



## JOB DESCRIPTION

**Title:** Screening Nurse

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|--------------------------------|--|
| <b>Post Number:</b>            | RH120/RH117  |
| <b>Grade /Scale:</b>           | SO1 £30,420 - £32,394 (pro rata)   |
| <b>Weekly Hours:</b>           | 24 hours   |
| <b>Department:</b>             | Occupational Health Unit   |
| <b>Status:</b>                 | Established  |
| <b>Responsible To:</b>         | Senior Occupational Health Nurse   |
| <b>Job Role/Purpose:</b>       | In conjunction with the OH Team, assist and contribute to the provision of a comprehensive service to the regional forces.   |
| <b>Contacts:</b>               | All officers and police staff of the regional forces, force medical officers and other medical professional persons associated with this role.   |
| <b>Health and Safety:</b>      | To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses. |
| <b>Equality and Diversity:</b> | Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.  |

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### Person Specification

#### Knowledge, Skills & Abilities

##### Essential Criteria

*A clear definition of the necessary criteria.*

##### Essential knowledge:

- To be a state registered or registered general nurse

##### Work Experience:

- To have post qualification experience of taking venous blood samples
- To have post-qualification experience of administering vaccines
- To have post-qualification experience of routine blood pressure testing/ urinalysis
- To have post-qualification experience of carrying out audiometric and lung function tests

##### Personal/Interpersonal Skills, Aptitudes:

- Have strong verbal, written communication and interpersonal skills, able to communicate confidently and effectively at all levels; maintaining good working relationships with a diverse range of people
- Ability to make and justify routine decisions, using initiative and judgement through analysis of medical information / testing

- Have good attention to detail and able to work with accuracy
- Have personal awareness of diversity issues and able to encourage an inclusive environment of equal opportunity and openness

**Special Skills:**

- Able to travel for business purposes\*
- Able to use a computer including Microsoft Word to create documents
- Understand the Data Protection Act and medical confidentiality provisions

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

**Desirable Criteria**

*Where available, elements that contribute to improved / immediate performance in the job.*

**Work Experience:**

- Have post-qualification experience of taking venous blood samples
- To have experience of health promotion work

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

**Core Responsibilities/ Accountabilities**

**Operational:**

- To undertake health assessments required for specific roles
- To undertake health surveillance tests including spirometry and audiometry as required, including validation and care of equipment
- To safely administer vaccines that are required for operational purposes
- Obtain venous blood samples
- Carry out appropriate action following needle stick/human bite injuries as directed by OH
- Advise re weight management as directed
- Produce health promotion materials for use on line

**Communication:**

- Offer appropriate health advice

**General:**

- To work with minimal supervision, using training and judgement to interpret results seeking advice when required.
- To ensure that a confidential system of employee records is maintained.
- To assist other clinicians within the O.H.U as required and directed.
- To undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.
- This role description should develop along with the changing demands of policing reflected in force objectives and priorities
- To maintain stocks of clinical supplies and vaccine

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

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### **Personal Values /Competencies**

The competency and values framework set out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here: [Competency and Values framework](#)

- We analyse critically
- We are innovative and open-minded
- We are emotionally aware
- We take ownership
- We are collaborative
- We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do:

- Integrity
- Impartiality
- Transparency
- Public Service

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### **Other**

**Security Check Levels refer to vetting for the specific levels that relate to this job role:**

1) Recruitment Vetting (RV)