

Recruitment view				OH Aintree AD313
Author	Diane J Lee	Date		May 2024
Version	0.1	Review	v Date	May 2026

Process

- 1. Log on to https://liverpoolft.opasg2.com/login/form
- 2. Type in your Username and Password and click Login

OPA	Sg2	The power bell The world's most intu Health software - acc today with tomorrow	hind Occupational He itive and technologically advanc essible from anywhere at any tir in mind.	alth ed Occupational ne - designed for
Login to you Enter your pas	ur account sword below			٠
oh.recruitment	not you?	Management Access the portal 2 management	Referrals Pre- 4/7 and create Questionnai referrals revie	placement res completed and wed quickly
Log	in	Health Surve Set your programm	eillance Dat ne criteria and Effortlessly gra	a Analysis ph search results and to inte personalized
Forgot your	password?	The most secure and for enterprise to stor accessibility from an desktop, mobile and	resilient platform in the world e data. Offering users ywhere at anytime, via tablet.	Built on IBM Cloud
On the left hand side,	click on	cement		
In the top right hand c Select	corner, click on ^{Crea}	ate		
New Starter Health Questionnaire	Standard system default config for Pre-Pi deleted.	acements. This config can be edited but it cannot be	Application Details Personnel Details Pre-placement Questionnaire [Pre-placement Questionnaire] OH Advice	57.1%
Create				

- 6. Click on again
- 7. The New Starter Health Questionnaire will open. Complete the details

Application Details	IN PRODESS 🗸
Applicant Details	
Please enter the details of the applicant *	
Given Name *	Family Name *
Mary	Moffatt
Email Address *	
dianelee4172@gmail.com	
Position Applied For	
Job Title *	Proposed start date
Nurse x v	DD/MM/YYYY
Shift type	Employment Location
Full Time Days x Y	Demo Locations o 1 x v
Please upload the risk identification form.	
Upload Files or drag files here	
No Documents for this record	

8. Ensure you upload the risk identification form

r losse apload the fisk heinineation form.	
C Uptoud Files or drag files here	
Search	
AR Risk Identification Form (002).docx	• •
Clinician ~	Added: 15/07/2024 13:11 by: OH Recruitment 🔹 👔 🛅

Issue To Applicant

9. Click on

10. You will get notification that this has been saved and issued to the applicant

Pre-Placement Saved	✓ Continue
Pre-Placement Saved	
The following actions and communications also occurred: Pre-Placement - Issue To Applicant was sent to 🎓 dianelee4172@gmail.com 🗸	

11. You can keep a check on the status of this from your Dashboard

Recently Finished	Pending	1 Issued To Applicant	Awaiting OH Triage	In Progress	? Archived	2
 Issued To Applicant 		You have is	sued these records to the Applicant but they have not y	et completed them		
Issued To Applicant	Applicant		Туре			Actions
15/07/2024 0 days 0 hours ago	Mary Moffatt		New Starter Health Questionna	aire		Open
Archived		These are historic pre-plac	ements which have finished and you have reviewed			Expand to calcula
O Withdrawn						

13. On the right hand side, you will have a full audit trail of what has happened to the case so far

ddi	tional Informa	tion		đ
	Pre-placeme	ent Activity	Documents (1)	또 <mark>는</mark> Communications
				Send Message To OH
0	Mon 15th Jul 2024 13:43	Appointment Booke Diane Lee (C11) Details Mon 15th Jul 2024 HAC	d 14:00	
	Mon 15th Jul 2024 13:43	A Triaged - Consultat Diane Lee (C11)	on Arranged	
	Mon 15th Jul 2024 13:28	Reviewed & moved Diane Lee (C11)	to Triage	
	Mon 15th Jul 2024 13:21	C Referred to OH OH Recruitment (C67)		
6	Mon 15th Jul 2024 13:14	Jesued To Applicant OH Recruitment (C67)		

Clearance note has been issued

14. When the Clearance note has been issued, you will see the case in the Recently Finished line

1 Recently Finished	0 Pending	Issued To Applicant	Awaiting OH Triage	1 In Progress	? Archived	? Withdrawn
Recently Finished			ave recently been finished by the OH team and are rea			
Completed	Applicant	Status	Туре			Actions
15/07/2024 0 days 0 hours ago	Simon Cowell	Complete	New Starter Health Questionna	aire		Open
	_					

15. Click on to

16. You will see the OH Advice

Open

OH Advice	COMPLETE V
Outcome	Any further advice regarding the applicant
Fit with Adjustments	
Details of any required Adjustments and/or Restrictions	
Adjustment / Restriction	Details
A local workplace action plan is required upon commencement of employmen to determine employee safety needs	
Must be afforded regular meal breaks	

×

17. Click on Close

18. The case will move into Archived

Archived			pre-placements which have finished and you have reviewed	0
Reviewed	Applicant	Status	Туре	Overview
15/07/2024 0 days 0 hours ago	Simon Cowell	Complete	New Starter Health Questionnaire	Open

ENDS