

Staff Referral to Occupational Health

To be completed by Manager – please attach relevant job description

To assist you in reaching a medical opinion and establishing the employee’s ability to carry out the duties and responsibilities of work to the required standard, I give relevant details below:-

PART A - PERSONAL DETAILS		
Full Name: (please print)		DOB:
Department:	Post Held:	Full-time: Part time:
Home Address:	Telephone No: (Mobile) Telephone No: (home) Contact Email:	
Employer:	Date of Commencement:	
Is the employee a member of the pension scheme?		YES / NO
PART B		
<u>Reason for Referral:</u>		
Background Information:		
His/her work has the following major features: (please complete as fully as possible)		
Management Responsibility for:		
Light/effort required to carry out duties: (e.g. heavy lifting)		
Seated/standing/mobile: (percentage of day)		

PC User:	Yes/No	Handles food:	Yes/No
Day/ Night Worker:			
Are there any management issues / disciplinary proceedings on going: <i>(please specify)</i>			
Works with machinery: <i>(please specify)</i> PCs			
Handles chemicals/ noxious substances: <i>(please specify)</i> No/Yes			
Other Details: <i>(attach job description)</i>			
PART C - ATTENDANCE RECORD DETAILS (for the last 12 months)			
Type of Absence	Dates	No. of Days	Reasons for absence
Uncertified Absence			
Self-certified Absence			
Medically certified Absence			
Other form of Absence <i>(specify*)</i>			
<i>*eg: poor timekeeping giving rise to concerns re possible alcohol/drug related illness</i>			
Date of commencement of present absence/health issue:			
Nature of sickness			

PART D - ADVICE REQUIRED FROM OCCUPATIONAL HEALTH DEPARTMENT
(Manager should tick those sections to which they require an answer)

Please supply any further information which may be relevant together with the specific questions to which you require answers: *(some examples are provided below)*

Sample Questions:

- Is there any underlying medical explanation for this employee's attendance record/behaviour at work?
- Are there any factors associated with the individual's work that may be contributing to this condition/illness?
- Do the provisions of the Equality Act apply in this case?
- What is the likelihood of the employee being able to fulfil the full duties and responsibilities of their job in the foreseeable future?
- Are you able to estimate when the employee will be able to fulfil the full duties and responsibilities of their job?
- Are there any aids or equipment, or any alterations to their work or working environment that you feel would aid the recovery/enable the employee to fulfil their full duties and responsibilities?
- Do you recommend any short-term changes to their work to enable a return for a rehabilitation period?
- Is there any specific recommendation you wish to make about the employee which would help in finding an alternative job, if that is necessary?
- Is ill health retirement a consideration?

PART E - Referring officer's name and designation and confirmation of employee's awareness of referral to Occupational Health	
Has Manager already performed Return to Work Interview or Interview of Concern? YES/NO (if YES, please give dates)	
Is the employee aware that you have referred them to Occupational Health and why? YES/NO	
Employee's Signature: (if not absent) If absent the name of the person who has informed the individual of the content of the referral and gained consent MUST BE COMPLETED OR FORM WILL BE RETURNED	
Date of consent	
Manager's Signature:	
Manager's Name:	
Department:	
Manager's Contact Details:	
Date:	

Data Protection

Occupational Health 1st keeps records that include personal information about our clients and patients. To find out what information we hold and your rights, please see our privacy notice on our website at www.occupationalhealth1st.co.uk. Alternatively, you can ask for a copy of this to be sent to you by e-mail or to your postal address.

Occupational Health

Who are Occupational health 1st

Occupational Health 1st is based in Fareham near Portsmouth and provides a full range of professional Occupational Health support services to many different regional clients.

Why am I being referred to Occupational Health?

Your manager or employer requires an assessment and opinion about your health and fitness for work. This can be for a variety of reasons, which they will discuss with you, including: -

- If you have developed a health problem which might be work related.
- If you have had a number or repeated short term or recurring health problems.
- If you are on long term sick leave.
- If you are hoping to return to work following sickness absence.
- If your health is affecting your fitness, safety or capability to do your job or some elements of your job.
- If you have a long-standing health problem which affects your long term fitness to work
- If ill health retirement is being explored.

Who will I see? / who will call me?

You are most likely to be seen by an Occupational Health Nurse Specialist, who is a qualified health professional with additional training, qualifications and experience of working in the field of Occupational Health on the Specialist register for Occupational Health. If required, you could be seen by an Occupational Health Physician (OHP) who is a Doctor with qualifications and experience in the field of Occupational Health.

How long will it take?

The consultation itself normally lasts between 45 minutes and an hour. You will be given an appointment time and location for your appointment either by your employer or directly via Occupational Health 1st.

Can I bring someone with me or have someone else on the call?

The consultation is confidential and so we would prefer to see you alone. If you do wish to have the support of a companion this can be accommodated. However, they would not normally be expected to contribute to the discussion.

Do I need to bring anything with me?

Please bring details of any medication, tests or treatment you are having and relevant General Practitioner or specialist appointment details.

What questions will I be asked?

You will be asked questions about you and your health. This will include information about your current health problems including symptoms, investigations and treatment.

Occupational Health 1st will also seek to understand how your health problem affects you in general and your fitness for work. The Occupational Health professional may need to gather information about previous health problems and general lifestyle where relevant.

Will I have a physical examination?

This depends on the nature of your health problem and why you have been referred. You may also have some simple tests on the day.

What about confidentiality?

The information provided to the Occupational Health practitioner will be treated as confidential, as with any other nurse or doctor. Your manager will probably already be aware of the broad

nature of your health problem, e.g. from GP medical certificates or from previous discussions you have had with them.

Do I have to Consent to this?

The information requested by your employer should help them ensure your health and wellbeing in the workplace. However, this is personal information and you will be given the opportunity to see any report and even though you consent to attend an appointment you must also consent to the release of information about you and you have the right to withdraw consent at any time.

What information is provided to management?

Occupational Health 1st will provide a report to management with any recommendations and guidance about your health and fitness for work following the appointment.

Management will have asked specific questions and for occupational health advice and opinion at the time of the referral.

The occupational health practitioner will advise you of the broad outline of the occupational health management report at the end of your appointment.

Additional services such as counselling or physiotherapy may be recommended, dependent on your employer's local arrangements.

The occupational health practitioner may also suggest a further appointment with you to review your progress.

Will I need to write to my own GP or Specialist?

In some cases, the occupational health practitioner might consider that requesting further medical details from your GP or Specialist will assist in providing the best possible occupational health advice to management, in these circumstances, the occupational health practitioner will discuss this with you. Your written consent is required before Occupational Health 1st can write to your General Practitioner or specialist.

In cases where application for Ill Health Retirement appears likely, report(s) from your medical practitioners will definitely be required.

You will not be expected to pay for any medical reports requested by Occupational Health 1st

What happens afterwards?

Management may wish to discuss with you the report provided by the Occupational Health practitioner, in particular any recommendations or advice which may help you to continue in work or return to work. For example, management may agree a return to work rehabilitation plan with you or some specific adjustments to your job or equipment.

How is my personal information stored?

Your occupational health notes form a health record and it is stored confidentially with only trained medical staff or administrative staff having access. It is not linked to your NHS records. The security of your records is in line with the latest Data Protection Regulations. Occupational Health 1st choose to store your records electronically using encrypted files. If you wish to see your occupational health record, a full copy can be provided by requesting it in writing or email admin@occupationalhealth1st.co.uk