



University of Essex

Your Occupational Health Record

WORKPLACE HEALTH AND
WELLBEING



What can you expect from your Occupational Health appointment?

Referral

You have been referred to receive Occupational Health advice relating to your health and work. This may be because you are returning to work following a period of absence, or that you are struggling to fulfil the duties required of you in your role

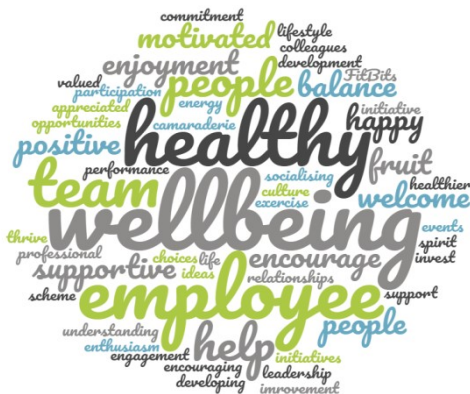
The content of your referral should have been discussed with you by the person referring you. You should be aware of the content of the referral and have given your consent for it to be sent to Occupational Health. The Occupational Health Advisor will go through the content of your referral again and gain your verbal consent to continue with the Occupational Health assessment.

If you are not happy with the content of the referral and wish for the assessment to be delayed, the Occupational Health assessment will not continue and we will ask your referring manager or HR to discuss the aspects of the referral with you that you are unhappy about.

Occupational Health Assessment

The Occupational Health Advisor will undertake an assessment in a private office. They will take history from you relating to different areas including general health information, your domestic support arrangements, any past medical history that is relevant and the details of the reason you are being seen. They will also discuss aspects of your work including your normal role and if any adjustments have been put in place with any specific difficulties you are experiencing. This information gives the Occupational Health Advisor a holistic assessment and allows a good base on which to answer the questions from the referring manager or HR that are outlined in the referral form. It will also help us to identify ways we can support you and strategies we can suggest you could use to enhance your wellbeing and recovery.

If you have any queries before your appointment please ask our occupational health administrator or ask the practitioner before your occupational health appointment starts.



Occupational Health Report

An Occupational Health report is written following every assessment undertaken unless you withdraw your consent. A report is sent to the referring managers and your HR link named on the report with your consent. The consent options outlined on the following page apply prior to a report being sent from Occupational Health to the referring manager. You will be asked to give your choice to the occupational health practitioner at the end of the assessment.

The report will detail a background of your health issues and provide an opinion on your fitness to work and whether any adjustments are advised/recommended to assist you returning to, or remaining in work. The report will also answer the referral questions asked and the answers to these will be discussed with you at the end of the assessment.

It is up to the manager whether they are able to accommodate the recommendations from Occupational Health. We advise that you meet your manager after the report has been sent to discuss its content and any advice that has been suggested.

A copy of the report is stored on the Occupational Health 'H drive' and in the Cohort Occupational Health system, which only those working within Occupational Health have access to.

Your Occupational Health Record

Your consent options to consider for your Occupational Health Report to be sent to your line manager are:

1. To give consent for the report to be sent to your line manager, HR link and you simultaneously without you seeing the report first
2. To give consent for the report to be sent to the above people only after you have viewed the report first
3. To not give consent for the report to be sent to your line manager/HR link

Access to your Clinical Data

Within the University of Essex, only Occupational Health staff can access your clinical file. Your manager or HR Link do not have access to this information. Any requests from 3rd parties, such as your GP or specialist for information either held on your file or about you, need to be accompanied by your written consent. Without this, all requests for information will be denied.

If the Occupational Health Advisor wishes to gain further information from your GP or another specialist, you will be asked to complete a written consent form during the assessment. This will be sent with the letter from Occupational Health to the GP or specialist we are requesting information from. You have three options to consider.

Your consent options to consider for Occupational Health to gain a report from a GP or Specialist are:

1. To not give consent for your information to be released to Occupational Health.
2. To give consent for information to be released and not to view the report before it is sent to us.
3. To give consent for information to be released to Occupational Health after you have viewed the report first. In this situation, you will need to travel to the place where the report is written to view it. It will not be sent to you to view by post and will not be released until you have viewed it and given your consent for it to be forwarded to us.

If do not give consent for information or a report to be shared with occupational health, then a clinical decision will be made on the clinical information gained from the assessment.

You will be asked to make a decision regarding one of these choices at the end of your assessment.

Storage of Clinical Data

Clinical information is held on an Occupational Health system called Cohort. This has restricted access to Occupational Health and Cohort only. The data from Cohort is held within data centres based in Bedford, in the UK. The database is secure and is protected with spam filters, encryption codes and firewalls. If you have any questions regarding the storage of your data, please speak to our office manager.

Some clinical data is also stored on the 'H drive' of Occupational Health and access to this is limited only to those working within Occupational Health.

There are confidentiality policies in place that ensure Occupational Health staff members accessing your information are allowed to do so only when required.

Data Protection and Confidentiality Policy

The Occupational Health department works under strict data protection and confidentiality guidelines. We have ensured we are compliant with the further changes coming into force under the Data Protection Act 2018 and under the EU directive General Data Protection Regulations (GDPR) 2018.

The departmental policy on confidentiality is reviewed regularly and our Head of Workplace Health and Wellbeing ensures all staff are aware of the importance to adhering to this policy. Each member of staff working within occupational health has signed a confidentiality agreement.

