

Job Description

A Post Details	
Job Title: Occupational Health Practice Nurse	Grade: B01
Department: Wellbeing, Health & Safety	Division: Select Division
Reports to: Senior OH Advisor	Contract Type: Select Contract Type
Level of Vetting: Recruit Vetting	Numbers in Post: 1
Welsh language required No	
B Purpose of the Post	
<ul style="list-style-type: none"> • Advise, support and assess BTP employees in relation to Occupational Health (OH) in accordance with relevant BTP processes, medical standards, guidelines and statutory requirements, • Undertake fitness for role medicals/assessments and health surveillance, reporting appropriately and escalating to the OH Advisor where necessary • To work closely with the business to provide an effective and efficient, proactive Occupational Health service to managers and employees. • To play a key role in the promotion of Occupational Health and Wellbeing services 	
C Dimensions of the Post	
Financial – direct or non-direct none Staff Responsibilities -Direct or non-direct None Any other statistical data None	
D Principal Accountabilities	
<ul style="list-style-type: none"> • Undertake efficient and timely medical assessments to establish fitness for work for operational Officers and police staff which may be face to face clinics, paper or remote assessments • Compliance with requirements in respect of statutory health surveillance, drug & alcohol policy and medical standards • Provide appropriate reporting of medical assessment outcomes to employees, line managers and other relevant departments • In line with BTP processes and guidelines escalate medical issues and abnormal results to the OH Advisors for support and advice. • Maintain up to date, accurate, confidential written and computer records on all contacts, including actions and referrals in line with BTP OH record-keeping standards and legislative requirements • In conjunction with divisional OH Advisor provide general occupational health advice and guidance to line managers, employees and people advisors • Liaise with external agencies as required to exchange information in support of a proactive and timely approach to fitness for work assessments • Make relevant referrals as directed by the OH Advisor • Work collaboratively with OH colleagues, People Delivery team & other BTP colleagues as required, to support the effective delivery of OH services 	

- Maintain and develop own knowledge of BTP plans, operations & activities, HR practices and developments and own personal skills within the framework of guidance and support provided by BTP.
- Supporting & educate managers in meeting their responsibilities in respect of employee well being
- Make observations and recommendations relating to BTP OH service and practices to the Senior OHA / Head of OH so that BTP OH can continuously improve its service and respond to the needs of BTP.
- Other work as directed by Senior OHA / Head of Occupational Health to support the delivery of OH services

E Decision Making

Make Decisions: N/A

Significant say in decisions

- Provides OH advice and Fitness for work recommendations to relevant teams in order for decisions to be made in respect of individual cases.
- Contribute to recommendations to Senior OHA / Head of OH to continually develop OH Service Delivery to BTP

F Contact with Others

Internal: People delivery team and Internal Stakeholders.

External: External Contractors and Stakeholders

G Essential Criteria

Qualifications and Training:

Registered Nurse with Nursing and Midwifery Council

Experience:

Excellent interpersonal and communication skills in Welsh **No**

Excellent written and oral communication skills

Keeping appropriate clear and concise clinical notes

Production of clear and concise reports/fitness for work outcomes to management

Skills:

Excellent interpersonal and communication skills in Welsh **Select**

Strong Interpersonal Skills

Excellent Communication Skills

Able to work calmly, accurately, and sensitively even when under pressure.

Strong customer service orientation and able to develop good working relationships

Strong computer skills

Knowledge:

Understanding of principles of Occupational Health, health surveillance and fitness for work assessments Excellent understanding of recording of medical information and confidentiality
Desirable criteria:
Qualification and Training: Certificates in Audiometry, spirometry, vision screening Occupational Health study days / course
Experience: Previous experience in Occupational Health / clinic environment Previous experience in undertaking assessments for fitness for work/ Health surveillance Experience of using Occupational Health software applications
Skills: Certificate and /or proficiency in Audiometry, vision/colour vision screening and Spirometry
Knowledge: Awareness of risk assessment process Understand policing and / or safety critical roles and environment
H Additional Information
Candidate will be expected to regularly travel across BTP locations to undertake face to face clinics
For Panel to complete only: Line Manager Approval: (this is only signed off when the line manager has approved the final version) Panel Approval: (this will only be signed off once the job has gone through the Job Evaluation Panel) Date: Click or tap to enter a date.

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to [People & Culture Policy & Reward inbox](#)

You will be advised of a panel date following receipt of the submission