

Cardiff and Vale UHB actively supporting employees who have health problems in a variety of ways, including where appropriate, reasonable adjustments, phased return to work, access to staff counselling, access to Occupational Health / Employee Wellbeing or redeployment in order to facilitate their return to work or where a return to work is not possible, dealing sensitively with the process to bring their employment to an end.

Contact us:

UHW 02920743264 (ext 43264)

Monday – Friday 9 – 5

UHL 02920715140 (ext 25140)

Monday – Thursday 9 – 5

Email us on:

occupational.health3@wales.nhs.uk

NHS WALES STAFF HEALTH AND WELL BEING CHARTER

‘CARING FOR PEOPLE WHO CARE’

NHS Wales is committed to encouraging the health and well being of all its staff and recognises that staff act as role models to the community they serve in promoting good health and preventing ill health.

It believes that it is the joint responsibility of managers and individual employees to work together to encourage healthier lifestyles and life choices, support each other in the work place, and promote the effective management of sickness when staff are prevented from attending work through ill health or are at risk of having to take sick leave.



Occupational Health Service

Guidance for Employees



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Caerdydd a'r Fro
Cardiff and Vale
University Health Board

Information for employees referred to the Occupational Health Service

This leaflet is to help you understand why you have been referred to the Occupational Health Service (OHS) and explain what will happen, and how the service can help you and your manager. The Occupational Health Service aims to look at the effects work can have on your health, and the effects your health can have on your ability to work.

Why have I been referred?

Employees are referred by managers to the Occupational Health Service (OHS) for a number of reasons. It may be that you are currently off sick or your health is having an impact on your ability to carry out your duties.

We can make recommendations to managers regarding the need for changes of work to assist employees to remain or return to work. We are able to provide advice and support for employees with disabilities, providing guidance on possible work place adjustments, we also provide work place visits and advise on matters of redeployment, and rehabilitation where appropriate.

Appointments are offered with the Occupational Health Physician to discuss ill health retirement. Appointments can also be made with the Occupational Health Physiotherapist.

How can the referral help me?

The OHP (Occupational Health Practitioner) may make a range of recommendations to the referring manager. For example, that the hours or days that you work be adjusted, or that temporary or permanent alternative duties be considered. If you are currently absent from work these steps can enable a return at the earliest possible opportunity.

Do I need to be absent from work due to sickness for a referral to be made?

No you do not need to be off sick to have a referral to Occupational Health. You may be in work but have a health condition you or your manager need advice or support to prevent you from going off sick. The OHS as well as the Employee Well Being service (EWS) are available for employees needing support and advice. There is also a wealth of information available on the Cardiff and Vale intranet to help with any problems you might have.

Do I have to make an appointment?

No, the occupational health service makes the appointment after receiving the referral paperwork from your manager.

What will I be asked?

The OHP will discuss the referral with you and explore your health problems. In order to assess your ability for work the OHP will discuss your current health problem, along with the information within the referral. We will discuss with you

- Current health issues
- Medication or treatment currently ongoing
- Your life outside of work
- Details of your specific job Individual tasks / duties and responsibilities you may have at work
- The physical, emotional and psychological demands of your job
- Patterns of team working and shift patterns
- Relationships with colleagues

and how any of the above may be impacting on your health problem or the problems you are experiencing. The emphasis is on your ability for work and whether your workplace, duties or working hours might need to be adjusted, temporarily or permanently, to help with the management of your Health problem.

What happens after the appointment?

The OHP will prepare a report for your manager, which will not contain detailed information about your medical condition or other sensitive personal information. After the contents have been discussed with you during your appointment you will be asked to sign a "consent" form confirming your permission for the report to be sent out. You will be sent a copy, or if you prefer you can read the report before your manager, so that you can check for any errors or omissions. The OHP will not alter their opinion or add information that was not discussed with you during the appointment. The OHP will discuss any need for follow up appointments with you.

Is this service confidential?

Yes. No one outside the Occupational Health Service is entitled to see the medical notes recorded during the consultation without your explicit written consent (permission).

Will the Occupational Health department need to contact my GP?

Not often, but sometimes the OHP will require specific medical information from your GP or Specialist to assist in assessing your ability for work. If this is needed we will contact you first to gain your written consent.