



## **Guidelines for Employees when attending a Management Referral Appointment**

A referral to Occupational Health may be suggested by your Line Manager or your HR contact when there are concerns about your health. An OH assessment can provide objective information that can assist both you and management in addressing these concerns. You will be seen by a qualified nurse who is experienced in occupational health (Occupational Health Advisor) and during your appointment you will have the opportunity to confidentially discuss your health in relation to your work.

Below you will find some further information explaining what you can expect prior to and during your consultation.

- Your Line Manager or HR representative should discuss all aspects of their referral with you including who the report, that is composed by the Occupational Health Advisor, will be sent to.
- You will be contacted to arrange a suitable date, time and venue for the consultation to take place. If your circumstances change, it is important to contact your employer and/or Gipping OH as soon as possible, if you are unable to attend your appointment for any reason.
- The appointment usually lasts up to one hour, but this timeframe can be more or less than this.
- On the day of your appointment please ensure you have any relevant additional information with you such as medications you take or letters from treating Doctors. This helps the OH Advisor obtain a comprehensive understanding of your health condition.
- Initially at your consultation the OH advisor will explain how your confidentiality will be maintained and advise you on the process of how information regarding the outcome of the consultation will be relayed to your referrer. **No information will be released to your employer without your explicit informed consent.**
- The use of personal sensitive information is regulated in law by the General Data Protection Regulations (GDPR) and is covered by the ethical requirements of the General Medical Council & Nursing and Midwifery Council, a copy of our [Privacy Notice](#) and how we handle personal sensitive information is available on request.
- The OH advisor may require some further information from your Specialist or other treating Doctor(s) such as your GP. In this instance, your consent will be required prior to any contact with your Doctor(s). You will have the right to review any information that is collated for the OH advisor before it is sent to them. Further documented information will be given to you by the OH Advisor on the day of consultation if information from your treating Doctor(s) is required.
- When an Occupational Health report has been completed you will have the option to review the report prior to it being sent to your employer. If there is any information within the report that is factually incorrect the occupational health advisor will amend this. However, if you disagree with their professional opinion, this will not always be changed but a note of your comments can be made within your OH records.
- You will have the option to receive the completed occupational health report either by email or post. If you request to receive the report by email, the document will be password protected and the password will be sent to you by separate means such as text message, to ensure the security of your sensitive personal information is maintained.
- Follow up appointments may be necessary and you will be advised accordingly.
- The information within the report that is sent to your employer is for advice purposes only. Your employer will decide if they are able to accommodate that advice within their business.