

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**JOB DESCRIPTION**

<b>Department</b>	<b>Human Resources (HR)</b>
<b>Team</b>	<b>Occupational Health Unit (OHU)</b>
<b>Post</b>	<b>Occupational Health Nurse</b>
<b>Post No</b>	<b>001882</b>
<b>Grade</b>	<b>RCN Band 6</b>
<b>Location</b>	<b>Occupational Health Unit, Nantgarw</b>
<b>Responsible to</b>	<b>Senior Occupational Health Nurse</b>

**This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.**

**MAIN PURPOSE OF THE POST**

To provide a high quality and professional Occupational Health (OH) service to the South Wales Fire and Rescue Service (SWFRS) in a committed and flexible manner.

To maximise the health, well-being, efficiency and morale of Fire and Rescue personnel and to help minimise the risks to which they may be exposed in the working environment.

**DUTIES AND RESPONSIBILITIES**

1. To report directly to the Senior Occupational Health Nurse (SOHN)
2. To triage referrals from Attendance Management and where appropriate to refer medical cases to SOHN, Occupational Health Physicians (OHP), Health and Fitness Advisors (HFAs), Physiotherapist or other appropriate OH Service Providers, e.g. Counselling Services.
3. To work with Attendance Management, Line Managers and Heads of Service in supporting staff during and following periods of sickness absence in accordance with the Welfare and Attendance Monitoring Procedure.

4. To perform and assist with examinations, screening procedures and the provision of OH advice in relation to the following:
  - Pre-employment examinations and assessments
  - Routine examinations and health monitoring of Fire Service staff including day/evening visits to stations with the mobile occupational health unit when required. Full driving licence required.
  - Post illness/injury assessments, light duties and phased return
  - Sickness absence and examinations following management referrals
  - Post toxic exposure assessments
  - Referral for all physical and psychological cases
  - Respiratory testing
  - Sickness Absence Panel and Medical Advisory Panel
  - Stress Management, including referrals to specialist units
  - Pre and Post incident deployment support
5. Provide advice, guidance and support for Line Managers with solutions to address day-to-day issues relating to OH matters
6. To assist the SOHN in preparing reports for the Head of HR on all matters covering Occupational Health, as and when appropriate.
7. To assist in the achievement of the Occupational Health Team's objectives by working co-operatively and supportively with other members of the Occupational Health Unit.
8. To promote healthy lifestyles and provide advice and health information to the employees.
9. To assist with the provision of employee wellbeing events and initiatives.
10. To assist in maintaining clinical areas to appropriate levels, and appropriate stock management.
11. To maintain confidentiality at all times.
12. To adhere to Health & Safety legislation, relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and those who may be adversely affected by your acts/omissions.
13. To provide confidential advice to members of the Service in respect of equalities and diversity issues as and when appropriate.

14. To maintain an understanding of changes to employment and health & safety legislation and the impacts on the Occupational Health Unit provision of service.
15. To maintain personal clinical supervision, to ensure continual professional development/ update, and comply with the Nursing and Midwifery Council registration requirements.

### **STANDARD SERVICE REQUIREMENTS**

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme, that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

### **ORGANISATIONAL VALUES**

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

