

GREATER MANCHESTER POLICE

JOB DESCRIPTION

POST TITLE:	Occupational Health Physician (OHP - Doctor)
DIVISION/BRANCH:	People and Development Branch
SECTION/UNIT:	Occupational Health and Wellbeing Service
GRADE:	BMA – Senior Occupational Health Physician
RESPONSIBLE TO:	Head of Occupational Health and Wellbeing Service
RESPONSIBLE FOR:	N/A
AIM OF JOB:	Provide specialist, clinical assessment, advice and recommendations to the force and employees on the physical and psychological relationship between work and health. Working collaboratively with other OH professionals to maintain and enhance service delivery, supporting the force to improve the health and wellbeing of all staff.

MAIN DUTIES AND RESPONSIBILITIES

- Advise on health conditions by informed assessment to detect and measure any effects of physical and psychological aspects of the working environment affecting employee health and acting upon the findings accordingly.
- Work with the Head, Senior OHA and Senior MH Specialists to develop policies, practices and systems that promote and maintain physical and mental wellbeing, meeting the standards as required by the Force.
- Assess fitness of workers to undertake specific roles and tasks, ensuring suitable adjustments are in place to enable a person to undertake work they perform considering any health issues or disabilities they may have (e.g., conducting medical examinations such as pre-employment medicals, Group 2 DVLA C1/D1 driver medicals, police diver medicals etc.).
- Work with Health and Safety to monitor the health of workers exposed to hazards at work through health surveillance programmes.
- Work collaboratively with the Head, Senior OHA, Senior MH Specialist and other stakeholders (e.g. H&S and HR) to analyse data from health surveillance programmes using epidemiological methods to identify trends in employee health and recommend remedial measures.
- Provide expert advice to employees, managers and stakeholders in response to work related health matters.

- Assess potential cases of occupational health illness, investigating, managing, and reporting cases appropriately, determining whether an issue is a singular case or a wider concern.
- Conduct assessments on Ill Health Retirement (IHR) for employees; arranging appropriate specialist referral for investigations when required, to determine whether an employee satisfies the medical criteria for IHR under relevant pension rules or police regulations.
- Provide advice under the Injury on Duty Police Regulations and recommend suitable alternative work in circumstances where a worker cannot perform their normal duties/role, either temporarily or permanently because of a health problem.
- Manage immunisation programmes for workplace biological hazards, infectious diseases, and business travellers.
- Work with line managers to promote best practice in physical and mental health in the workplace to help reduce sickness absence.
- Case manage employees, working with other OH professionals to ensure the earliest return to work.
- Ensure employees have the necessary health information to undertake their work, empowering employees to improve their own health and wellbeing.
- Act as a competent person in communicable and reportable disease management on behalf of the service when required.
- To act as the central point of authority in functional assessments when required.
- Provide clinical supervision of other contracted services (i.e., Healthworks Doctors, other contracted OHPs, EAP and in-crisis support).
- Provide specialist medical advice to the Health and Wellbeing Board and any other strategic boards as and when required or instructed to do so by the Head.
- In conjunction with the Head, Senior OHA, Senior MH Specialist and Practice Manager, act on management and employee feedback to improve the quality of care provided and recommend improvements to service.
- Provide advice and reports on compensation claims and litigation issues and attend Court in order to represent the Force on such matters.
- Liaise with appropriate staff within the Human Resource (HR) Operations regarding individual complex cases as required ensuring high standards of care and a co-ordinated joined up approach.
- Establish and maintain links with other forces, and external agencies i.e. general practitioners, hospitals and specialist agencies on the working environment and how this may impact upon health and wellbeing issues.
- As and when required, and in co-operation with the Head, Senior OHA, Senior MH Specialist and Practice Manager develop and support the force's Occupational Health and Wellbeing Management Plan, in response to critical events.
- When required, attend, support and present the OH Service at Force strategic meetings e.g. the Health and Safety Committee, Operational Gold/Critical Incident Meetings, Senior Leadership Forum if required, and other working groups as appropriate.
- Keep abreast of evidenced-based practice and refer to the relevant and valid research, to promote good practice and new options for the support to officers and staff.

- Ensure the provision of a quality OH service to the Force and support work to attain accreditation to the foundation and enhanced levels of the Blue-light Wellbeing Framework for the Unit.
- Undertake as required projects and research assignments within pre-defined terms of reference commissioned by the People and Development Branch, or Head of Occupational Health and Wellbeing Service, and in line with professional/ethical standards.
- Maintain license, be registered with the GMC, participate in the annual appraisals meeting (which includes evidence of keeping up to date with your medical knowledge and skills, lessons learnt, CPD etc.) and pass revalidation.

