



Job Description

Occupational Health Unit Nurse

Post Number:	RH119
Grade /Scale:	PO39 £41,517-£44,784 (SCP 36-39)
Weekly Hours:	Various
Department:	Occupational Health
Status:	Established
Responsible To:	Head of Occupational Health
Responsible for:	Occupational Health Nurse/ Screening Nurse/Technician
Job Role /Purpose:	<p>To support the delivery of the aims of the Regional Occupational Health Unit with a confidential clinical service in a customer facing environment.</p> <p>You must have 3 years continuous UK residency to be eligible to apply.</p>
Health and Safety:	<p>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.</p>
Contacts:	<p>All members of the Regional Police Forces, Home Office; Her Majesty Inspectorate of Police; External agencies; 3rd party suppliers; other public bodies and members of the community.</p>
Equality and Diversity	<p>Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.</p>

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Essential knowledge:

- Be a State Registered or Registered General Nurse
- Hold an Occupational Health qualification at certificate level or above

Work Experience:

- Have recent clinical experience in an Occupational Health arena
- Experience in undertaking health screening including audiometry, spirometry
- Significant experience of applying the ethics of medical confidentiality

Personal / Interpersonal Skills, Aptitudes:

- Have effective communication skills
- Have the ability to forge and maintain good working relationships
- Able to work to strict deadlines, prioritise workloads in a pressurised work environment
- Able to work effectively & provide support within in a team showing a flexible approach
- Ability to analyse a problem and choose, implement and review an appropriate solution

Special Skills:

- Have the ability to travel for business purposes *
- Able to use a computer including Microsoft Word to create documents

** 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:

- Experience of administering vaccinations
- Experience of taking blood samples

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

Core Responsibilities/ Accountabilities**Operational**

- To deliver Occupational Health Clinics at regional sites
- To assess and prioritise incoming referrals
- To screen medical status of officers, staff and applicants as directed; advising on suitability for the role
- To undertake health surveillance tests including spirometry and audiometry
- To safely administer vaccines that are required for operational purposes
- To provide a range of advice and support to managers/ individuals including information on reasonable adjustments, restrictions and proactive measures to support health, welfare and workplace performance
- To assist with research into workplace health and sickness, and working with current and proposed legislation, develop initiatives to help promote a healthier workforce
- To support the requirements of the public health agenda proactively assisting individuals to make healthy lifestyle choices

- To use professional and clinical judgement to make appropriate decisions and give recommendations in all areas of the role
- To make and retain confidential and accurate records as appropriate. To liaise with partner agencies and other external bodies
- To understand organisational risk and the steps to mitigate for these.

General:

- Undertake any other such duties commensurate with the post that may be required for the safe and effective performance of the job
- This role description may develop along with the changing demands of policing reflected in force objectives and priorities
- Be flexible in terms of working location and be prepared to work at other locations within the EMCHRS OHU

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

Personal Values /Competencies

The competency and values framework sets 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

Other

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

Recruitment Vetting (RV)

Car User: Yes – Casual Allowance