



Surname:..... Forename:.....

Date of Birth:..... Company Name:.....

Home Address:.....

Email address:.....

Consent to undergo an Occupational Health Assessment and Report:

Your employer has referred you for an Occupational Health Assessment, following which a report will, with your consent, be sent to your current/prospective employer. You need to confirm that you fully understand the nature and purpose of the consultation.

I hereby consent to a medical report being supplied to my employer/prospective employer by the Occupational Health Nurse/Practitioner. I understand that the report will include recommendations about my fitness to work and that the report will only include relevant medical information. I also confirm that the Occupational Health Nurse/Practitioner has explained the contents of the report fully and that I may see a copy of the report before it is sent to my employer, in accordance with recent GMC guidelines.

Please delete Yes or No where applicable

- I give consent to undergo an occupational health assessment. Y/N
- I have received an explanation of the purpose of this assessment. Y/N
- I would like a copy of the report. Y/N

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- I give consent for the Occupational Health report to be released without prior viewing of the report. Y/N



Important Note: If you have answered “no” to this question you have activated your right to view the Occupational Health Report before it is released to your employer. You can respond to the contents of the report within 48 hours of receipt of the report by email or within 5 working days if the report is posted to you. If no response is received within the stipulated timescales the report will be released. Please be aware that the doctor/nurse can only amend factual inaccuracies and not opinions. If the doctor/nurse is unable to amend the report the report will be released to your employer with your comments attached to it.

By signing the consent form, you are giving your explicit consent within the meaning of the Data Protection Act 1998 for H&B Medical to process your personal information including computerising your personal and medical information. Your information will be held securely and if you wish to gain access to your medical information you can do so by requesting it in writing.

Clinical audit is periodically undertaken to improve and maintain clinical standards, therefore another member of the OH team may access your OH report for auditing purposes, if they are accessed by external auditors they will have been fully anonymised.

Signed:..... Dated:.....

What to expect from an Occupational Health Assessment

1. Who are H&B Medical

H&B Medical are an occupational health provider; one of our roles is to provide advice regarding fitness for work to line managers, who are responsible for the monitoring and control of staff sickness absence. This advice is aimed at assisting staff to regain and retain their good health and return to work.

2. What will happen when I arrive for my appointment?

The Occupational Health Adviser or Physician will introduce themselves to you and explain the purpose of the assessment. If a physical examination is likely to be desirable this will be explained. The doctor or nurse will then ask for your written consent to proceed with the assessment.

3. What do I bring to the appointment?

It would be helpful for you to bring a list with you of any medication you are currently on and any Doctor or Specialist names and addresses when you attend the appointment.

4. What will be said in the report to managers?

After assessment the Occupational Health Service report to managers will be discussed with you in detail. This may include likely duration of sickness absence the day to day effect of any permanent or short term disability and subsequent advice on restrictions to normal duties, which may enable an earlier return to work and rehabilitation. Please note that any restrictions/changes to your work are for recommendation only and need to be discussed with the Head of School/Unit and Human Resources prior to any change being implemented.

5. Who will see my Occupational Health records?

The standards of confidentiality for records held by your general practitioner or any hospital specialist you may have seen also apply to occupational health records. Consequently, neither your manager nor Human Resources has access to your records. Details of your records will only be released with your permission or, in exceptional circumstances, as a legal or ethical requirement.

6. Can I have a copy of the report from Occupational Health to my manager

Yes, you have the option to request a copy of the report at the same time managers receive it. You also have the option to receive the report 48 hours (5 working days if by post) ahead of your managers and challenge any factual information that is contained within the report. However, you are unable to challenge any opinions.

7. Will Occupational health write to my general practitioner/hospital specialist for information?

If the Occupational Health Advisor (OHA) or Occupational Health Physician (OHP) believe that a report would be useful, the reasons for this will be discussed with you and a request made only with your informed written consent. Your right to read any such report will be explained to you at this time.

8. What if I have already returned to work or my general practitioner has given me a date to return within the next few days?

If your absence has been long term, you should still meet with OHS prior to any return to work. Even if you are back at work, it is sometimes beneficial to attend the meeting. If you are still unsure you should discuss the ongoing need for an OH appointment with your manager.

9. What if I do not wish to attend the OH appointment?

Without the benefit of guidance from the OHS your managers may make decisions regarding your ongoing employment based on the information available to them. It is therefore in your interest to attend the OHS. Alternatively, the OHP or OHA will discuss any concerns you may have about the appointment on the day but will not proceed any further without your consent.

10. What if I cannot make this particular appointment date?

If you are unable to attend please inform the OHA as early as possible in order that the appointment may be offered to another member of staff, and another appointment be rescheduled for you.

11. What if I am too unwell to attend OHS?

Please contact the Occupational Health Service and advise the Occupational Health Advisor. Arrangements can be made for a home visit, telephone conversations, or written consent sought to contact your general practitioner for a report.