

SELECTED MEDICAL PRACTITIONER

INFORMATION BOOKLET

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1. WELCOME MESSAGE



Thank you for your interest in the role of Selected Medical Practitioner (SMP).

The Northern Ireland Policing Board (the **Board**) was established by the *Police (Northern Ireland) Act 2000*. The Board has a statutory responsibility for administering applications from current and former PSNI (**Police Service of Northern Ireland**) officers in respect of Ill Health Retirement (**IHR**) and Injury on Duty (**IOD**) Awards.

The Board is required to reach decisions in relation to the ability of officers to continue to perform the duties of a police officer. To assist in reaching a decision the Board is seeking to appoint individuals to act as SMPs who are qualified to carry out medical assessments as set out in the *Police Pension Regulations (Northern Ireland) 2015* (the **2015 Regulations**) and the *PSNI and PSNI Reserve (Injury Benefit) Regulations 2006* (the **2006 Regulations**). Details on the Regulations can be found on the Board's website at the following link: www.nipolicingboard.org.uk/police-pensions-and-injury-benefits

Ill Health Retirement

Serving officers are referred to the Board by PSNI for consideration of IHR. The SMP will assess the individual to determine if they are:

- permanently disabled from performing the ordinary duties of a member of the Police Service; and
- if they are permanently unfit for engaging in any regular employment.

Serving officers cases will be processed in accordance with the 2015 Regulations.

The 2006 Injury on Duty Award Scheme

The 2006 Regulations make provision for payments to police officers who are permanently disabled as a result of an injury received without their own default in the execution of duty as a police officer. The IOD Award only applies to individuals who have ceased to be a police officer within the PSNI (or were previous members of the RUC) or are about to leave the service. Serving police officers may be considered for an Injury on Duty Award as part of a referral to the Board for consideration of IHR.

We look forward to receiving your submission form if you think you can assist the Board in carrying out this important function.



Sinead Simpson

Chief Executive, NI Policing Board

2. ROLE AND RESPONSIBILITIES

Job title: Selected Medical Practitioner

Accountable to: The Northern Ireland Policing Board

DUTIES AND RESPONSIBILITIES:

- Provide advice which is lawful based upon best practices and compatible with both the 2015 Pension Regulations and the 2006 Injury on Duty Regulations;
- Ensure that all medical assessments follow GMC medical guidelines and practices, as well as our own guidance for medical practitioners;
- Provide a report and certificate/s to the required standard following assessment of applicant;
- Familiarisation with current medical standards for the PSNI and relevant police pension and injury on duty provisions;
- Comply with the appropriate UK GDPR and Data Protection Act 2018 guidelines; and
- Attend training and SMP forums as required.

SMP ASSESSMENTS

- The IHR and IOD schemes are governed by the aforementioned 2015 and 2006 Regulations, respectively and SMPs are expected to adhere to same when conducting assessments.
- All assessments will take place at Board premises:
James House, Block D
2 – 4 Cromac Avenue
The Gasworks
Belfast
BT7 2JA
- Due to the sensitive nature of information being provided to the SMP, all material associated with assessments will be provided on the day of the assessment. No material can be taken home. SMPs will be expected to complete assessments at Board premises.

SMP COMPLAINTS POLICY

- The Board is committed to providing a professional service in the administration of benefits related to ill health and injuries on duty. This commitment extends to assessments carried out by the Board's panel of SMP.
- If an applicant is dissatisfied with the SMP's conduct, to include the standard of service provided or their conduct during an assessment, they may raise a complaint through the Selected Medical Practitioner Complaint Policy. Board Officials will then investigate the complaint and respond to the applicant accordingly.

UNACCEPTABLE CUSTOMER BEHAVIOUR

- The Board also has a duty to ensure the safety and well-being of its contractors and staff. The Board therefore has in place a policy which sets out its approach to complainants whose actions or behaviours the Board deems to be unacceptable. The Board will take action to protect staff from behaviour considered unacceptable and as such will not accept communication that is considered;
 - Aggressive and/or threatening
 - Intimidating
 - Unreasonably persistent and/or demanding
 - Anything that cause staff to feel upset, threatened, frightened or physically at risk owing to their work with the Board.
 - This policy applies also to incidents that take place outside the workplace, during non-working hours if it can be demonstrated that the incident can be directly connected to Board work.

