

Dear Student

Subject: Pre-placement Health Assessment and Occupational Health Services

The University / College uses the NHS Tayside Occupational Health (OH) Service to provide OH services to healthcare students.

Please read the following carefully

Pre-placement Health Assessment

Purpose

The University / College and placement providers expect you to comply with this process.

Your place on the course and / or progression onto placements will not be secure until this process has been completed.

The purpose of the pre-placement assessment is to ensure your fitness to undertake the course and associated clinical placements.

Having a health condition, in itself, does not mean that you would be considered unfit for your course / placements. However, it may mean that the University / College / placement provider may need to give consideration to any 'reasonable' adjustments / additional support you may require to assist you through your course and / or protect your health and safety and that of your patients / colleagues

Process

A copy of the pre-placement questionnaire is attached. **You should only complete and send the questionnaire to OH if you have been provided with an unconditional offer of a place.**

On receipt of the questionnaire the OH clinician will review the information you have provided and determine whether or not a consultation is required.

For some students it may be possible to undertake the assessment based on a paper screen of the questionnaire alone and a consultation will not be required. If this is the case a fit slip will be sent directly to the University / College.

However, the majority of students will require one or more appointments with OH. Appointments can take various forms and may include face to face, video or telephone consultations.

The length of time it takes for OH to complete an assessment will vary on a case by case basis. In some cases the tests / investigations / information required to complete pre-placement assessment may take several months and therefore a risk assessment process will be used to decide whether clearance to commence can be given. If clearance is made on this basis it will be on the proviso that there is compliance with any follow up appointments/tests/investigations etc. Non compliance will result in the University / College being advised that OH clearance has been revoked.

The University/College expects you to complete and submit the pre-placement questionnaire as soon as you are provided with an unconditional offer and attend appointments as and when requested by Occupational Health.

Wherever possible, students will be offered OH appointments over the summer period before matriculation. On receipt of the questionnaire, where possible, OH will contact you by email (through the email address you provided) or phone. Please check your email and phone for appointments regularly **including your spam folders.**

In addition you will receive an SMS text reminder for your appointment 24 hours prior to the appointment if you have provided OH with a mobile telephone number.

Note

If you are on holiday and / or unavailable on certain dates prior to the start of the course it would be appreciated if you would enclose details with your questionnaire so that appropriate appointments can be offered.

Non-Attendance

If you do not attend your appointment(s) OH will advise the University / College accordingly and will not re-arrange until requested by the University / College to do so.

Cancellations

If an appointment is unsuitable please contact the OH department to rearrange as soon as possible. However, if you attempt to cancel an appointment for a 2nd time no further appointment will be arranged, OH will advise the University / College accordingly and will not re-arrange until requested by the University to do so.

Health Conditions

Below are some examples of health conditions that we recommend that you talk to us about. Please note that this is not a comprehensive list and if you have any concerns about the impact of a pre-existing health problem and/or medication etc on your ability to do your course/placements or you are worried that your course/placement might exacerbate your condition, please disclose it on the questionnaire.

- If you have eczema (dermatitis) of the hands, or you have a known allergy to latex (natural rubber) it would be very helpful if we could speak to you. We will advise you as to the risks, if any, to your skin and can give guidance about hand washes etc that might be easier on your skin than others.
- If you have previously been diagnosed with an asthma caused by a substance in a previous workplace (occupational asthma), we would want to ensure that you are not exposed to that substance on course/in placement.
- If your job involves activities such as walking around the hospital site, or patient care tasks, and you have a condition that does, or might impact on your mobility / manual dexterity e.g. multiple sclerosis, 'slipped disc' etc, we can advise you, and the University/College of potential adjustments that might assist you in doing your job.
- If you have recently had treatment for cancer e.g. chemotherapy or radiotherapy we can advise on precautions, or adjustments that might allow you to settle into your course/placements with minimal impact on your health.
- If you have a potential problem with your immune system e.g. taking regular steroid tablets, HIV infection etc, it would be important for us to be aware of this so that we can advise you as to what vaccinations you can safely have.
- If you are prone to depression or have some other underlying mental health condition, you may wish to talk to us so that we can suggest measures that might help reduce the risk of recurrence at work, particularly if you are aware of potential trigger factors.
- If you have diabetes, especially if you use insulin, or have any health problems related to your diabetes we can help advise you and the University/College about potential adjustments that may help ensure optimal management of your diabetes whilst on course/placement.

Immunisations

The questionnaire will ask you to provide written evidence of your immunisation details (for infectious diseases such as Tuberculosis (TB), measles, mumps, rubella and chickenpox). Your GP should be able to provide you with this information. Please obtain this information and attach it to your completed questionnaire. By doing so this will reduce the need for you to attend unnecessary appointments and / or duplication of immunisations.

Completed pre-placement questionnaires must be emailed or sent to NHS Tayside Occupational Health Service

TAY.occhealth@nhs.scot

**NHS Tayside
Occupational Health Service
Wedderburn House
1 Edward Street
Dundee
DD1 5NS**

Opening hours are Monday to Friday 8.30am – 4.30pm (excluding public holidays)
Telephone 01382 346030