

## YOUR OCCUPATIONAL HEALTH SERVICE

### Management Referral

#### What is Occupational Health?

Occupational health is a medical speciality that is concerned with minimising the impact of an individual's health on their role and vice versa. We provide specialist independent advice to your employer in order for them to make informed management decisions regarding the impact of health on your role or the impact of your role on your health.

#### Your Management Referral

You have been referred to occupational health by your line manager as they feel they need specialist advice in order to assist them in supporting your attendance at work or more information regarding the duration of your absence and how best to support a return to work. The full nature of this referral should have been discussed between you and your line manager and if not you should seek to discuss this before your scheduled appointment.

#### Your Occupational Health Consultation

The occupational consultation will usually take the form of an interview either face to face, over the telephone or by video. This will be either with an occupational health nurse or physician. Occupational health will recommend the most appropriate consultation method. During the consultation the clinician will need to know details about your role, your current state of health and how you feel that this impacts upon your role, and detail of any treatment or medication you have had or is planned.

The primary function of the consultation may be to explore ways in which you may return to full working capacity, so it is worthwhile giving this some thought prior to consultation. Due to the specialist knowledge occupational health has it may be able to return you to work in an adapted role prior to the expiry of a GP medical certificate.

#### Your Occupational Health Capability Report

Following the consultation the occupational health clinician will compile a report to your employer giving their opinion as to your ability to work and advising of any adaptations your manager may wish to consider assisting in your return to work. Your line manager is not bound by this advice and needs to consider it in balance with other business needs. The occupational health clinician will inform you of the content of the report.

#### You right to see the Occupational Health report

You have a right to see the report completed by the clinician either prior to it being sent to your employer or at the same time. You may retract your consent for the report to be shared with your employer or request an amendment to the report should there be any factual inaccuracies. The clinician will provide further information on this during your appointment.



#### Attending the Occupational Health Consultation

It is normally expected by your employer that you will attend an occupational health appointment, if reasonably requested to do so. Occupational health will endeavour to consult with you in the most convenient manner with regards to your current condition. Should you have concerns regarding attending an occupational health consultation you should discuss these with your line manager in advance of the scheduled appointment date.

#### Confidentiality

Medical information held and known by the occupational health professional is privileged and confidential. When information is to be supplied to the Council your consent will be obtained. An exception to this rule would only arise if the occupational health professional believed that keeping the information confidential would pose a serious risk to other people, but this intention would be discussed with you at the time.

#### Reports from your GP and other Specialists

It is not always necessary for occupational health to request information from other healthcare providers to inform their decisions. Where it is required we will inform you of the reason and you will be asked to provide consent. If you consent to a report being sought, it is vital that you fully engage in the process and assist occupational health in obtaining such a report; if after a reasonable period of time occupational health have not received the required reports they are still able to make a recommendation based on the information they already have.

What to expect when you visit us

- A warm, friendly, professional welcome
- Respect and confidentiality
- A full explanation of the consultation process
- Details of any report that will be provided to managers/People and Organisation
- Opportunity to ask questions