3. PERSONNEL SPECIFICATION

MINIMUM CRITERIA:

- Occupational Health Practitioner qualification for a minimum of 2 years (i.e. Associate, Member or Fellow of the Faculty of Occupational Medicine (AFOM, MFOM or FFOM or EEA equivalent)
- Registered with the General Medical Council (**GMC**) and Evidence of the date of GMC revalidation.
- Hold appropriate medical indemnity and insurance cover.

PRE-APPOINTMENT REQUIREMENTS:

- The successful SMPs will be required to be security cleared to Counter Terrorist Check (**CTC**) level for the role and appointment will be conditional upon achieving this.
- (For more information, on CTC, please see [**national security vetting: clearance levels - GOV.UK \(www.gov.uk\)**](#))

KEY PERSONAL AND PROFESSIONAL QUALITIES:

- Good communication skills - both oral and written;
- Ability to fulfil responsibilities with professionalism, supportiveness and empathy;
- Ability to interact with applicants and their representatives in a professional and sensitive manner while upholding client confidentiality;
- Ability to work with Senior Management and all representatives of the Board;
- Excellent organisational and time management skills;
- Good IT skills and experience of using Microsoft word and excel spread sheets; and
- An ability to work under pressure, and planning/ prioritisation of workloads.

4. FURTHER INFORMATION

THE WORK OF THE BOARD

- The Policing Board is an independent public body made up of 10 Political and 9 Independent Members established to ensure for all the people of Northern Ireland an effective, efficient, impartial, representative and accountable police service which will secure the confidence of the whole community, by reducing crime and the fear of crime.
- The Board has a range of legislative duties to meet. Through meetings of the Policing Board and the work of its committees, it holds the Chief Constable to account for the delivery of the policing service.
- The Policing Board's responsibilities in respect of police pension and injury benefits are overseen by the Resources Committee. The work is delegated to the Policing Board's Police Pensions and Injuries Benefits Branch (**PPIB**) which: Consults and liaises with the Department of Justice in respect of police service regulations and their impact on the PSNI; manages and administers Injury on Duty Award applications for former police officers (serving officers only when submitted with Ill Health Retirement application); and considers dependents' pension awards applications.

TENURE

- Successful SMPs will be made available to all former and serving police officers who make an application to the Board under the aforementioned Regulations. Applicants will then choose the SMP they wish to conduct their assessment.

TRAINING/ FAMILIARISATION

- Training will be provided to successful SMPs and there will be an opportunity to engage with existing SMPs and share best practice, through the SMP forum.

PRICING SCHEDULE

- The Board will operate a set fee approach for each type of appointment which is non-negotiable:
- Medical examination relating to all face to face appointments and completion of final typed report and/or certificate to required standard - £700.
- Paper based reconsideration and final typed report with certificate (if appropriate) - £340.

ALLOWANCES

- Please note that successful SMPs are required to independently make their own arrangements to get to the Board premises in order to fulfil their responsibilities of the role.
- When conducting a home visit as part of an assessment, SMPs are entitled to claim travel expenses, including the public transport rate of mileage which have been incurred in the course of official business to and from the Board.

NOTICE

- The period of notice for this role is three months and must be submitted in writing to the Board.

DATA PROTECTION

- Information supplied as part of the submission will be processed in line with the Board's Data Protection responsibilities.
- For information about what we do with personal data, see our [Privacy Notice](#).

FURTHER INFORMATION

- If after reading the Candidate Information Booklet, you would like to speak to someone before making an application please contact: Danielle Pearson on 02890 408562 or by email on Danielle.Pearson@nipolicingboard.org.uk

Northern Ireland Policing Board

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2 – 4 Cromac Avenue
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