

Pre-employment Health Assessment

The aim of the Pre-employment Health Assessment Questionnaire (PEHAQ) is to help ensure that:

- You are fit for work and able to meet the requirements of the role
- Reasonable adjustments can be considered if necessary to enable you to do your role
- Work activities are not likely to make existing health conditions worse or put you or your colleagues at risk of illness or injury

Questionnaire

Accurate completion of the PEHAQ is a condition of your employment. All of the questions on the PEHAQ must be answered and if you are not sure if something is relevant, it is best to declare it.

Assessment

Occupational Health (OH) will review the completed PEHAQ and you will either be passed fit for work on the basis of the information you have provided on the PEHAQ or a further assessment will be undertaken, usually on the telephone and sometimes face-to-face. In some cases, OH may need to contact your GP or Specialist with your written consent.

If OH contacts you by telephone and leaves you a message, it is important that you respond as soon as possible, as you may not be able to start your role until the Organisation has received health clearance. During assessments OH will ask you questions to gain a good understanding of your work and health, including but not limited to, personal details; your physical and/ or mental health and condition; family, lifestyle and social circumstances; employment details. During face-to-face consultations, OH may also want to carry out a functional assessment e.g. to check mobility and movement.

If you have declared a health condition on your PEHAQ and you think it is likely that OH will want to discuss this with you, it is helpful to have the following details available for an assessment:

- Your symptoms and when they started/ stopped, and your diagnosis, if you have/ had one
- Names and dosages of any current or recent medicines and when you started/ stopped taking them
- The types and dates of investigations that you have had or that are planned
- Treatment by other healthcare providers e.g. physiotherapy
- Names and contact numbers for your GP and any Specialists you have been referred to

Following the assessment, OH sends a written feedback report to named personnel in the organisation (usually Human Resources). The report focuses on the work-related aspects of your health and fitness for work. Medical information remains confidential to OH and will only be disclosed with your consent. The report includes but is not limited to:

- Relevant details of health condition(s) and treatment e.g. whether it is on-going or likely to recur and how your work may be affected in terms of attendance, performance, time off for appointments etc
- Your fitness for work and ability to meet the requirements of the role
- Any limitations on your work activities
- Reasonable adjustments recommended in order to assist you in undertaking the proposed role

- Sickness absence of more than four weeks in the previous year

Any recommendations made by OH in the report are advisory only and HR and/ or your manager will consider these and whether they can be reasonably implemented.

Data Protection

OH creates and stores a confidential record of your assessment. In your OH Record, items may include but are not limited to the PEHAQ, record of assessment(s) and other communications, medical reports, OH Feedback Report. If there is a change in the occupational health service, your OH Record will usually be transferred to another OH Provider or doctor, who will continue confidential storage of your record(s).

Your OH record will usually be stored during the period of your employment plus 3 years, or 10 years following the last recorded entry, whichever is the later. If you are not selected for employment, the OH Record will usually be destroyed after 6 months and is dependent on the Organisation providing notification of non-starters to OH. You are able to access your OH Record by sending a signed written request stating what information you require with your name, date of birth and address to OH. Following receipt of your request, OH will provide a copy the information requested within 40 calendar days unless certain third party requirements or other legal exemptions apply.

Access to clinical information is usually restricted to OH Advisers and Physicians although administrative staff and other members of OH may also need to see it. People who may receive or have access to information in your OH record include but are not limited to professional advisers, central Government, your current employer, employees and agents of OH and healthcare, social and welfare advisers or practitioners. The information held in your OH record will be used:

- To provide feedback to the organisation on your fitness for work etc (as per above section)
- To confirm whether you declared any health conditions on the PEHAQ if you have ill-health and/ or sickness absence issues during your employment
- In reports to the organisation (usually HR or management) confirming work undertaken by OH (information will usually be restricted to name and outcome and data will be made anonymous wherever that is practicable)
- In internal clinical audit by OH to ensure high standards of service delivery (data will be made anonymous wherever that is practicable)
- When Parliament requires disclosure e.g. notifiable diseases
- In OH research activities

By completing the Questionnaire and undertaking an assessment with OH if required, it is deemed that you are giving your consent to have the assessment with OH and to your data being processed as described above. If you have any queries regarding this, please contact OH, via HR or your manager.