

# Your Occupational Health Referral

## What is Occupational Health (OH)?

Occupational Health is a specialist branch of medicine that deals with the effects of work on health and the effects of health and work. This may include fitness for work, sickness absence and rehabilitation, work adjustments due to disability, ill-health retirement and health promotion.

## Why am I being referred?

It is usual for an employer to refer you to OH due to being off sick from work, but an employer may refer you due to a health problem that has not resulted in any sickness absence or as part of a health assessment before commencing work. The referral may be necessary in order to gain specialist, objective advice for both your employer and you. The consultation will be by telephone or face-to-face and confidential to assess your health and how it relates to work, as well as provide advice in order to be of assistance.

## Do I have to attend the appointment at OH?

If you have an issue with attending or you do not know why you have been referred, you must discuss these concerns with your employer. Please notify OH of your non-attendance in good time so the appointment slot can be made available to someone else. However, it may be a contractual obligation with your employer to attend and your employer may make management decisions about you without the benefit of medical information if you choose not to attend.

## What will happen during my appointment?

You will be seen by an OH Physician or Clinical Nurse Specialist who will take a history of your previous and current health problems in relation to their impact on your work. This discussion may also include other relevant history, such as your personal circumstances. Depending on the consultation and with your consent, the Physician or Nurse may perform a relevant physical examination if necessary.

***You will be asked for written consent for this assessment process***

## What will be in the report to my employers?

The report will usually cover the issues and questions included in the referral by your employer. This may include your health, how this relates to work, the likely timescale for your recovery, interventions that may improve your situation and any changes to your work that may be of benefit to you. Detailed medical and personal information is not usually included, unless already known by your employer or with your consent.

Please note that although based on specialist expertise and knowledge, the report should be viewed as advisory only. The report will be used by your employer as part of the decision making process.

On occasion managers may seek further clarification of work-related issues as a result of receiving the report. Specific information beyond that which is contained in the report will not be discussed.

## What happens to my OH records?

Like your Hospital and GP records, your Occupational Health records and any information we hold about you will be held to the same standard of confidentiality, under the Data Protection Act, 2018 and General Data Protection Principles (GDPR). You may view our Privacy statement online [www.aintreehospital.nhs.uk/privacy-statement/](http://www.aintreehospital.nhs.uk/privacy-statement/)

## Can I see the report sent to my employer?

A copy of the report sent to your employer (including HR) can be sent to you at the same time. You can ask to see the report before it is sent but you can only ask for factual errors or opinions based on factual errors to be changed.

## Will OH contact my GP or Specialist?

The OH Physician or Nurse Advisor may seek a report from your GP or Specialist. This would normally be to obtain further clinical details, for example results of investigations, details of treatment and opinions on future outcomes. You will be required to provide written consent under the Access to Medical Reports Act, 1988. Your right to read any such report will be explained to you at this time. This process can take time. Therefore, a provisional report is usually sent to your employers initially and a follow up report sent when this information is received.

Also with your consent we may copy the report written by OH to your GP or Specialist, or we may write directly to advise of the outcome of your assessment. Liaising in this way can prove useful when providing consistent advice.

## What do I need to bring to the assessment?

- Your appointment letter, if available.
- Evidence of your identity (ID) such as photo-card driving licence; your employer ID will be sufficient.
- A list of medication that you have been taking.
- Any copies of specialist reports.
- Completed consent forms.
- You may wish to attend accompanied, if you are able to discuss your medical history in their presence - for instance, an interpreter.

Any other information that you think may be relevant to your assessment.

**If you would like to contact us directly, you can reach us at:**

Occupational Health and Wellbeing  
Liverpool University Hospitals  
NHS Foundation Trust  
Longmoor Lane  
Liverpool L9 7AL

Telephone 0151 529 3803  
Fax 0151 529 3598  
E-mail  
occupational.health@liverpoolft.nhs.uk  
Monday – Friday 8.30am – 4.30pm  
excluding public holidays

**If you require a special edition of this leaflet**

This leaflet is available in large print, Braille, on audio tape or disk and in other languages on request. Please contact:

**Tel No: 0151 529 2906**

**Email: [interpretationandtranslation@aintree.nhs.uk](mailto:interpretationandtranslation@aintree.nhs.uk)**

