

## **Who are Working Well?**

Working Well, Occupational Health are part of Gloucestershire Health and Care NHS Foundation Trust. We are based in Gloucester and provide occupational health services to staff within our own Trust and a wide range of organisations who contract us to provide this service.

## **What is Occupational Health (OH)?**

Occupational Health (OH) is a multidisciplinary approach to maintaining the wellbeing of those employed in a workplace, helping to prevent ill health and exploring solutions to keep those with underlying health conditions in work regularly.

## **Why do I need an OH assessment?**

Your manager (or HR Advisor) will have referred you so that our OH professionals can provide independent, impartial advice to you and your employer about your health and fitness for work. This referral should have been discussed and agreed with you, if this has not happened you should discuss this with your manager / HR Advisor. An OH assessment may be performed by an Occupational Physician, OH Adviser or OH Physiotherapist – all of whom have trained specifically in OH.

## **Do I have to attend an OH assessment?**

The benefit of attending the assessment is that it gives you an opportunity to discuss any health problems with the OH professional and how these impact on your work. The OH professional can then provide impartial advice. If you are unhappy about why you have been referred, you should discuss this your manager or HR Advisor. If you don't attend an OH assessment, your employer may have to make decisions about your employment without the benefit of our OH advice.

## **What happens at the appointment?**

The appointment will either be face to face, by video or by telephone. The consultation usually lasts approximately 30 minutes and the OH professional will explain the process, gather

information from you about your medical and personal history and then explain their recommendations. They will then ask for your consent to send the recommendations discussed in a report to your manager and/or HR Adviser.

### **Do I need to bring anything to the appointment?**

It will help to have a list of your current medication and any information about recent hospital specialist appointments, results of investigations, treatment and future plans if you have this information.

### **Will you need to contact my GP or Specialist?**

Occasionally the OH professional will request a medical report from your GP or Specialist. They require your written consent to do this. This is usually necessary if the OH professional requires further clinical information about your health. This information will be gathered before producing a full report to you and your manager and/or HR Advisor.

### **What happens after the appointment?**

The OH professional will write a report of their advice and recommendations. The report will indicate whether the OH professional considers you fit for work. There may also be recommendations regarding the number of hours you work or your pattern of work, adjusting duties, phasing a return to work and the suggested timescales.

You have the option to view the report before it is sent to your employer, or you can opt for the report to be sent to both you and your manager (and/or HR Advisor) at the same time. We will not send the report until we have received your consent. If you do not provide your consent we will not send the report and your employer may have to make decisions without the benefit of our OH advice. You can withdraw your consent at any stage up to the point that the report is sent to your manager.

### **What happens to the information you gather about me?**

The information you provide to Working Well is strictly confidential. Your OH records are maintained in accordance with General Data Protection Regulations (GDPR). We will only disclose medical information in the report to your manager if it is relevant and only with your consent. You can find more information about why we collect information and what happens to it in our Privacy Notice which can be found [here](#)

If you have any further questions please contact us: [workingwell@ghc.nhs.uk](mailto:workingwell@ghc.nhs.uk) or 01452 894480