

**APPENDIX 11 TO ANNEX A2**  
**RCMP HCP QUALIFICATIONS AND TASKS**

## **RCMP HCP WORK LOCATIONS**

### **OCCUPATIONAL HEALTH CATEGORY: Health Services Officer (HSO)**

HSOs are occupational health physicians with knowledge of medicine, workplace and stakeholder interest, ergonomics, human factors, industrial hygiene, toxicology and disability management. Their scope includes the effect of work on human health and effects of health on an employee's ability to work.

### **WORK AND ENVIRONMENT:**

The HSO is a member of the Occupational Health and Safety Services team and provides on-site periodic health assessments (PHA) to RCMP members/applicants; assists with disability case management; acts as a medical advisor for the determination of eligibility and approval of benefits under the RCMP's Supplemental and Occupational Health Care (SHC and OHC) programs; and performs administrative/organizational tasks as required. The HSO reports directly to the Officer in Charge of Occupational Health and Safety Services.

### **EDUCATION AND CREDENTIALS:**

HSOs shall possess, as a minimum:

A licence from the provincial or territorial regulatory organization in the province or territory of practice.

Five (5) years within the last ten (10) years of clinical experience.

### **TASKS:**

**The required tasks may include, but are not limited to the following:**

#### **Periodic Health Assessments (PHA):**

- Performs member PHAs, reviews results and assigns a medical profile to members based upon objective determinations of fitness for duty in accordance with occupational health standards and RCMP policies. It includes the assessment of the member's following key abilities: performance of maximal physical exertion, use of a duty firearm, emergency vehicle driving, making an arrest and acting as a witness in the context of police work and in accordance with RCMP policies.
- Performs applicant PHAs, reviews results of PHAs, psychological reports and assigns medical profile in accordance with the RCMP applicant standards. Responsible for coordinating any further follow-up or evaluative assessments when any area of the assessment shows concern; and to follow RCMP policies and procedure, which may

include the requirement to respond to requests for information.

- Performs return to work evaluations after absence, illness or injury. Other duties include performing Special Assignment Examinations, Special Assignment Examinations, and Special Medical Evaluations, when there is a reason to suspect an underlying health issue.
- Determines occupational suitability of members and their families for overseas, isolated and liaison officer postings.

#### **Medical Disability Case Management:**

- Reviews medical information to substantiate medical leave requests and provides occupational health recommendations, including review of treatment plans, return to work capabilities, permanent or temporary limitations and restrictions.
- May recommend and arrange an employer mandated medical assessments (a.k.a. independent medical exams).
- Provides recommendation to the Integrated Services Committee (ISC) regarding a member's suitability to return to work.
- May be required, on occasion, to make recommendation toward administrative discharge in the event that a member is no longer capable, due to medical illness or condition, of performing work for the RCMP.

#### **Medical Advisor:**

- Reviews individual requests for extensions of ongoing benefits/treatment modalities and medical investigations and /or treatments that have been provided or recommended by the member's health care provider for coverage under the RCMP's OHC and SHC program.
- Advises management and employees with regard to health problems and work environment, including health hazards and statutory requirements.
- Provides health hazard identification, assessments, investigation and related medical surveillance.
- Counsels and educates members occupying high-risk positions in relation to medical advice.

- Liaises with external healthcare providers.
- Establishes prevention and immunization programs.

**Administrative/Organizational Requirements:**

- Provides direction and guidance to the health services team, including nurses, psychologists and administrative staff.
- Reviews medical records for ATIP requests and provides recommendation regarding medical information exemption under Sec. 28 of the Privacy Act.
- May perform environmental scans of police universe to identify potential health risks and safety impacts and reports recommendations for remedial actions accordingly.
- Participates in multi-disciplinary team meetings.
- Maintains an expert and extensive knowledge of developments of current best practices in occupational health through continued medical education.
- Provides medical expertise, including advice on standards, policy and program evaluation, surveillance methods, peer review of publications, monographs, research results, etc.; may be required to prepare briefings and media materials and respond to external requests for information.

**OCCUPATIONAL HEALTH CATEGORY: Psychologist****WORK AND ENVIRONMENT:**

The Clinical Psychologist is a member of the Occupational Health and Safety Services team. They provide professional services relating to the diagnosis, assessment, evaluation, treatment and prevention of psychological, emotional, psycho-physiological and behavioural disorders with the adult population. Clinical Psychologists focus on promotion of psychological, intellectual, emotional, interpersonal and social well-being. Clinical Psychologists receive clients through referrals from other health care providers.

**EDUCATION AND CREDENTIALS:**

All Clinical Psychologists must possess, as a minimum

A Master's or Doctoral Degree in Adult Clinical Psychology from a recognized university; and

A permit for autonomous practice of psychology by a provincial or a territorial registering or licensing body in the province of practice.

**EXPERIENCE LEVELS:**

The Clinical Psychologist shall possess a minimum of 5 years' experience in psycho-diagnostic assessment services provided to adults including differential diagnosis and providing cognitive behavioural therapy.

**TASKS:**

**The required tasks may include, but are not limited to the following:**

**Critical Incident Stress Management (CISM)**

- Provides consultation within the CISM program services including individual and group debriefings when required.
- On short notice when requested in order to conduct immediate fitness for duty assessments.
- Participates in the delivery of psychological services with Health Services, Peer to Peer program, Employee and Management Relations Officer, Human Resources and Senior Management.

