# Hosting Proforma

Police Service of Northern Ireland

Name of Host

Organisation

**1. Interchange Manager’s details**

Louise Crothers

Name

Organisation/

Police Service of Northern Ireland

Department

Lisnasharragh

42 Montgomery Road

Belfast

BT6 9LD

Address

Telephone Fax number

028 90922909

N/A

Number

[policestaffrecruitment@psni.police.uk](mailto:policestaffrecruitment@psni.police.uk)

E-mail

Type of Opportunity

Secondment - Initial period of 6 months - a further extension may be possible.

**2. Details of hosting opportunity**

Description of opportunity

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| **Occupational Health Nursing Adviser**  The role holder will be accountable to the Nursing Midwifery Council (NMC) for the provision of professional occupational health nursing assessment, care, and advice to management and individual clients. The role holder will support the improvement of the health and well-being of police officers and police staff through the provision of occupational health nursing assessment, advice and support related to:   * Fitness for Work * Health & Well-being * Health Protection |

Main objectives of the opportunity

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| **Case Management**   * Manage a client caseload, triage referrals, participate in OHW multi-disciplinary team case discussions and provide OHW nursing advice to service users. * Collaborate with the OHW multi-disciplinary team, Health and Social Care, primary care teams, external professionals and other external agencies as appropriate.   **Fitness for Work**   * Undertake initial assessment of fitness for role, provide health improvement advice, progress referrals to the OHW multi-disciplinary team, implement rehabilitation plans to facilitate an early return to work and provide management advice by way of referral report. * Maintain accurate records in a safe confidential manner through the use of IT databases in accordance with relevant legislation including GDPR, NMC requirements and organisational Information Assurance guidance.   **Pre-Placement Health Assessment (Police Officers & Police Staff)**   * Work with internal and external stakeholders to provide pre-placement health triage, health assessments and reports to management to support the Police Service of Northern Ireland to meet standards in relation to: * Public protection * Employee engagement * Employment law (for example, adjustment in respect of DDA) * Health and safety associated job role risk.   **Health Surveillance**   * Minimise ill health, injury and meet legislative requirements by testing the effectiveness of organisational control measures through health surveillance assessments. * Provide OHW nursing advice regarding health surveillance required for those individuals or groups identified due to role related risk. * Provide health surveillance assessments, interpret results and provide reports to management on individual’s fitness for work and adjustment needs. * Protect the public, police officers, police staff and the Police Service of Northern Ireland from the need for litigation through OHW nursing assessment, report and maintenance of client records, databases and recall systems. * Work collaboratively with colleagues to assess, design, deliver and audit services within designated areas of responsibility.   **Health Protection - Vaccination Programmes**   * Promote health and prevent ill health thus making personnel available for work. * Identify risks or occupational hazards to individuals and / or groups of personnel to diminish the likelihood of police officers and police staff contracting infectious diseases in the course of their work. * Deliver clinical care linked to immunisation programmes, targeted at risk reduction, health improvement and promoting public health in the workplace. * Maintain responsibility for professional development to deliver: * Student Officer - Hepatitis B programme * Travel Vaccination Programme * Blood & Body fluid exposure assessment, advice and care * Collaboration with Health and Social Care   **Health and Well-being**   * Design and oversee health and well-being initiatives in order to educate and promote health initiatives for police officers and police staff. * Deliver health improvement and role related risk assessments, i.e. blood sugars for diabetes, cholesterol, and blood pressure. * Deliver health and well-being education and awareness sessions and specialist, group education sessions. * Research and produce articles for inclusion in Police Service of Northern Ireland websites. * Work with media colleagues to produce OHW nursing service audio-visual learning tools. * Participate in the delivery of management training to promote internal awareness of OHW services. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Essential Qualifications**   * Registered Nurse NMC Part 1, with additional specialist qualification in Occupational Health Nursing, i.e. Diploma, Degree or MSc Occupational Health Nursing.   **AND**   * Currently registered on the 3rd part of the NMC Register as an Occupational Health Nurse.   **OR**  Successfully completed (within the last 6 months) an NMC approved Occupational Health Nursing Diploma/ Degree course to be eligible for registration on the 3rd part of the NMC Register as an Occupational Health Nurse.  **Essential Skills & Experience**   * 2 years post-basic general nursing experience with an additional minimum of 1 year working within an occupational health setting. * Experience of carrying out clinical assessments for fitness for work, including managing rehabilitation and return to work programmes. * Experience of working as part of a multi-disciplinary team in case management and compiling reports. * Experience of liaising with HR professionals and line management in relation to fitness for work and the provision of occupational health nursing advice. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Head of Occupational Health Nursing |

Who will be the individual’s line manager and/or reporting officer?

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| Head of Occupational Health Nursing |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

Individual and their organisation.

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| This secondment will provide an opportunity to develop transferrable skills, experience and insights through working as part of a large multi-disciplinary team in providing nursing assessment, care, and advice to management and individual clients within a fast paced and dynamic environment. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: Start date as soon as suitable candidate has been identified and a release date has been agreed.  **Duration**: Initial period of 6 months with the possibility of a further extension subject to the agreement of all parties.  **Funding**: PSNI will meet the salary costs and associated benefits for the role. The salary range is £38,890 - £44,503 (under review) plus benefits.  **Location**: The majority of work will be carried out from PSNI Seapark, Carrickfergus with a requirement to cover clinics in other PSNI locations.  **Transport requirement**: The post holder will need to have a valid driving licence and access to a means of transport to fulfil the requirements to travel.  **Selection**: Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview.  **Security clearance etc**:The post holder will also be required to complete and pass an appropriate level of security vetting, medical assessment and substance misuse test.  **Further information** on the role can be obtained by contacting the External Recruitment Team: [policestaffrecruitment@psni.police.uk](mailto:policestaffrecruitment@psni.police.uk) or 028 9070 0167.  **Closing Date: Applications must be submitted by 5.00pm on Friday 20 August 2021**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  \*NICS staff are not eligible to apply for this opportunity. |

**7. Endorsement**

**Interchange Manager**

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| **Louise Crothers** |

**Signed:**

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| 3rd August 2021 |

**Date:**