Referrals to Occupational Health

**You have been referred to Occupational Health for an assessment.**

**This information sheet seeks to provide answers to the most commonly asked questions about the referral process.**

**If you have any other queries or questions that are not answered here please discuss with your HR contact**.

**1. What is Occupational Health?**

Occupational Health is staffed by experienced, qualified specialist nursing advisers and is concerned with the promotion of health and prevention of ill health in employees. It is about managing the effect of the work environment on health and the effect of health on work and where appropriate, advising on reasonable adjustments and adaptations to a person’s job or workplace to be considered by managers. It is then up to your manager to consider this advice and decide whether it is practical or feasible to put these adjustments and adaptations in place.

**2. Where is Occupational Health?**

The Occupational Health Department is located on Level 10 of the Schwann Building on the University of Huddersfield’s Queensgate Campus. Please see our campus map [here](https://www.hud.ac.uk/media/assets/document/maps/CampusMap.pdf).

**3. Why have I been referred?**

You will have been notified by your line manager or HR contact as to why you have been referred. Some possible reasons for referrals to Occupational Health are:

* if you are currently off work for any reason to consider what adaptations and adjustments might be provided to assist your return to work
* to provide independent advice to your manager to assist in the management of sickness absence
* to support you in the delivery of your work role

**4. What happens once I’ve been referred?**

Occupational Health will contact you by email or letter to the address provided on the referral form with a date and time to see one of the occupational health team.

**5. What if I cannot make the appointment time I’m given?**

If you cannot make the time/date offered you should contact Occupational Health immediately and an alternative appointment time/date will be arranged. Where you are working we will try to arrange appointments around those aspects of your work that need accommodating. If you are currently absent through ill health we would only expect to rearrange an appointment if it clashed with an existing medical appointment you had already booked with your GP or your specialist.

**6. Do I have to go?**

The purpose of the referral is to see how the University can support you to return to work and/or manage your work. You do not have to attend the appointment at Occupational Health. However, in those circumstances the University would have no choice but to take decisions based on the incomplete information that was available. It is in your interests that Occupational Health can provide advice to your manager based on all the facts.

**7. What will Occupational Health do?**

On arriving in Occupational Health you should report to Reception. You will be seen by one of the Occupational Health team who will discuss the reasons for the referral and gather information from you. This might include gathering confidential health information and details about ongoing treatment and investigations. You may also be provided with advice regarding management of your health condition(s).

**8. Will Occupational Health contact my GP or other medical practitioners who are treating me?**

Occupational Health may wish to get further clinical information from your GP. In accordance with the Access to Medical Reports Act 1988 your consent will need to be obtained by the Occupational Health team before they request a report from your GP, your hospital doctor/consultant or other medical specialist who is treating you. You do not have to give this consent. In those circumstances Occupational Health will base their report on the information they have, although this will be incomplete. We would advise you that it is in your best interests to ensure Occupational Health have a full picture of your health position so that they are able to provide clear advice to your manager about any support you require.

If you agree to Occupational Health making contact with your GP/Specialist you have the right to receive a copy of the report from your doctor before it is sent to Occupational Health. You would have to formally notify this on the consent form you sign and you then have 21 days from the date on the consent form to contact your doctor and make arrangements to see the report (which could be at a date in the future). If you see the report you then have the right to request the doctor to amend or delete any part of the report you think is inaccurate or misleading. If the doctor refuses your request you can insist that a statement of your views is included with the report.

Reports from your GP are used by Occupational Health to inform their assessment. On occasion Occupational Health may refer you for assessment to a specialist. The provisions of the Access to Medical Records Act 1988 will apply to any referral. The specialist’s report will be provided to your manager and HR with your consent.

**9. What happens to the report Occupational Health writes?**

On arrival at reception you will be asked to complete a consent form prior to your appointment consenting to occupational health providing a report to the referring manager and HR. This will be related to the questions and ‘job requirements’ detailed in the referral form. The report is sent to you, your line manager and to HR.

**10. Do I have the right to change the Occupational Health report?**

This is an independent report from Occupational Health. Occupational Health will discuss with you what advice they intend to include and you will have the opportunity to discuss any queries with them prior to the report being sent out. If you attend your appointment with occupational health you have indicated that you have accepted the process and that a report will be made.

**12. What can I do if I don’t agree with what Occupational Health has said?**

You can submit your own written comments to Occupational Health and/or your line manager and/or HR.

**13. If I want to make a complaint what should I do?**

If you wish to make a complaint you should first try and resolve your complaint through the Head of Occupational Health. If this is not feasible or has failed you should raise your complaint under the University’s grievance procedures.

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