Ground Floor



Regent Point

Regent Farm Road

Gosforth

Newcastle upon Tyne

NE3 3HD

Tel: 0191 2821188

Email: [newcastle.ohs@nhs.net](mailto:newcastle.ohs@nhs.net)

**Request for Occupational Health Assessment**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please email [newcastle.ohs@nhs.net](mailto:newcastle.ohs@nhs.net) NOTE: to ensure the security of data the referral should preferably be sent from an NHS net account. PRIVATE AND CONFIDENTIAL | | | | | | | | | |
| **INDIVIDUAL DETAILS:** | | | | | | | | | |
| Name: | | |  | | Date of Birth: | | | |  |
|  | | |  | |  | | | |  |
| Home Address:  Email: | | |  | | Telephone Numbers:  (Home/Mobile) | | | |  |
|  | |  |
|  | | |  | |  | | | |  |
| Job title: | | |  | | | Grade: |  | | |
|  | | |  | |  | | | |  |
| Dept/ Location /Site: | |  | | | | | | | |
| **REFERERS DETAILS**: | | | | | | | | | |
| Name: |  | | | Contact Number: | | | |  | |
|  |  | | |  | | | |  | |
| Job Title:  Email: |  | | | Organisation: | | | |  | |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| HR Officer:  Email: |  |  |  |
|  |

**REASON FOR REFERRAL**:

|  |  |  |  |
| --- | --- | --- | --- |
| Musculoskeletal |  | Pregnancy related |  |
| Mental Health Concern |  | Performance Concern |  |
| Physical Condition |  | Substance Misuse |  |
| Other |  | Please specify  …………………………………………… |  |

**WORK STATUS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| At Work |  | Off Work |  | Maternity Leave |  |
|  |  | Date of absence | ../../…. | Date of maternity leave | ../../…. |
| |  | | --- | | Please provide brief details of job description/course including.  Hours worked / Days worked:  On call commitments:  Date started in the Trust: …/…/… | | | | | | | |

Please outline the main issues initiating this request. Please indicate any information you feel is relevant to assist in the triaging of this referral.

**Nb** initial assessments will be telephone or face to face appointments

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|  |

Please outline the individual’s current sickness record and procedures followed linked to employee wellbeing policy including future meetings planned.

|  |
| --- |
|  |

Please outline any adjustments you have trailed to maintain attendance at work e.g. adjusted times/adjusted role/no moving and handling

|  |
| --- |
|  |

Are there any current outstanding investigations / suspension:

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes please give brief details: ……………………………………………………………………………………………………….

## .………………………………………………………………………………………………………

.………………………………………………………………………………………………………

Please outline any specific advice you require to assist in supporting the individual:

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|  |

## Examples of questions managers may wish to seek advice on.

|  |  |
| --- | --- |
|  | Is the individual fit to carry out their job as per job description? |
|  | Are there any short-term adjustments to the tasks or environment that would help facilitate rehabilitation or an early return? |
|  | Are any permanent adjustments to the tasks or environment recommended? |
|  | What is the likely time-scale for recovery and/or when do you anticipate a return? |
|  | In your opinion, is it likely that the employment tribunal would consider the condition as covered by the disability provisions of the Equality Act 2010? |

Has the referral been discussed with the member of staff: Yes  No

Has the staff member consented to the referral: Yes  No

Have you supplied a copy of this referral to the individual: Yes  No

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of referral: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To ensure the security of data the referral should preferably be sent from an NHS net account.

PLEASE EMAIL COMPLETED FROM TO [newcastle.ohs@nhs.net](mailto:newcastle.ohs@nhs.net)

Please complete the email header with referral client name DOB

**Feedback Surveys**

Please help improve the service you receive. The Survey takes less than 5 minutes to complete.

Patient Feedback link: <https://www.smartsurvey.co.uk/s/MT0FJ/>

Referrer feedback link: <https://www.smartsurvey.co.uk/s/76RUJ/>

**How we use your data**

General Data Protection Regulation (GDPR) How we use your data

[Privacy - Newcastle Hospitals NHS Foundation Trust (newcastle-hospitals.nhs.uk)](https://www.newcastle-hospitals.nhs.uk/help/privacy/)

**NUTH disability support** <http://nuth-intranet/cms/SupportServices/HumanResources/EqualityInclusion/Disability/ResourcesLinks.aspx>

**Wellbeing Support**

[Staff wellbeing hub | North East and North Cumbria ICS](https://www.northeastandnorthcumbriaics.nhs.uk/staff-wellbeing-hub/)

**OHS information and forms**

[**Newcastle Occupational Health Service - Newcastle Hospitals NHS Foundation Trust (newcastle-hospitals.nhs.uk)**](https://www.newcastle-hospitals.nhs.uk/services/newcastle-occupational-health-service/)