



## Role Profile

### C5119 NHS Band 7 Occupational Health Nurse Adviser

#### Role Description

To assist the Occupational Health Unit Lead, Force Medical Advisor and the Senior OH Nurse Adviser to provide a comprehensive occupational health service.

#### Main Responsibilities

- To provide health screening procedures for specified roles and to perform health surveillance activities, ensuring supplies of medical equipment and consumables used, interpreting test results, referring accordingly including job related and risk assessed medicals for Officers and Staff to ensure that the appropriate medical standards are met.
- To undertake pre-employment screening of recruits & staff advising on fitness and referring appropriately and liaising with recruitment & training school re dates of courses etc.
- To undertake daily equipment checks, ensuring equipment required for medicals is maintained, serviced, and calibrated as per manufacturers guidelines. Arranging annual servicing and calibration is scheduled and up to date to ensure compliance and operating standards are maintained.
- To deliver a Hepatitis B (Hep B) & follow-up programme, including re-calls and reminders, ensuring adequate supplies, blood bottles for clinics, management of blood specimens and monitoring of fridge and cold chain. Administering adrenaline as necessary.
- To advise on Blood Borne Virus incidents, injuries and deliver information training to recruits & PCSO's on the risk of Hep B.
- To manage an allocated caseload and provide advice to employees and management on all aspects of health at work, working autonomously, to manage own diary in relation to review appointments
- To work autonomously, to plan, prepare and arrange remote clinics including transport of vaccines, booking pool cars, and booking satellite rooms.
- To respond to welfare calls received by the unit, risk assessing, allocating, signposting, and escalating appropriately.
- To write to GP's / specialists as required complying with Access to Medical Records and GDPR legislation.
- To provide evidence-based reports to line management following management referrals, ensuring advice is accurate and useful to support management of staff/officers.
- To make onward referrals both internal & external such as Psychological Therapists, Health Assured, Physiotherapy as appropriate.
- To work with the occupational health team providing advice on all matters relating to health, safety and welfare, and to assist in the development of health promotion initiatives within the Force. Contributing flexibly across unit functions and activities.
- To ensure that medical records are maintained in a confidential and professional manner and responding to subject access requests in line with relevant timescales and legislation such as GDPR.
- To maintain liaison with medical and nursing bodies and ensure professional development, including vaccinations and anaphylaxis

#### Rank\Scale

NHS Band 7

#### Reports To

Senior Occupational Health Nurse Adviser

#### Supervisory Responsibility

None

#### Additional Information



## Role Profile

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Avon and Somerset Constabulary are committed to the principles of Equal Opportunities for all and welcome applications from minority groups including disabled people.

#### **Reasonable adjustments**

Following consideration, reasonable adjustments will be implemented to enable disabled staff covered by the provisions of the Equality Act to undertake the core duties and responsibilities of a post in line with the Equality and Human Rights Commission (EHRC) guidance and code of practice on employment.

#### **Additional Responsibilities:**

You may be required to perform other duties which are not necessarily specified on the role profile, but which are commensurate with the responsibilities of the role holder.

#### **Security Vetting:**

It is the policy of the Avon & Somerset Constabulary to conduct security checks on all staff in line with the National Vetting Policy.

## Experience and Qualifications

#### Essential

- Qualified Registered General Nurse and must hold or be working towards a degree or diploma (or equivalent) in Occupational Health.
- Experience in providing advice on matters relating to health, safety, and welfare
- Experience of aiding in the development of health initiatives
- Experience of health screening to ensure the appropriate standards are met for specified roles
- Experience of managing a varied allocated caseload
- Practical experience of case management, invasive procedures such as phlebotomy and vaccinations
- Skilled computer user with experience of using occupational health software
- Ideally have a full current driving licence or be able to travel around the force area using alternative transport

#### Desirable

- Previous experience in a similar role
- Experience of managing supplies of medical equipment and consumables used within a small unit

#### SPECIAL CONDITIONS:

Some flexibility in the pattern of working may be required to meet special demand of the Occupational Health Unit.

## Shortlisting

#### Shortlist

Criteria relevant to the job

#### Essential

Requirements necessary for safe and effective performance in the job

#### Additional/ Useful

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

#### Qualifications

Qualified Registered General Nurse and must hold or be working towards a degree or diploma (or equivalent) in Occupational Health.



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Ideally have a full current driving licence or be able to travel around the force area using alternative transport

#### Skills/Experience

Experience in providing advice on matters relating to health, safety, and welfare

Previous experience in a similar role

Experience of aiding in the development of health initiatives

Experience of managing supplies of medical equipment and consumables used within a small unit

Experience of health screening to ensure the appropriate standards are met for specified roles

Experience of managing a varied allocated caseload

Practical experience of case management, invasive procedures such as phlebotomy and vaccinations



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Skilled computer user with experience of using occupational health software

#### Skills

Skill Category	Skill Name	Skill Level	Skill Description	For PDR
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#### NOS

NOS Unit	Unit Name	Unit Description
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