

Recommended Staffing Groups

Table 2

	Clinical and clinical support job titles	Level 1 and Level 1 + (A)	Level 2 and Level 3 (B)
1	Consultants in occupational medicine (FMO / CMO) – full or part time employed (MFOM or FFOM)	Must have access to a consultant occupational physician or GP with specialist interest in OH (cert. basic) for complex case management and clinical support	Recommend permanently employed or contracted –(minimum 0.6 WTE) –MFOM minimum, FFOM desirable for level 3
2	Other associate and junior doctors – full or part time or contract for services / self employed	Either self-employed / sessional / contract for service medical staff or trainees to support force OH consultant	At least one additional employed OH physician (sessional) provide training posts as well as additional medical staff
3	Nurses with specialist OH qualifications and registration	Specialist Community Public Health Nurse – OH – minimum of one nurse per 1,000 employees (officers and staff)	Ideally a deputy nurse manager / matron / lead nurse / deputy head of service would be a qualified SCPHN
4	Nurses with other relevant training	For example, a Registered Mental Health Nurse (RMN) depending on delivery model – could be part of wider MDT	RMN would lead on internal peer support (e.g. ESTIP) as well as hold case load and be embedded as part of wider MDT
5	General Nurses	RGN / RN (adult) for the role of practice nurse – immunisations and phlebotomy, screening and surveillance activities	RNs / practices nurses embedded as part of wider OH MDT – could undertake seasonal clinical activity / support with incidents’ – e.g. flu campaign or COVID support General nurse has opportunity to apply for (OHA) training post. Provide OH nurse trainee clinical placements
6	Technicians / Health Care Assistants	For screening, surveillance and technical activities including phlebotomy	Would be embedded as wider part of OH MDT and carry out health promotion and health education events too (e.g. OK w/b vehicles at site visits)

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7	CBT therapists (counsellors) and liaison psychiatry Psychologists	Core service may be in-house or part of wider EAP offer Access to e-CBT, CBT and / or EMDR access to liaison psychiatry	Enhanced therapeutic interventions would be accessible (delivered by) through and employed or contracted psychologist and / or access to LP
8	Physical therapists (physio)	Full or part time, in house or outsourced access to physical therapy for work related MSK injuries	In-house or contracted physiotherapy capable of undertaking case management as well as assessments and intervention Embedded as part of the wider OH MDT Have access to a self-referral pathway for officers and staff to get rapid assessment and intervention for work related MSK matters
9	Occupational therapists	Access to functional capability assessments either part time or outsourced on a case by case basis	Employed or contracted OT (full or part time) as part of wider OH MDT capable of undertaking FCA Allow access to self-referral to OT for workplace assessments as well as case management / management referrals
	<i>Selected medical practitioner (SMP) – all forces will need access to a SMP for the purposes of IHR assessments – not usually directly employed by the Force</i>		
	Administrative and business support	Level 1 and Level 1 + (A)	Lev 2 and Level 3 (B)
10	Administrators and reception staff	Reception staff to book and manage appointments and filing of patient / client records and oversight of records management – assist all clinical staff	As well as reception staff, senior administrative staff responsible for more complex administrative duties as well as

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			<p>subject access requests, GDPR compliance</p> <p>Business manager for enhanced reporting, performance insight and generating new business where appropriate</p>
11	Medical secretary	This role is not required	Embed within the wider OH MDT and assist medical staff
12	Service managers and / or business managers	Service manager to manage service delivery and people may include budget, clinical or non-clinical service manager	Service management delivered by a senior and experienced OH nurse or OH physician with experience of people and budget management as well as service delivery, holds strategic responsibility and is an integral part of the force's senior management team within appropriate committees and wider organisational leadership team (e.g. sits on H&S board, HR committees etc.)

Table 2: Staffing Descriptions