

## ROLE PROFILE

<b>Role Title</b>	OH Nurse Advisor	<b>Reporting to</b>	Head of Health and Wellbeing
<b>Section</b>	Occupational Health	<b>District/Department</b>	Human Resources
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 6 plus market factors to RCN band 7f

### Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To contribute to an effective occupational health nursing service to meet the needs of West Yorkshire Police to have a healthy, safe and productive approach to work, within the bio-psycho-social philosophy of the service.
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<b>Key outputs for role –</b>
<ol style="list-style-type: none"> <li>1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.</li> <li>2. To provide a professional occupational health nursing service to the Force working with managers to provide specialist advice and guidance in order to support managers and enable them to promote a healthy, safe and productive approach to work.</li> <li>3. To contribute to the implementation of projects relating to health awareness and risk management in order to promote a proactive approach to physical, psychological and social health within the working environment.</li> <li>4. To contribute to and influence the formation of Force policies and protocols by providing specialist information on health related issues.</li> <li>5. To carry out workplace assessments regarding individual post-holders and make professional decisions on clients' fitness for general and specialist duties either at recruitment, on transfer or after absence and to advice management accordingly.</li> <li>6. To contribute to the delivery of Nurse-led clinics from management referrals. Liaise with HR Operations and Occupational Physician where necessary.</li> </ol>

<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> <li>• Working as an occupational health nurse, providing an occupational health service for 10,100 staff; providing on-site nursing advice and health surveillance approx. 8/900 client contacts/nurse/year.</li> <li>• Direct liaison with managers regularly visiting work-sites conducting surveys and advising local and senior managers on health related issues.</li> <li>• To ensure that medical procedures are complied with to appropriate professional standards.</li> <li>• To provide nursing advice to individuals, maintaining proper confidential health records.</li> <li>• Working within the guidelines of the Data Protection Act, the Access to Medical Records Act and the Code of Professional Conduct of the NMC (National Midwifery Council).</li> <li>• To work in rotation in the clinical area of the unit performing pre-employment screening, health surveillance, vaccination clinics and phlebotomy.</li> </ul>

### **Work/Business contacts**

- Internal:** Police Officers and Police Staff at all levels to promote attendance management, to discuss pre-employment health issues, to advise on the improvement of working environments and to increase health awareness. Managers at all levels throughout West Yorkshire Police, health and safety representatives and staff from other representative bodies.
- External:** Health and Safety Executive to exchange information and ensure current legislation is implemented. Primary care teams and other representatives of the National Health Service on matters relevant to individual clients. Outside organisations including other health units to exchange information on professional issues, in order to provide an information resource for managers and clients.

### **Expertise in Role Required (At selection - Level 1)**

#### **Essential or Desirable**

- |   |           |
|---|-----------|
| • Registered General Nursing qualification.   | Essential |
| • Formal qualification or in your final year of working towards a formal qualification in Occupational Health Nursing as recognised by the Nursing and Midwifery Council (NMC). | Essential |
| • Has basic knowledge and is able to use a range of computer based packages including word processing and spreadsheets (e.g. Microsoft Office).                                 | Essential |
| • Experience of modern screening techniques and the ability to interpret results.   | Essential |
| • Has post Occupational Health Nurse Qualification experience.  | Desirable |
| • Can demonstrate basic knowledge and experience of applying health and safety legislation.   | Desirable |

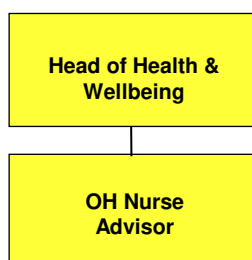
### **Other (Physical, mobility, local conditions)**

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|--|-----------|
| • Has a current full UK/European driving licence.                      | Essential |
| • Has access to a car and is prepared to use it for business purposes. | Essential |
| • Is willing to work flexible hours.                                   | Desirable |

### **Expertise in Role - After initial development - Level 2**

- Has detailed knowledge of relevant Force policies, procedures and practices and contributes to appropriate committees.
- Has a detailed knowledge of and operates within the bio-psycho-social philosophy of Occupational Health.
- Is able to utilise fully relevant information technology systems such as MS Office, COHORT, NSPIS, Lotus Notes.
- Has developed a successful network of relevant professional internal and external contacts.
- Has detailed knowledge of the role of colleagues within Human Resources.
- Has contributed to the design and development of training solutions to meet identified needs.

### **Structure**



## PART B – COMPETENCIES & VALUES

### **Competency and Values Framework –**

[http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing\\_4.11.16.pdf](http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf)

Level 1 –Practitioner

## PART C - DEVELOPMENT OF ROLE

### **Expertise in Role (Advanced - Level 3)**

- Has contributed, where necessary, to the long-term development of the Occupational Health Safety and Wellbeing.
- Is used by managers, clients, colleagues and external contacts as a source of expert advice.

## PART D - ACCESS & VETTING

<b>Standard IT Access</b>	Default
<b>Police Building (Perimeter and Zone access)</b>	Perimeter Access to Police Buildings where based
<b>Vetting Level</b>	Management Vetting
<b>Date accepted as a role profile</b>	2016