

What is Occupational Health (OH)?

Occupational Health (OH) is a specialist branch of healthcare concerned with the effects of work upon health and health upon work. OH can be concerned with issues such as fitness for work, sickness absence, disability, rehabilitation, medical retirement and travel health for example. Many employers require independent occupational health advice where they have concerns over health issues in the workplace. The aims of occupational health are to support your business to make informed decisions about how your health and work are managed and protected. The advice is evidence based and adheres to legislation. This will assist you to then maintain a safe and productive working life. Advice will be given that would assist you to manage any ill health symptoms or issues. The benefit of attending an OH assessment is that it gives you the opportunity to discuss any medical conditions, medication, how it impacts on your work and how work impacts on your health with an OH professional who is an impartial adviser. The responsibility for the diagnosis and treatment of your ill health remains with your GP and/or Specialists.

Preparation for your Assessment

There may be many reasons for wishing to obtain OH advice in relation to an employee, and the reason for your referral should be explained to you by your line manager or HR manager. You should have the opportunity to see and discuss the referral before it is made. Please remind yourself of your history of ill health and treatments as this will be discussed during your assessment.

What should I have with me during the assessment?

- ✓ Your appointment letter, correspondence.
- ✓ Any medication or a list of medication that you have been taking.
- ✓ Spectacles and/or contact lenses, if worn.
- ✓ Copies of relevant letters from hospital specialists if available
- ✓ Any information that you think may be relevant to your assessment

Your Appointment Health Assessment

The assessment is conducted by telephone or face-to-face with an OH Clinician (Dr or Nurse). The Clinician will go through the management referral form with you, explain their role and professional title, they will ask you questions in relation to your work, health, medical treatment and lifestyle. There may be a need to assess how you physically function. After they have gathered this information the Clinician will give you an outline of the report content and give you an opportunity to ask questions and seek clarification. Please arrive in plenty time for a face to face consultation. If you are more than 10 minutes late it will not be possible to see you. Your appointment will normally last 25 minutes however, depending on the reason for attendance it could last up to 60 minutes.

If you have a telephone appointment, please be ready to take the call from the OH Clinician, ensure you are in a suitable private location, not driving and have any relative notes to hand. It is important

you are ready to receive the call on the contact number confirmed during your booking. The clinician may make at least 3 attempts to call you if your appointment is remote, this may be made from a withheld or free phone number.

If the employee is more than 10 minutes late, it is at the clinician's discretion as to the assessment going ahead or not. It is then an option of the employer to authorise a fresh booking of which would incur full charge.

Confidentiality & Reports

A management report will provide advice and answer specific questions that may have been asked. This will be explained to you during the consultation, as will the general content of the report. In some cases, it may be necessary to obtain a report from your Doctor or Specialist as part of the assessment process. In this event, written, informed consent is required and this will be explained during the consultation. If you wish to view our Privacy Statement you can do so [here](#).

You are entitled to a copy of any report sent back to your employer.

Cancellations

We will need to notify your employer of any cancellation or non-attendance. Please be aware should you be unable to attend an appointment and cancellation is not received within three working days of an appointment then this would result in a full charge being applied to your employer.