- Makes referrals to various health care professionals where required.

### **Applicant and Cadet Screening**

- Administers a full range of diagnostic tests for psychometric assessment, interpret results, and psychological evaluations.
- If deemed necessary, offer a follow-up interview with applicants and cadets in order to arrive at a definitive recommendation.
- Completes and provides the HSO with a definitive written recommendation of psychological suitability for all applicants and cadets who complete the required RCMP Nationally approved psychological screening tests.
- Responds to applicant, Access to Information Program (ATIP) and Human Rights Commission requests for information about deferral/rejections decisions.
- Consults with divisional HSO and Recruiting Units as required in order to resolve specific cases or to address required changes to the cadet screening process.

### **Specialized Psychological Assessments**

- Conducts mandatory psychological assessments and debriefings with members being posted to specialized Units and Isolated Posts. These assessments are for the purpose of screening in/out of section and monitoring the mental health and fitness for specialized duty of members.
- Conducts / coordinates group debriefings as needed and requested.
- Provides the HSO with a written recommendation of the psychological suitability of each applicant and cadet.
- Conducts member involved firearm shooting interviews for fitness for duty assessments / recommendations

### **Occupational Health**

- Provide a specialized clinical psychological assessments and diagnostic consultations for Members and Civilian Members upon referral.

- Responds to requests for services and screen referrals to determine need for assessment and/or intervention, considering referral to and liaison with other physicians/psychologists where appropriate.
- Assesses and determines steps to be taken when a member is a danger to him/herself or others, coordinating with Divisional HSO and other professionals on such matters.
- Participates in multi-disciplinary team consultations with the Divisional HSO, Occupational Health Nurse, Divisional Integrated Services Committee and external specialists to determine fitness for duty, return to work and long term disability planning for members with psychological conditions.
- Conducts psychological assessments at the request of the Divisional HSO.
- Conducts assessments and consultation for work performance enhancements.
- Reviews and comments on analysis and decisions made by other health professionals.
- Provides recommendation on psychological fitness for duty for members returning to work after a mental health related sick leave period

**Administrative/Organizational Requirements:**

- Provides professional consultation and advice to RCMP Management, Divisional Health Services Officer (HSO), members, Peer to Peer program, and the organization about mental health crises and the delivery of psychological services within the Division.
- Completes all tasks and reports in accordance with the established RCMP occupational health policies, guidelines and procedures.
- Leads or participates in psychoeducation group sessions for specific mental illnesses such as anxiety, PTSD, depression, and stress management.

## **OCCUPATIONAL CATEGORY: Occupational Health Nurse (OHN)**

### **WORK AND ENVIRONMENT:**

The Occupational Health Nurse (OHN) is responsible for providing occupational health services to RCMP members to promote and optimize the health and well-being of members. The OHN's work within a multidisciplinary team environment for the delivery of occupational health nursing services and programs to members.

### **EDUCATION AND CREDENTIALS:**

All Occupational Health Nurses must possess, as a minimum:

A Baccalaureate Degree in Nursing from a recognized university; and

Occupational Health Nurse Certificate; and

A current license to practice from a provincial or territorial College of Nurses

### **EXPERIENCE:**

The OHN shall possess a minimum of 3 years' experience within the last 5 years in an occupational health environment.

### **TASKS:**

**The tasks may include but are not limited to the following:**

#### **Occupational Health:**

- Performs Standards of Practice in accordance with the provincial/territorial nursing regulatory body.
- Assists RCMP health services officer (physicians) to perform pre-employment and periodic examinations according to guidelines found within the RCMP health services manual.
- Plans, organizes and performs screening tests such as but not limited to; audiograms, vision testing, pulmonary function testing, electrocardiograms, and blood pressure reading.
- Coordinates and implements the immunization program.



- Arranges and coordinates with community provider's periodic and special health assessments.
- Collection and interpretation of pertinent data for statistical reporting requirements.
- Participates in multidisciplinary team meetings and working groups, as a member of the RCMP health services team.
- Maintains a comprehensive understanding of the interaction between members, the work and the environment in which their duties are performed.
- Develops and maintains a network of partnerships with internal and external community organizations within the OHN's geographical area.
- Conducts quarterly presentations to units, internal and external agencies to promote occupational health nursing services.
- Promotes and enhances peer development by sharing individual skills and knowledge through mentorship.

**Medical Disability Case Management:**

- Participates in multidisciplinary team meetings and working groups, as a member of the RCMP health services team.
- Gathers member's functional abilities, limitations and restrictions to support a timely, safe return to work program in conjunction with other stakeholders, the member and the member's care provider.
- Reviews all information gathered from consultation with the member and determines if all available information supports the member's absence from work and for what time frame.
- Reviews functional abilities, limitations, and restrictions as recommended by the physician, confirms if temporary or permanent, and communicates to stakeholders.
- Educates members about their health condition(s) and provides them with information and eligibility criteria on benefits and entitlements.
- Provides current health and services information to members in order for them to make informed decisions and to access a broad range of community, provincial, and federal

services. The services include, Veterans Affairs Canada (VAC), Public Service Health Care Plan or Public Service Dental Plan (PSHCP or PSDP), provincial health-care card and so on.

- Provides the medical case management perspective at various meetings such as case conference.
- Conducts quarterly presentations to units, internal and external agencies to promote the Case Management program.