access to transport to travel around the Force area.
	Desirable	Computer literate, input, interrogation and extraction of data. Competent/qualified counsellor
Decision Making/ Problem Solving/ Planning	Essential	Ability to make and justify routine decisions using initiative and judgement through the analysis and medical information/examination. Can foresee problems and act accordingly. Ability to use own initiative in identifying areas of concern/at risk.
	Desirable	
Codes of Ethics		Code of Ethics exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey both internally and externally a service based on fairness and equality and ensure they fully understand and represent the Force's values and principles at all times.
Respect for Race & Diversity		Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Appreciates other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times and is sensitive to social, cultural and racial differences.
This role requirement is a management document and therefore subject to change		