



POLICING PROFESSIONAL PROFILE

SCREENING NURSE

North Wales Police - Other Role Specific Criteria *(Insert details from HR system as appropriate for vacancy)*

NWP Job Ref. No.	
Grade/Rank	SO2
Responsible to	Occupational Health Lead Nurse / Mental Health and Welfare Lead Practitioner
Functional Area	Corporate Services
Business Area/Department	Health and Wellness Centre, People and Organisational Development, Colwyn Bay
College of Policing Job Family	Business Support
If applicable, Job Evaluation Ref. No.	A1155
Post Vetting requirements	Recruitment Vetting

Minimum Welsh Language Requirements

Spoken Welsh	NWP SL3 - You are able to converse partly in Welsh but turn to English in discussion and to give information. You can understand and respond to general enquiries and describe people and places using simple phrases in Welsh
Written Welsh	NWP WL3 - you are able to write an informal email in Welsh to a colleague

Core Capability Requirements

<input checked="" type="checkbox"/>	Not Applicable	<input type="checkbox"/>	CC4 – Evaluate Information
<input type="checkbox"/>	CC1 – Sitting	<input type="checkbox"/>	CC5 – Restraint & Retention
<input type="checkbox"/>	CC2 – Running/Walking	<input type="checkbox"/>	CC6 – Understand/Retain/Explain
<input type="checkbox"/>	CC3 – Decisions/Reporting	<input type="checkbox"/>	CC7 – Full Shifts/CADRE

Role Purpose

(This section summarises the key function of the role)

To provide workplace health surveillance, screening and undertake health assessments ensuring compliance with relevant legislative requirements and to provide information, and organise activities relating to well-being and health promotion.

Key Accountabilities

(This section details the key accountabilities required of the role)

1. To undertake Hepatitis B vaccinations when implemented and post exposure follow up, including the monitoring and updating of relevant records and databases.
2. To be responsible for organising and implementing the annual Flu vaccination schedule as per force protocol **if** brought in-house.
3. To assist the Occupational Health team in the provision of new health programmes and implementation of new health policies.
4. To undertake pre-employment screening of health forms and medicals for the recruitment of all new employees and to assist the Force Medical Advisor (FMA) with pre-employment medical examinations.
5. To carry out preventative health surveillance and monitoring programmes for force members exposed to



particular hazards at work, e.g. Audiometric / Spirometry Screening, Blood Tests etc. in line with legislative requirements and ensure a robust system is in place for the recording and monitoring of all staff requiring health surveillance.

6. To promote healthy choices and provide advice and information to employees at both Headquarters and other police sites within the Force.
7. To provide general health and well-being information and take the lead with organising health promotion activities such as organising annual health fairs, providing advice on healthy eating, coronary risk, mental health campaigns etc. working towards 100% compliance with the Blueprint Framework.
8. Ensure all equipment is managed and maintained to a high standard during each shift reporting any issues to the OH Nurse Advisor.
9. Liaise with administration staff to ensure effective workload management, and escalate any concerns to the Occupational Health Nurse Advisor.
10. To deliver advice and guidance on complex issues to the point of resolution.
11. To be accountable for service delivery.
12. To lead projects as directed by Senior Managers.
13. To effectively utilise continuous improvement techniques to improve and develop services.
14. To comply and act in accordance with relevant legislation, North Wales Police Policies and protocols, including Code of Ethics, Development Assessment Profile (DAP), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security.
15. To maintain Continuous Professional Development (CPD) and current Nursing and Midwifery Council (NMC) registration through Revalidation.
16. Any other duties as directed by a Supervisory Officer commensurate with the post and salary grading.

Behaviours

(Outlines the behavioural requirements of the role)

All roles are expected to know, understand and act within the ethics and values of the Police Service.

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. Under each competency are three levels that show what behaviours will look like in practice.

It is suggested that this role should be operating or working towards the following levels:

Resolute, Compassionate and Committed

We are emotionally aware

Level 1

We take ownership

Level 1

Inclusive, Enabling and Visionary Leadership

We are collaborative

Level 1

We deliver, support and inspire

Level 1

Intelligent, Creative and Informed Policing

We analyse critically

Level 1

We are innovative and open-minded

Level 1



Education, Qualifications, Skills and Experience

(Outlines the skills and educational and qualification requirements to be able to fulfil the role, this criteria should be considered as part of an individual's PDR)

Prior Education, Experience and Skills:

1. Registered General Nurse with current Nursing and Midwifery Council (NMC) registration status, with at least three years post registration clinical experience.
2. Evidence of continuous professional development and revalidation with the NMC.
3. Experience of working in the Community, Accident and Emergency or Coronary Care, preferably Practice Nursing and / or Occupational Health.
4. Experience of managing own caseload.
5. Previous experience in Health Promotion.
6. Ability to keep comprehensive clinical records.
7. Well-developed written and oral communication skills, including delivering high quality presentations.
8. Computer literate with good knowledge of Microsoft Word, Excel and PowerPoint.
9. Experience in managing a workload and balance competing priorities, redirecting resources quickly and effectively to meet changing demands.
10. A current driving licence is also required, as the post holder will be required to travel across the Force as required.

Desirable;

11. Knowledge of sickness and absence management processes including advising on reasonable adjustments and recuperative plans.
12. Previous practical experience of undertaking vaccination programmes including the undertaking of Hepatitis prevention programme / administering flu vaccinations or be willing to obtain competency in this skill.
13. Previous practical phlebotomy experience or be willing to obtain competency in this skill.

Continuing Professional Development (CPD)

(Outlines possible continuing professional development activities which will enable the individual to maintain and enhance competence in the role, refer also to College of Policing PD Framework)

Professional Registration/Licences

(Outlines any ongoing registration or licencing requirements of the role)



None

Hours of Duty

The core role will be conducted during office hours, Monday to Friday.

Reviews & Version Control

Version No.	Effective Date	Reviewed By (Full Name)	Ratification by Diversity & Date Only when the following sections have been updated: Education, Qualifications, Skills & Experience	
1.0	20/05/2021			Click here to enter a date.
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