

## Referral Report Content *(continued)*

### Review and way forward

We would recommend you arrange to meet with your employee on receipt of the report to discuss the way forward. We will comment on whether a review is necessary; we may suggest you re-refer if progress is not as expected.

### Consent and disclosure

We will always discuss our assessment with your employee, gain their consent to write to you and give them a copy of our report. In line with GMC guidelines on consent, we offer employees the opportunity to see the report before it is sent to you.

### Clarification

We try to make our reports clear. If you do need clarification please contact an OH practitioner by telephone. We cannot provide new information without consent but we can clarify advice already given.

### Further information

We will explain if we are seeking further information from a specialist or GP. We may also suggest when further advice from HR or Health & Safety could be of help.

## Opening hours

8.30am - 4.30pm  
Monday to Friday

Please contact us if you would like this leaflet in another language

## Contact Details

(t) 01452 894480

(e) [workingwell@ghc.nhs.uk](mailto:workingwell@ghc.nhs.uk)

(w) [www.workingwellglos.nhs.uk](http://www.workingwellglos.nhs.uk)



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## Staff health and wellbeing



# WorkingWell for Referring Managers

## Working Well for Referrals

Occupational Health provides advisory and consultancy services to managers concerning the effects of work on health and of health on an individual's capacity to do their job effectively. Managers can refer into Working Well to seek an Occupational Health Report on their employee. This leaflet outlines your expectations as a referring manager.

### Before you do anything

Speak to your Human Resources team or contact us if you are unsure whether a referral is appropriate. Once you are assured this is the correct step it is good practice and courteous to meet with your employee before you send the referral, or if this is not possible at the very least speak with them. Inform them why you are making a referral and the desired outcomes, passing them a copy of the referral form.

***When you submit your referral please include as much detail as you can from your perspective, including any concerns and questions you would like us to address.***

### Timescales

We aim to offer your employee an appointment as soon as possible and at least within 10 working days. We cannot accept responsibility if they choose not to accept our first offer but will inform the referring manager by email of the arranged appointment. You may come back to us to rearrange if you choose.

We aim to send our report within 48 hours of the appointment, providing the individual does not want to see the report before it is sent, and we do not need additional information. We will contact you to let you know if this is the case.



**WorkingWell**  
To help you support  
and manage  
workplace health

## Referral Report Content

### Introduction

We will include factual identifiers and will briefly comment on what we understand to be your concerns, to set the scene for our response. Our report will focus on return to work.

### Background

We will give you an outline of any health problem and associated treatment plan. Our emphasis will be on how that health problem affects the functional ability of the employee to do their job rather than giving diagnostic labels.

### Fitness for Work

We will tell you whether we consider your employee to be fit for work, either with or without adjustments.

### Recommendations including timescales

We will try to comment on any adjustments that might help your employee to continue or return to work with health problems. We may make suggestions about hours or pattern of work, modifying duties, phasing back to work or a rehabilitation programme. We acknowledge that these are our suggestions and that it is up to you as the manager to decide whether or not you can accommodate them in your workplace. We always make this clear during our consultations with your employees.

### Prognosis

If we can, we give an indication of what the future might hold in terms of the employee's health and capability for work. This is based on the evidence available to us. We will try to indicate timescales for a return to work but where we cannot, we will tell you.

### Specific Questions

If you have asked specific questions, we will respond to these.

**Equality Act (2010) formally Disability Discrimination Act (1995)** Please note we cannot tell you whether an Employment Tribunal would consider that the DDA applies – but we can give you our opinion and suggest adjustments for you to consider.

### Ill Health Retirement

We may indicate when an ill health retirement application would be appropriate but we cannot guarantee the outcome nor is it our decision.