

## Occupational Health Prior to an Ill Health Retirement Case

In most circumstances, an Ill Health Retirement case is not determined by request, but is considered following an initial consultation with an Occupational Health professional.

Aberdeen City Council will complete an **Iqarus Management Referral Form**, providing as much detail as possible, and indicating the period of absences incurred as a result.  
Form to be emailed to [AberdeenCityCouncil.gbr@iqarus.com](mailto:AberdeenCityCouncil.gbr@iqarus.com)

Iqarus booking team **will organise an appointment** with an OH Nurse/OH Physician as appropriate and **provide confirmation** to the referrer, the employee (if an email address has been provided) and any additional contacts stipulated in the referral

Consultation takes place **and report prepared** by Clinician.  
Report shared with Council referrer and additional contacts stipulated, and in line with employee consent obtained during appointment.

If Ill Health Retirement is recommended, Iqarus booking team will organise a **follow-up appointment** with an OH Physician with an Occupational Health qualification.

If not already submitted, **request a PEN 3.1** from the referrer.

Depending on circumstances, the second assessment may be a paper-based referral.  
The follow-up appointment must be with an OHP who has not had a previous consultation with this employee

## Ill Health Retirement – Face-to-Face Assessment

To be conducted based on recommendation from an initial Occupational Health Report or if clearly indicated by Aberdeen City Council

If a face-to-face assessment is requested via a **report from an initial consultation**, an **appointment will be organised** with an appropriate Occupational Health Physician in the Clinic

If the assessment is requested by Aberdeen City Council without an initial consultation, the booking team will **seek guidance from the Duty Doctor** to establish whether a face-to-face consultation is required

Iqarus booking team **will organise an appointment** as appropriate and **provide confirmation** to the referrer, the employee (if an email address has been provided) and any additional contacts stipulated in the referral

Consultation takes place and appropriate **report prepared** by the OH Physician, who will also complete document **PEN 3.1**.

The **Report and completed PEN 3.1 is emailed** to the Council referrer and additional contacts stipulated, and in line with employee consent obtained during appointment.

## Ill Health Retirement – Paper Based Assessment

To be conducted based on recommendation from an initial Occupational Health Report or if clearly indicated by Aberdeen City Council

If a paper-based assessment is requested via a report from an initial consultation, an **appointment will be organised** with an appropriate Occupational Health Physician in the Clinic

If the assessment is requested by Aberdeen City Council without an initial consultation, the booking team will **seek guidance from the Duty Doctor** to establish whether paper-based assessment is appropriate

Iqarus booking team **will organise a date/time** as appropriate and **inform** the referrer, the employee (if an email address has been provided) and any additional contacts stipulated in the referral. The employee is not required to attend.

Following the assessment, the appropriate **report is prepared by the OH Physician**, who will also complete document **PEN 3.1**.

The **Report and completed PEN 3.1 is emailed** to the Council referrer and additional contacts stipulated, and in line with employee consent obtained either during the first appointment or after being contacted for consent to share the reports.