

MANAGEMENT REFERRAL - A USER'S GUIDE

Why have you been referred?

Access to Occupational Health (OH) is by your manager making a referral and this may be felt necessary as your manager may feel your health is being affected by your work or vice versa.

Your manager may feel they need advice if any adjustments are required to support you at work and they may decide to make a referral.

Actions Prior to the referral

When referring you to OH for such advice your manager should inform you of the referral and the reason why you have been referred.

What can you expect if you are referred?

You will be seen by a member of the OH team either an Occupational Health Advisor or an Occupational Health Physician who will discuss the management referral with you.

You will undergo an assessment which will include details of your health and work. On some occasions this may involve a physical examination.

As part of the assessment the OH professional may carry out a functional assessment and may need further information about your health from your GP or Specialist. In this case you will be asked for your written consent to obtain a report from them. You can refuse this request but OH can only advise management on the information they have available to them.

What should you bring to the assessment?

- ~ Make a note of the medicines you are taking including the dose. Include any self-prescribed medicines as well.
- ~ Details of any other treatment you are receiving for example physiotherapy, complementary therapy.
- ~ The name of your specialist and their hospital address. Your hospital number if you know it.

Why can't your GP, Practice Nurse or Physiotherapist carry out the assessment?

Your GP is the expert when it comes to treating your illnesses however OH professionals are expert on how your health can affect you in your work. They are much more familiar with your work workplace and what can be done to help.

Can you bring someone with you to the appointment?

This will be left to the discretion of the OH professional however in general you may bring a family member representative or friend with you. However, there may be some parts of the assessment where it is not appropriate for them to be present.

Difficulties in attending?

If you are unwell or cannot attend for any reason, notify OH to rearrange the appointment. If you have special requirements (mobility problems or need a translator or signer) let OH know beforehand so they can make the appropriate arrangements.

Following the appointment

Following your appointment a report will be produced which will give advice to your manager and Human Resources (HR) Advisor.

Members of the OH team are bound by a professional code of conduct so confidential medical details will not be passed on.

You will however be asked to give consent to pass on this report to your manager and you will be able to request to see this prior to it being released to your manager.

What if you don't like the advice?

Ultimately the advice being given is impartial and is the considered opinion of the Occupational Health Physician or Advisor. If you do not agree with it, you can discuss this with them but they are only obliged to correct factual inaccuracies.

Will your manager have to comply with the advice?

It is important to remember that OH can only advise your manager and Human Resources. Your manager ultimately makes the decision on whether the advice is implemented, particularly in relation to determining reasonable job adjustments.

What happens next?

Your manager should arrange to discuss the report with you and any recommendations made. Your manager will do what is reasonable but may not always be able to put the recommendations into practice. Further OH advice may be sought, but ultimately it will be for your manager and HR Advisor to resolve.

If you have any questions in relation to being referred to Occupational Health please do not hesitate to contact the OH team.

Occupational Health

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