

## Job Description

<b>Post Title:</b>	Occupational Health Nurse		
<b>Directorate:</b>	People and Organisational Development		
<b>Department:</b>	Occupational Health and Wellbeing		
<b>Location:</b>	Occupational Health Unit – Wigston Fire Station		
<b>Grade:</b>	H	<b>Date:</b>	November 2024

<b>Responsible To:</b>	Occupational Health and Wellbeing Manager
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<b>Liaison With:</b>	OH Manager, HR, L and D, staff at all levels across the service.
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### Purpose of Job:

Working as part of a multi discipline team this role will assist in the delivery of a comprehensive occupational health service to all Leicestershire Fire & Rescue Service personnel

Oversee and delivery of statutory health surveillance in line with relevant legislation to affected personnel. Undertake pre-employment health screening. Support the management of sickness absence through the completion of management referrals, giving advice on reasonable and workplace adjustments.

This role will also aid in ensuring clinical standards and procedures are maintained and providing clinical support and guidance for the OH Technician.

## **Main Activities, Duties and Responsibilities:**

- To assist the OH Manager in reviewing OH policies and procedures to ensure they reflect current clinical guidance from NICE /HSE legislation, national guidance, other relevant bodies and maintain OH best practice
- To assess and prioritise incoming referrals
- To use professional and clinical judgment to give practical, industry specific and individually tailored advice to managers and employees, in order to promote recovery and to remove barriers to returning to work by management and self-referral in line with LFRS Standards and procedures
- Work closely with HR and Health and Safety to identify common sickness absence trends and strategies for reducing them.
- Make onward referrals to other health professionals where appropriate including to the services Physiotherapy and counselling providers.
- To undertake pre-employment screening for Fire Service recruits as required
- To deliver on and off site clinics as required
- To undertake statutory health surveillance for risk identified by management where control measures may be insufficient and monitoring for occupational disease is required. This can include
  - Respiratory surveillance programmes (may include spirometry)
  - Hearing conservation programmes (Audiometry)
  - Skin preservation programmes
  - Asbestos pre exposure assessment
  - Substance Abuse testing (drug and alcohol testing)
  - Blood lead testing for exposure
  - DVLA medicals for PSV and Group 2 medicals
  - HAV's Assessments
  - Post Vaccination Blood Testing to check for immunity
  - Post incident Blood Testing for exposure to Blood Borne Viruses
- Maintain own written and electronic clinical records and ensure they are correct and contemporaneous whilst ensuring that patient confidentiality is maintained in line with GDPR
- Deliver nurse led clinics for activities outlined including travel health advice and vaccinations for our International Search and Rescue Team (ISAR)
- Support and assist in the delivery of health promotion activities working with the Health and Wellbeing lead and Fitness Adviser to identify suitable topics and promotions to meet the needs of the Service
- Support the delivery of the Services Health and Wellbeing Programme

## **Other**

- To carry out all tasks associated with this post in accordance with Leicestershire Fire and Rescue Service's Equality and Diversity Policies
- To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety Policies
- To carry out such duties as may from time to time, be agreed and directed by the CFRO which are commensurate with the grading of this post

### Special Features

To promote, uphold and act in accordance with the Service values:

- ✓ Professional – competent, reliable, respectful
- ✓ Positive – constructive, confident, enthusiastic
- ✓ Honest – truthful, trustworthy, fair

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

**Signature of Post holder** \_\_\_\_\_ **Date** \_\_\_\_\_

## Additional Information for Job Evaluation

<b>Budget Directly Responsible For:</b>	Nil
<b>Budget Indirectly Responsible For:</b>	Nil
<b>Number of employees Responsible For:</b>	None
<b>Qualifications and Experience Required:</b>	Registered Nurse holding an Occupational Health Certificate/Diploma Recent Experience of Working in an Occupational Health Setting