

Health and Wellbeing Service

You and your occupational
health assessment.

Work and health are central to all our lives; the aim of Health and Wellbeing Services is to promote the highest degree of physical, mental and social wellbeing of employees.

SEQOHS
Safe Effective Quality Occupational Health Service



What to expect from a referral with Health and Wellbeing Services

Management Referral

Your manager has referred you to the Health and Wellbeing Services for an occupational health (OH) assessment in relation to your employment and has discussed the reason for this referral with you. The purpose of an OH assessment is to offer you and your line manager advice and support and assess your fitness to work.

If you are not completely clear about the reason for the referral, you should discuss the matter with your manager.

Pre-Placement Health Declaration

If you have been successful in your job application you will be asked to complete a health declaration online through the OH Portal which is automatically sent to us for review and if we need to discuss this with you in more detail, we will contact you. This is to assess whether you would require any adjustments in the workplace so you can perform to optimum capacity in your role.

Who will I see?

Usually the OH assessment is undertaken via telephone, with an OH Advisor (a qualified nurse with a specialist qualification in OH or working towards the qualification) but in some cases, you may be required to attend a face-to-face consultation and / or attend the assessment with an OH Physician (a doctor with a specialist qualification in OH).

On occasion, it may also be helpful for the OH practitioner to request your consent to obtain further medical evidence from your GP or Specialist on your current health, if we determine that additional information is needed to assist us in making decisions with you. If so we will provide you with a consent form to sign and return to us and inform you of your rights under the Access to Medical Reports Act 1988.

I am disabled and worried about access

Most assessments take place by telephone. If your assessment is face-to-face, we provide disabled parking and full disabled access. If you need, any assistance for your telephone or face-to-face assessment please let us know in advance and we will be happy to help.



What information will be given to my manager?

Once all the necessary information is gathered, the OH Advisor will produce a written report for your referring manager, having discussed this with you first. The OH Advisor will ask you to provide your consent to release the report. You have the option either to access the report at the same time as your employer or to have prior sight of the report 48 hours in advance of your referring manager. The OH Advisor will explain this to you at the time of the assessment. Your referring manager is responsible for assisting you to register for access to the employee OH Portal so that you can access a copy of your report.

The OH Advisor will provide advice on your work capacity and detail any recommended workplace adjustments, if requested to do so.

Please be aware that OH will only advise on potential workplace adjustments based on your clinical needs whilst conducting your job role tasks. It is the responsibility of the referring manager to interpret and initiate any reasonable adjustments in line with the Equality Act.

Your right to withdraw consent

It is possible to withdraw consent at any stage, however if you withdraw your consent from OH we will inform your manager. Your manager will then need to determine actions based upon whatever information is available to them. This may not be in your best interest. If there is safety critical information that would put you or others at risk this will be disclosed.



What happens to the information you collect about me?

The information gathered relating to your referral will be held under the rules governing Medical Confidentiality and the Data Protection Act. Our Privacy Statement is available at the following link:

www.northyorks.gov.uk/privacy-notice

Clinical audit happens periodically, to improve and maintain clinical standards; therefore, another member of the OH team may access your OH records for auditing purposes unless you advise us not to.

What happens after the assessment?

Your manager will contact you to discuss the contents of our report and what, if any, action is required. Your manager may not require you to see us again unless there is a need for a future referral for additional advice.

What if after reading this leaflet I still have unanswered questions?

You should speak to your line manager to discuss any further questions you have. If your manager is unable to answer your questions, they can ask for additional support and or advice from their HR Advisor or from Health and Wellbeing Services.



Where to find us

Health & Wellbeing Services
The Lodge
County Hall
Northallerton
DL7 8AD

How to contact us

Phone: **01609 798408**
Email: **AskOH@northyorks.gov.uk**

Health Assured Employee Assistance Programme

Tel: **0800 028 0199**
Web: **<https://wisdom.healthassured.org./login>**
Organisation code: **MHA000258**

