HEALTH SCREENING QUESTIONNAIRE FOR STAFF/ POST-GRADUATE STUDENTS

Post-Graduates - The Post-Graduate Administrator to undertake Risk Assessments of the role/work involved. All those involved in the following should be included in the screening protocol i.e. work with chemicals/animals/genetically modified organisms/clinical work/regular use of computers/working in a noisy environment/regular ‘professional’ driving duties/food handling/working at height/regular night work.

Staff - Following the offer of a post all staff are subject to Occupational Health screening. All new staff and those moving to a significantly different job should complete a Pre-Acceptance Medical Questionnaire.

Post-Graduates - The Post-Graduate Administrator to undertake Risk Assessments of the role/work involved. All those involved in the following should be included in the screening protocol i.e. work with chemicals/animals/genetically modified organisms/clinical work/regular use of computers/working in a noisy environment/regular ‘professional’ driving duties/food handling/working at height/regular night work.

Human Resource Manager (HR)/ Post-Graduate Administrator (PG) to ensure that ALL relevant details are completed on Page 1 of the health screening questionnaire prior to forwarding to the Applicant.

Human Resource Manager/ Post-Graduate Administrator to forward the Health Screening Questionnaire to Applicant.

Applicant ensures that the completed Health Screening Questionnaire is returned to the Occupational Health Service.

The Health Screening Questionnaire is screened by the Occupational Health Nurse and indicated that further screening is required due to the nature of the job/course.

The Health Screening Questionnaire is then forwarded to the Occupational Health Administrator.

The Occupational Health Administrator contacts the applicant via email with the details of an appointment for Screening/Health Surveillance.

The applicant attends an appointment for Screening. Health surveillance is undertaken as protocol.

The Occupational Health Nurse issues the applicant with a ‘Certificate of Fitness’ and a review appointment (if necessary).

The Occupational Health Administrator informs HR/PG that the Health Screening Questionnaire has been screened by forwarding Page 1 of the Health Screening Questionnaire indicating comments/Screening from the Occupational Health Nurse.

Review appointment (as protocol)