

Occupational Health – Detailed scope of services

Service	Deliverable
Pre-Placement Questionnaire	<ul style="list-style-type: none"> • post-offer health check for employees in order to identify any conditions and recommendations to manage them in the work environment • online or paper based with an occupational health administrator • online case tracking feedback provided within 48 hours of receipt of questionnaire
Management Referral – Telephone or face to face assessment with Occupational Health Adviser (OHA)	<ul style="list-style-type: none"> • Occupational Health Adviser (OHA) led • specific advice regarding employee fitness, workplace adjustments, the relationship of the health issue to the employee's work, and likely expectations of how the health condition might progress • telephone or face to face consultation between employee and OHA • writing out for GP or specialist report where appropriate written report with relevant information on the medical condition and evidence-based recommendations.

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Management Referral – Face to face assessment with Occupational Health Physician (OHP)	<ul style="list-style-type: none"> • independent medical opinion and advice from an Occupational Health physician • face to face assessment at a clinic • referral triggers may include illness, either work-related or otherwise, absence due to such illness, effects of illness on ability to work, return to work after illness, advice regarding prognosis (for example, likelihood of future illness or absence), incidents or accidents at work, potential stress or depression, and frequent or long term absences • written report with relevant information on the medical.
Ill-Health Retirement	<ul style="list-style-type: none"> • assessed by an independent pension scheme adviser • paper-based review and face to face clinical assessment where required • third party reports from GP or specialist • written report with robust advice to pension scheme • facilitation of appeals processes when required

	<ul style="list-style-type: none"> • fast tracking of terminal cases.
Workstation assessment	<ul style="list-style-type: none"> • undertaken by an OHA or ergonomist • detailed assessment of workstation • report with suggestions about any adjustments required to the workstation • ensures workstation is comfortable and the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and other relevant legislation are met.
Risk Assessments and policy document reviews	<ul style="list-style-type: none"> • identification of current hazards, risks and controls • review of current provision – reference to existing good practice and deficiencies • recommendations regarding improved OH input and methodology.

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Lung Function Test (Spirometry)	<ul style="list-style-type: none"> • main indications for doing lung function include: <ul style="list-style-type: none"> - work with respiratory irritants or sensitisers – fumes, dusts, vapours, gases (risk of occupational asthma, chronic obstructive pulmonary disease or COPD) - exposure to various harmful dusts, for example, silica, asbestos (risk of pneumoconiosis) • suitable for caretakers, site managers, D & T teachers and technicians and science teachers and technicians • undertaken by an OHA • written confirmation of result sent to referrer.
Skin Assessment	<ul style="list-style-type: none"> • ascertain whether or not an individual is suffering from an irritant or allergic skin problem that might be caused, or made worse by, work and/or may affect the individual's fitness for work. Occupational skin disease can be caused by acids, bleaches, degreasers, detergents, dusts or solvents • suitable for caretakers, site managers, D & T teachers and technicians and science teachers and technicians • undertaken by an OHA • written confirmation of result sent to referrer.
Hearing Test (Audiometry)	<ul style="list-style-type: none"> • detects early damage to hearing resulting from exposure to noise. Identifying any damage allows appropriate follow-up remedial action in the workplace and any necessary medical referral of

	<p>the individual. It also provides an opportunity to reduce risk and acts as a means of checking whether control measures are working</p> <ul style="list-style-type: none"> • suitable for caretakers, site managers, D & T teachers and technicians and science teachers and technicians • undertaken by an OHA • written confirmation of result sent to referrer.
Hand Arm Vibration Syndrome (HAVS)	<ul style="list-style-type: none"> • medical condition which affects the fingers and upper limbs. It can affect workers exposed to certain frequencies of vibration transmitted to the hand and arm, through regular use of tools • tiers of assessment from self-administered questionnaire to standardised testing • suitable for caretakers and site managers • review undertaken by an OHA or Occupational Health physician (dependent on assessment tier) • written confirmation of result sent to referrer.

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For Cause Drug and Alcohol Testing	<ul style="list-style-type: none"> • identify whether or not drugs or alcohol are present in an employee where there are reasonable grounds for suspicion • trained collection officer will attend on-site within approximately two hours and take samples of breath (for alcohol) and urine (for drugs and alcohol) under Chain of Custody • results reported to client in written format.
Unannounced Drug and Alcohol Testing	<ul style="list-style-type: none"> • drug and alcohol testing involving a random selection of employees required to undergo testing without prior warning • undertaken by a trained Collection Officer (either a Medigold nurse or nominated laboratory collection officer) on-site or individually at fixed centres • results reported to client in written format.
Vaccinations	<ul style="list-style-type: none"> • Flu vaccinations, Hepatitis B vaccinations etc. • administered by an Occupational Health Adviser • on-site or at a Medigold clinic.
Counselling (ad hoc)	<ul style="list-style-type: none"> • sessions of counselling with a therapist who is a Member of the British Association of Counselling and Psychotherapy • delivered at fixed centres (therapist's clinic) or by telephone.