

SERVICE SPECIFICATION

POST TITLE:	Authority Medical Adviser
GRADE:	Not Applicable.
RESPONSIBLE TO:	Head of Occupational Health, Safety & Wellbeing
RESPONSIBLE FOR:	None
PURPOSE OF POST:	Provide a comprehensive professional medical consultancy and advisory service on all aspects of occupational health to assist the Authority to manage the effects of health on work and work on health.

1. Role Purpose & Responsibilities

To provide a consultancy and advisory service to the Occupational Health Unit and wider Authority management, including the provision of written reports, on a wide range of occupational health issues including ill health retirements, sickness absence & management referrals, health surveillance, asbestos medicals and relevant policies and procedures. To request reports & liaise as required with employees GP's, consultants and ALAMA (Association of Local Authority Medical Advisers) colleagues.

2. Consultative and Examination Responsibilities

- Pre-employment medical examinations
- Periodic medical examinations
- Large Goods Vehicles medicals
- Sickness absence management, return to work and injury medical examinations
- Ill-health retirements (Firefighters pension scheme and Local Government pension scheme), including reviews
- Medical issues appertaining to the Firefighters Pension Schemes and Local Government pension scheme. E.g. preparing referral and review documents for IQMP/IRMP
- Medical issues that may arise or be identified to the Occupational Health Unit.
- Management referrals
- Asbestos examinations

3. Existing and projected workload

- To provide a minimum of 144 sessions per annum, additional sessions may be required by agreement. The workload will predominantly consist of routine, LGV & pre-employment medicals along with sickness absence management and health screening referrals. A number of Asbestos medicals will also be required, acting in the capacity as the Authority's "Appointed Doctor" in accordance with the Control of Asbestos Regulations 2012. Much of the routine workload of examination is undertaken by the Senior

Occupational Health Nurse and his/her staff, in close liaison with the post holder.

4. Session Hours of work and Payments

- The post is non-pensionable.
- Payment will be on a session basis and will be £600 per session. Payment is subject to an annual uplift as staff conditioned by “Green Book” receive. Mileage is also payable for any authorised additional mileage required for the post holder to perform their duties e.g. attendance at ALAMA conferences. This does not include the commute to & from work. The current rate is 45 pence per mile.
- A session will be 4 hours duration. Weekly sessions will vary depending on the workload prevailing and they will be set days, though some flexibility may be needed it cannot be guaranteed that sessions will be on set days, although the unit will try to do so. The post holder will need to provide availability 2 months in advance to allow clinics to be arranged.
- Holidays are to be taken in consultation with the OHU taking into account workloads and reasonable notice.

5. General

- Act as the Authority’s “Appointed Doctor” in accordance with the Control of Asbestos Regulations 2012.
- The Authority Medical Adviser will be required to participate in case conferences, where requested, to discuss complex cases with management, however time will be allocated for these within routine sessions.
- The Authority Medical Adviser, in conjunction with the nursing staff, will provide advice on medical and health matters in view of the needs of the post. The postholder may be called upon to contribute, where appropriate, to the production of policy documents relating to health/medical matters, and provide advice/guidance to Authority management, as required.
- There may be the occasional requirement to undertake home visits, however these will always be in the company of the Senior Occupational Health Nurse.
- You will be responsible for your own and others health & safety whilst working for the Service.

6. Records, Research, Liaison, Audit

- Maintain Occupational Health records using the OH database.
- Provide relevant information and keep up to date with relevant medical matters affecting the Fire & Rescue Service.
- Represent West Yorkshire Fire & Rescue Service on any relevant medical and professional groups, committees, or meetings.
- Possess and maintain a license to practice medicine in the U.K. and revalidate periodically as required by the General Medical Council (GMC) or other relevant regulatory agency.
- Maintain membership of ALAMA and attend annual conferences. These costs will be met by the Authority.

7. Service Performance Standards

- Reports to be prepared within three working days of all examinations.
- Be available for 12 sessions per month (generally 3 per week) and maintain an average throughput per session of eight examinations, dependent on nature of appointment.

- Be available for additional sessions to cover for any absences or increase in workload, in agreement with the unit.