

**ALL STAFF TO COMPLETE**

|   |  |                                    |      |      |
|---|--|------------------------------------|------|------|
| <p><b>If this section is incomplete, the applicant will not be assessed until form is properly completed.</b></p> |  | <b>FOR OCCUPATIONAL HEALTH USE</b> |      |      |
|   |  | Result                             | Date | Sign |
| Post Applied For: <input type="checkbox"/> Job upgrade <input type="checkbox"/> Bank                              |  | A                                  |      |      |
| Work Base:  |  | B                                  |      |      |
| Department:   |  | C                                  |      |      |
| Title: Name:  |  | D                                  |      |      |
| Address:  |  | E                                  |      |      |
| Tel: Email:   |  | F                                  |      |      |
| Date of Birth:  |  | G                                  |      |      |

The purpose of this information is to help you decide if you need any work place adjustments to help you achieve the full remit of your job role. If you are unsure about any of the information below, you may contact the occupational health department on 020 7288 3351 and ask to speak to one of the occupational health nurse advisers. You may also contact your recruiting manager if you are unsure about any aspect of your job/role or workplace.

| Health problem  | Impact on work   | Adjustments/support  |
|---|--|--|
| Musculoskeletal problems (back, neck, joints etc)             | Working in a hospital/health care setting generally involves physical activity of some kind, ie walking, standing, running (in an emergency), pushing, pulling, carrying loads, helping patients to move and transfer and working with computers (Display Screen Equipment (DSE)). Please check your job description for details of your role to see how much physical activity the job entails. | Most musculoskeletal problems are minor and resolve with or without treatment. Some chronic problems may require adjustments if mobility, strength, function or flexibility is impaired. If you require adjustments to your work due to musculoskeletal problem, these can be arranged as long as they are reasonably practicable. Support is available from the staff physiotherapist, the moving and handling team and the health and safety advisers. |
| Mental health problems  | Working in a health care environment can be busy and pressurised at times. Starting a new job or being newly qualified can add additional pressures. Existing mental health conditions such as depression or anxiety can be exacerbated when moving to a new job or environment.   | Support is available from the staff psychological and welfare department, occupational health and your manager. Please declare all mental health problems (including work related stress). You will be contacted by an occupational health adviser for a confidential discussion. Adjustments may be recommended.  |
| Skin conditions i.e. eczema, dermatitis, allergies, psoriasis | Working in health care, especially those working directly with patients or blood/body fluids, involves hand washing using soap, hand cleansers and wearing gloves. Working with broken skin on hands is an infection control risk.   | Those with a pre-existing skin problem require skin surveillance and may need adjustments. Alternatives to most products can be found to accommodate skin problems/complaints. Temporary adjustments may be made for those with broken skin on their hands. Those with suspected allergies may be referred for allergy testing.  |

| Health problem  | Impact on work  | Adjustments/support   |
|---|---|---|
| Diabetes, epilepsy, heart conditions or any other condition that may be affected by working shifts  | Working in health care often involves working shifts (including nights) which may have an impact on some health conditions. This is especially important if you have not worked shifts before.  | For most people it takes a little time to get used to shift patterns i.e. change in dietary and sleep patterns. This may be made more difficult by some health conditions. Temporary or permanent adjustments may be required. Please declare all health conditions that may be affected by shift work.   |
| Allergies   | Health care staff may be exposed to substances that cause or exacerbate existing allergies.   | Please declare all allergies that may have an impact in the work place, i.e. latex, chemicals, biological substances etc. Adjustments can be made to avoid substances and for replacements to be recommended.   |
| Dyslexia  | Working in health care involves record keeping, calculating drug doses, reading complex medical information and processing complex information (at times under pressure). Please see your job description for details of your role.   | Those with dyslexia will be contacted by the OH team to discuss the impact that their dyslexia may have on their work. They may be asked to provide an educational psychologist's report to ensure that appropriate adjustments can be recommended (where necessary).   |
| Blood borne viruses   | All Surgeons, Dentists, Dental Nurses, Dental Hygienists, medical staff in A&E, Urology, General practice, Obstetrics and Gynaecology, Midwives, qualified Theatre staff (inc ODP, ODA) require clearance to practice Exposure Prone Procedures (EPP) <b>BEFORE they start work.</b>            | These staff groups will be sent a questionnaire requesting information on their Hepatitis B status. Those new to EPP will be asked to provide information on their hepatitis C and HIV status as well. All health care workers who are infected with a blood borne virus have a legal and ethical duty to inform OH in strictest confidence. Adjustments for EPP workers may be required.   |
| Infectious diseases   | Health care workers are sometimes exposed to infectious diseases such as TB, measles, chickenpox, rubella. The trust also has a duty to protect patients from catching infectious diseases from staff. <b>You must tick b) below if you are currently suffering from an infectious disease.</b> | All staff with significant patient contact must bring details of their immunisations and blood test results to the occupational health department on their first day of work. The OH team will assess whether or not further vaccinations or blood tests are required to protect the health care worker and the patient.<br>If you have a condition that lowers your immunity to infections (inc. HIV), you must inform occupational health so that adjustments can be made if necessary. |
| <b>TB</b>   | You must tell occupational health <b>BEFORE</b> you commence work if you:<br><br><b><i>By ticking option a), you are confirming that you are symptom free.</i></b>  | <ul style="list-style-type: none"> <li>• Have a cough that has lasted more than 3 weeks</li> <li>• Have lost weight (not as part of a weight loss programme)</li> <li>• Are coughing up blood</li> <li>• Have night time sweats</li> <li>• Have a fever associated with the above symptoms.</li> </ul>  |
| Sensory problems i.e. hearing, sight (that are not corrected by spectacles, lenses or hearing aids) | Some health care roles are more easily adapted for those with sensory deficits than others. There may be some health and safety considerations i.e. fire safety, access.  | An assessment will be undertaken in regard to any sensory deficit that may impact on the safety of staff or patients. A work place assessment and Personal Emergency Evacuation Plan may be required and on occasion it may be necessary to involve the access to work team if significant adjustments are required   |
| Any other health condition that may impact on your role (please see job description)                | Some health conditions may be exacerbated by working in a health care setting or impact on your ability to perform all of your duties.  | You may discuss any health condition that you think may affect your work, in confidence, with the OH team. Where practicable, adjustments will be made to help you achieve your full potential in the workplace. Specific health conditions are not discussed with your manager or any other third party without your consent.  |
| New or expectant mothers.   | Whilst not a health problem, new or expectant mothers have a legal right to a work place risk assessment to ensure that they are not  | You should inform your manager in writing that you are pregnant. On receipt of this information, your manager will undertake a risk assessment. If any risks/hazards are identified, adjustments will be made to minimise/remove them. This may or may not include the occupational health  |

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|                          | exposed to hazards in the work place that may pose a risk to themselves or their unborn child.  | department. If you would like confidential advice in regard to work and pregnancy, you may self refer to occupational health.   |
| Sickness absence records | The trust will be asking your referee about your sickness absence record over the last 2 years. | If your sickness absence record gives your recruiting manager cause for concern or if your absence hits one of the trigger points in the Whittington Health sickness and absence policy, a member of the OH team will contact you. This is to establish if there is an underlying health condition and if the trust needs to make any reasonable adjustments for you. |

**Declaration.** Please tick either a) **or** b)

Having read and understood the information above, I declare that:

- a) I am not aware of any health conditions or disability which may impair my ability to undertake effectively the duties of the position which I have been offered
- b) I do have a health condition or disability which might affect my work and which might require special adjustments to my work or at my place of work.

Signed: ..... Date: .....