



**Occupational Health Service Contact Details:**  
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[www.nhsggc.org.uk/working-with-us/hr-connect/occupational-health/](http://www.nhsggc.org.uk/working-with-us/hr-connect/occupational-health/)



Occupational Health Service:  
 Management Referral –  
 Frequently Asked Questions



### **Why have I been referred to the Occupational Health Service (OHS)?**

Your manager/HR has referred you to the OHS and will have discussed the reasons for this referral with you. If you are unclear regarding these reasons, please discuss this with your manager prior to your appointment. Reasons for referral to the OHS can include: long-term sickness absence, frequent short-term absence, incidences where your health may be affecting your work or where the work process may be affecting your health.

### **What is the purpose of the referral?**

The purpose of referring a staff member to the OHS is to provide advice and support to both your manager/HR and yourself and to ensure appropriate health and safety within the workplace.

### **How long will my appointment last?**

The appointment will last approximately 45 minutes. The Occupational Health clinician may arrange a further review appointment for you if required.

### **Who will I see when I attend my appointment?**

You will be seen by a member of our Medical, Nursing or Physiotherapy teams. The Occupational Health clinician will carry out an assessment which will include noting your medical and occupational history. You may be asked to complete a health related questionnaire and may be clinically examined. The Occupational Health clinician may require additional information from your General Practitioner and/or Hospital Specialist. Your consent to request this information will be sought under the Access to Medical Reports Act 1988.

### **Where will I attend for my appointment?**

Your appointment will take place at our hub location on the 6<sup>th</sup> Floor of the West Glasgow ACH unless stated otherwise on your appointment letter.

Your initial consultation may also be carried out by telephone and this will be outlined in your appointment letter.

### **Will my confidentiality be protected?**

The OHS is committed to protecting the confidentiality of everyone attending/contacting our service. Your OHS record will be securely maintained in accordance with the GDPR and ethical guidelines outlined by the Faculty of Occupational Medicine (FOM) and according to regulations stipulated by the General Medical Council (GMC), Nursing and Midwifery Council (NMC) and the Chartered Society of Physiotherapists (CSP).

Your records are stored electronically on a separate system from all other NHS records. Only you & the Occupational Health Service have access to your records.

### **Following my appointment, what information will be sent to my manager/HR?**

During your appointment, the Occupational Health clinician will complete a report which will be sent to your manager containing the initial referral documentation and our clinician's response. This report will provide your manager/HR with information relating to your fitness for work and any relevant workplace adjustments. If disclosure of medical information to your manager/HR is essential to ensure your health and safety, this will only be disclosed with your consent.

The Occupational Health clinician will discuss the content of this report with you. This report will be signed by both the clinician and yourself. You will be provided with a copy of the signed report at the end of the consultation and a copy will be issued to your manager/HR.

If your appointment has been carried out by telephone, this will be highlighted in the report and a copy of the report will be issued to your home address and a copy will be issued to your manager/HR.