Communication

When you consent to the referral you are consenting also to a letter or report being sent to the person who referred you. However, if at any time you are unhappy with the process, you can withdraw your consent. In such circumstances, we would inform the person who referred you about this and they would have to make any management decisions without advice from Occupational Health. The report will not contain confidential clinical information about you, unless this has been agreed in advance with you. The report will focus on management information linked to the questions on the referral form, and you will receive a copy of it.

Letter to GP’s or consultants

Sometimes it is necessary for OH to write for additional information from your GP or treating specialist. In all cases, your written consent is obtained to do this. If information is being requested we comply with the requirements of the Access to Medical Reports Act 1988 and you would be informed about this at the time of requesting your consent for a report.

Confidentiality

All Occupational Health records will be held within the Occupational Health Service. Information will be held in compliance with the Data Protection Act (1998) and appropriate ethical codes on confidentiality.

Occupational Health Service

How to find us

Occupational Health Service
Occupational Health & Safety Directorate
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Being Referred to Occupational Health
What is Occupational Health?

Occupational Health (OH) is concerned with the effect of work on health and about making sure employees are fit for the work that they do. The Occupational Health Service is part of the Occupational Health and Safety Directorate. If you are visiting Occupational Health for the first time, or are not familiar with the service, we hope the following information will be of some help in understanding our role and how we might be able to help.

About us:

Our team is made up of nurses known as advisers, and an occupational physician, all with specialist training and/or experience, supported by our experienced administrators.

Introduction

One of the roles of Occupational Health is to advise line managers, tutors etc. regarding fitness for work/study. The aim is to ensure that when at work, the activities that you carry out and the environment in which you work will not adversely affect your health or vice versa. Your manager/tutor may make a referral if: you have been absent from work/study due to illness for a period of time; you have had several short absences due to ill-health; you have had an accident or incident resulting in you being absent from work/study; you have other health issues affecting your attendance, performance or behavior at work/study that causes concern.

The referral process >>>

Your manager, or the person referring you to Occupational Health, should discuss the reason for the referral. There is a form which when completed provides us with information about you, your job and why you are being referred. The person who referred you will make you aware of the content of the form so that you are fully aware of what has been written and ask for your consent to the referral. On your first visit you will see one of the clinical team for a health assessment. This can involve going through a number of questions to get a full health history and then we can focus on the main issues that are affecting your health and work. It is important you attend on time so that we do not cause delays for those following you. The person who referred you will be informed about any non-attendance or postponed appointments. Please bring with you any medical reports about your condition and details of your medication. First appointments can take up to 60 minutes; any subsequent appointment is likely to be shorter.

At the Appointment >>>

This will be a confidential consultation. The adviser or doctor will confirm with you the reasons for the referral and ensure you have consented to take part. They will ask you about any health problems that are present. They will be interested in how the illness is affecting you and they will discuss your usual work activities. They will also often cover areas such as your domestic situation and activities outside work as these often have some impact on your general health and wellbeing. These questions may help us to identify causes of ill health and will help us to agree a plan with you to address some of them. Where appropriate, they will discuss possible adjustments to your work to help you either remain at work or to return to work. Much of the assessment will be done by talking to you. However, it may be necessary for you to have a physical examination by the doctor. At the end of the consultation the doctor or adviser will summarise their findings and the response to your manager’s questions.