OTHER

- To promote and comply with GMP's policies on health and safety both in the delivery of services and the treatment of others.
- Comply with and promote equality legislation and GMP's policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
- To fully participate in GMP's development review process.
- If you have responsibility for staff; to manage staff development, performance and attendance using appropriate GMP policy and procedure.
- To comply with the requirements of GMP's policies on Drug and Alcohol testing – requirements in respect of specific posts/ roles are described in the policies which are available on the Intranet/SharePoint.
- To promote and comply with Business Continuity Management as it affects GMP in relation to planning and service delivery in compliance with the Civil Contingencies Act.
- All staff and officers must adhere to and comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). It is the responsibility of all staff and officers to maintain data quality and security. Therefore when inputting, updating and using GMP information, you are to ensure that it is Accurate, Adequate, Relevant and Timely (AART), and that it is used/disclosed for business purposes only and kept secure. The most current guidance and advice in respect of compliance with the legislation and information/records management standards can be found on the Information Management Intranet site/Information Services SharePoint site.
- Supervisors and managers have the additional responsibility of ensuring that staff undertake the appropriate training and fully understand and apply the required Force policy, procedures and information/records management standards in the course of their duties. Supervisors and managers should ensure that staff/officers understand their responsibilities in maintaining data quality and security and have appropriate processes in place to monitor compliance.
- To carry out such other duties which are consistent with the nature, responsibilities and grading of the post.

NOTES

This job description records the principal responsibilities of the job at the date shown. The job description will be updated from time to time in conjunction with the post holders to reflect changes.

Please note that we will consider making reasonable adjustments to the above, in line with the Equality Act.

The most up to date version of various GMP policies and pieces of legislation can be found on the Intranet/ SharePoint. Further support and guidance can be sought from the HR Advisory Service or the Information Compliance and Records Management Unit. The most up to date telephone numbers are available on the GMP Intranet.

LEADERSHIP EXPECTATIONS

The Leadership Expectations is a framework, which describes the attributes, behaviours, and outcomes that are demonstrated by successful leaders across GMP. They also describe what all our staff and officers need to deliver in order to achieve the Force's vision "Protecting society and keeping people safe".

The Leadership Expectations will be embedded in leadership training, recruitment and selection, police officer promotion, development programmes and performance reviews.

Our Leadership Expectations are:

Inspiring Others

Listening to, involving and motivating others to take action and behave with courage and integrity

Enabling Change and Improvement

Taking responsibility to solve problems, implement change and make improvements to our services

Developing Yourself and Others

Developing yourself and others to succeed and increase their contribution to GMP

Responsibility for/to the Team

Setting a clear direction and promoting teamwork to achieve high standards of professionalism and performance in all situations however challenging

Working in Partnership

Working as one GMP team and with external partners to achieve results that benefit GMP and our communities

Demonstrating Respect and Compassion

Treating all our people, partners and communities with respect and compassion

Service Delivery

Delivering excellent policing services to the people of Greater Manchester

Leaders have been identified at four levels:

- Peer
- First
- Middle
- Senior

The **Occupational Health Physician (Doctor)** has been identified as: **A Senior Leader**

Please Note: As well as assessing candidates against criteria outlined in the Person Specification, the selection process will also include candidate assessment of the leadership expectations.

For more information on our leadership expectations please visit our website
www.gmp-recruitment.co.uk.

PERSON SPECIFICATION
Occupational Health Physician (Doctor)
People and Development Branch

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment of Criteria (how the shortlisting criteria will be assessed)
<p><u>Qualifications/Education</u></p> <p>Registered Medical Practitioner with fitness to practice and active GMC registration.</p> <p>Relevant higher postgraduate qualification in Occupational Medicine recognised by the Faculty of Occupational Medicine (FOM).</p> <p>Member of FOM (MFOM). *</p>	<p>E</p> <p>E</p> <p>D*</p>	<p>AF/C</p> <p>AF/C</p> <p>AF/C</p>
<p><u>Experience</u></p> <p>Experience in providing occupational health specialist advice in the public or private sector.</p> <p>Experience of developing/working within an appropriate Quality Management System (QMS) for OH service delivery such as the Foundation or Enhanced Standards/Safe Effective Quality Occupational Health Service standards (SEQOHS).</p> <p>Experience of and commitment to delivering a high quality occupational health service.</p> <p>Experience and confidence in delivering presentations/training on health issues.</p> <p>Experience of working with a multi-disciplinary team of clinicians within a large-scale organisation.</p> <p>Experience of working well as part of a team.</p> <p>Experience in clinical governance frameworks including clinical audit and supervision.</p> <p>Experience of developing OH policies, procedures and clinician guidance/standards.</p> <p>Experience of developing health promotion initiatives. *</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D*</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

<p><u>Knowledge</u></p> <p>Broad knowledge of the natural history of common medical conditions.</p> <p>Broad knowledge of the diagnostic criteria of common medical problems using recognised diagnostic criteria (i.e., ICD10 (International Classification of Diseases) or DSMIV (Diagnostic and Statistical Manual of Mental Disorders).</p> <p>Broad knowledge of evidence-based treatment spectrum and prognosis for all common medical conditions, including side effects, contraindications and interactions.</p> <p>Knowledge and understanding of relevant fitness standards.</p> <p>Detailed knowledge of legislation (e.g. employment, antidiscrimination, environmental, health and safety laws and police regulations etc).</p> <p>Knowledge to advise stakeholders about strategic issues affecting the health of populations and groups within the workforce.</p> <p>The knowledge and skills to prepare, present and defend expert occupational medical evidence in a formal legal environment.</p> <p>Knowledge of the good practice guidance on Medical Confidentiality set out by the GMC.</p> <p>Knowledge and understanding of the national context around health, welfare and wellbeing.</p> <p>Knowledge and expertise to set occupational health policy and standards.</p> <p>Knowledge of Occupational Health management software and systems.</p> <p>Knowledge of Human Resource policies, including:</p> <ul style="list-style-type: none"> • Attendance Management Policy; • Police Pension Regulations; • Home Office guidelines on medical standards; and • Local Government Pensions. * <p>Knowledge/experience of the Police Service. *</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D*</p> <p>D*</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p><u>Skills/Abilities</u></p> <p>Ability to record full medical history completely and accurately, including a history of occupation, function, impairments and disabilities.</p>	<p>E</p>	<p>AF/I</p>

Undertake full physical and mental examinations when relevant.	E	AF/I
Ability to interpret medical literature for evidence about the diagnosis, treatment and prognosis of medical disorders.	E	AF/I
Ability to analyse, interpret, debate and if necessary challenge medical evidence provided by treating doctors on behalf of patients.	E	AF/I
Ability to distinguish between the subjective preferences of patients and managers and provide objective assessment of medical fitness, conditions or impairments for the task or role.	E	AF/I
Ability to communicate a logical, reasoned and evidence-based conclusions to management, HR and legal colleagues which meets the required legislative standards.	E	AF/I
Ability to influence and shape the behaviour of individuals and organisations motivating, negotiating, relationship building and influencing skills.	E	AF/I
Ability to assess occupational health risk and work with key stakeholders to mitigate or remove the risk.	E	AF/I
Ability to interpret reports from Health and Safety relating to occupational hygiene and provide advice on the effects upon employee health (e.g. noise, heat, cold, ergonomics, chemical and biological exposure, lasers, vibration, radiation).	E	AF/I
Ability to establish, analyse, interpret and advise on health data trends.	E	AF/I
Excellent time management and organisational skills.	E	AF/I
Ability to maintain confidential records and adhere to confidentiality as required.	E	AF/I
<u>Other</u>		
Has achieved a good attendance record.	E	AF(E)
Willing to work outside 'standard' office hours as required, in the event of a major incident.	E	AF/I
Must remain registered for practice and must therefore undertake continued professional development required for registration.	E	AF/I

Key

AF(E)	Eligibility (this will be checked by the recruitment team)
AF	Application Form
C	Certificate
T	Test
I	Interview

Please note:

- Candidates who do not demonstrate on the application form, criteria assessed at eligibility stage (E), may not be considered for short-listing.
- Candidates who do not demonstrate on the application form, criteria identified as essential and being assessed at application form (AF), may not be shortlisted.
- All essential criteria above will also be discussed in GMP's - development review process.
- The desirable criteria marked with an asterisk will be desirable at selection stage but will become essential once in post and will be discussed in the development review process.
- A good attendance record will be assessed in accordance with current guidelines. For recruitment purposes this can only legally occur following a provisional offer, at which stage the offer can be rescinded. Consideration will be given to Disability related absence/maternity related absence in line with current guidelines.