

Student Occupational Health Assessment Policy

2022-23

Approved by Senate October 2022

1. INTRODUCTION AND PURPOSE

- 1.1 This Policy seeks to ensure that health and care learners applying for admission to programmes within the Faculty of Health and Wellbeing are safe and competent from a health perspective to carry out the practice learning requirements they will undertake as part of their programme of study.
- 1.2 The Policy sets out the requirements to carry out an Occupational Health Assessment to demonstrate health fitness before commencing the first practice learning experience.
- 1.3 The Policy will also outline the process for management referral should a learner require further assessment and support during their programme of study.
- 1.4 The Occupational Health Provision is procured from NHS Occupational Health Services.
- 1.5 The Policy aims to increase an awareness of the Equality Act ensuring that positive action will be taken where indicated to consider reasonable adjustments which provide equal opportunities for practice learning in compliance with the Act.

2. SCOPE

- 2.1 This policy applies to direct entry learners on health and care programmes.
- 2.2 Where a member of staff is undertaking a pre-registration programme they will undertake the same process as they are entering a new role as a student on their chosen programme.
- 2.3 Apprenticeship learners will undertake Occupational Health screening via their employer, this is confirmed via a consent to proceed proforma.

3. PROCESS REQUIREMENTS

Occupational Health Assessment

3.1 The Occupational Health Assessment provided by appointed Occupational Health Services gives advice to the University on a learner's fitness to undertake learning in practice, providing recommendations on adjustments or modifications that need to be considered to ensure a safe working environment can be maintained.

- 3.2 The Assessment will consider,
 - Is there a significant underlying health problem?
 - Practice learning capacity: will the illness / physical or mental impairment interfere with their ability to perform this role?
 - Does anything in a practice learning environment pose a risk to the learner's physical / mental health?
 - Is there any risk to the welfare of others?
- 3.3 The Assessment will identify, those who will require health surveillance due to known exposure to hazards
- 3.4 Recommendations will be made by the Occupational Health Service to the Programme Team. To ensure that reasonable adjustments or modifications are advised to accommodate the learner's health needs / minimise the risk to them or others in the learning environment and / or if the Equality Act applies; offer advice about reasonable adjustments needed, to enable them to perform their role.
- 3.5 This will allow people to work in the health and care learning environment regardless of physical or mental impairment, where reasonable adjustments can be accommodated.

4. ROLES & RESPONSIBILITIES

- 4.1 Admissions
- 4.1.1 The admissions Team will be responsible for ensuring that:
 - The learners are registered to undertake screening with Occupational Health Service.
 - Provide the relevant Occupational Health Assessment link or form to applicants that have been offered a place on the relevant programme.
- 4.2 The Learner
- 4.2.1 Learners offered a place on their chosen programme are responsible for completing the Occupational Health Assessment and returning / submitting it to Occupational Health Service in a timely manner. Any delay will result in preventing the learner from accessing practice learning.
- 4.2.2 Learners will be required to declare anything that could potentially affect them undertaking the role. They should be open and honest about their medical history and any concerns / limitations they are aware of that may affect them carrying

- out the role safely.
- 4.2.3 Where a learner requires immunisation / vaccination or consultation around specific health needs, they will be offered an appointment with the Occupational Health Service as required.
- 4.2.4 Failure to attend any requested appointments could result in risk to the learner and others e.g. immunisation protection against workplace hazards has not taken place exposing the person to potential harm.
- 4.2.5 Any missed appointment without mitigating reasons / cancellation may result in the learner being responsible for the cost of the repeat appointment.
- 4.2.6 If a referral is made to Student Support Services for a particular service (for example Mental Health support, counselling etc) the learner will ensure engagement with the Student Support Services team.

4.3 Programme Lead

- 4.4.1 To ensure that confirmation of fitness to undertake learning in practice has been received from the Occupational Health Service prior to the start date of the first practice learning experience. Confirmation may state action still required such as completing immunisations, Programme Leads must ensure all actions are completed by the learner.
- 4.4.2 To ensure the Personal Tutor is aware of any specific requirements and provide support as required.
- 4.4.3 To liaise with practice partners as required should they raise concerns about the health and fitness of a learner, making any necessary referrals.
- 4.4.4 To direct health and care learners to support services within the University as required.

5. CONFIDENTIALITY

- 5.1 University staff work within a 'Professional Code of Conduct', to protect confidential information and only use it for the purpose for which it was given.
- 5.2 Occupational Health Service maintains records. Any communication regarding specific learners is conducted via

- password protected documents in line with GDPR policies
- 5.3 The University will store pre-placement and management referral outcomes in a secure environment.
- 5.4 Consent for sharing learner information for the purposes of referral or reporting will be sought from the student by the relevant person (Occupational Health or University).
- 5.5 Learners are advised to share any reasonable adjustments with relevant practice learning staff to enable a high quality, supportive and safe learning experience. This can be shared by the Personal Tutor with the learner's consent.

6. LEARNERS DIAGNOSED WITH BLOOD BORNE VIRUSES

- This refers to learners diagnosed with Blood Borne Viruses: -Human Immunodeficiency Virus (HIV), Hepatitis B or Hepatitis C.
- Learners who are known to be diagnosed with HIV, Hepatitis B or Hepatitis C viruses will be considered using the same criteria, which apply to other learners.
- For further advice refer to Occupational Health Service and relevant practice partner organisational policy to ascertain if the student can undertake practice.

7. EXPOSURE PRONE PROCEDURES SCREENING

- 7.1 Exposure Prone Procedures (EPP) require a further assessment via Occupational Health Service, only learners who are confirmed as cleared and are able to undertake these procedures by Occupational Health Service will be able to do so.
- 7.2 All Operating Department Practitioner Learners, Midwifery Learners and Paramedics will require this assessment.
- Any other learners who are allocated to learning environments where EPP takes place will be referred to Occupational Health Service for the EPP clearance 4 weeks prior to commencement of that allocated experience by the placement office.

8. INITIAL FITNESS CLEARANCE

The Occupational Health Service will notify the University of the outcome of the assessment. This includes the following

information:

- Able to undertake the proposed practice learning experiences (with no adjustments).
- Able to undertake the proposed placement with recommended adjustments
- Not fit to proceed.

9. FURTHER REFERALS

- 9.1 Individual learners may require a further referral to Occupational Health should their health status change.
- 9.2 This is completed via the portal link / form by the Programme Lead.
- 9.3 All referrals are triaged by the Faculty Lead for Practice in the first instance. See process in Appendix 1

10. RELATED POLICIES AND DOCUMENTATION

- Students' Dignity at Study Policy and Procedure
- Health, Wellbeing and Supported Study Policy and Procedure
- Fitness to Practise Procedure

All related policies are available on the University of Bolton Policy Zone at the following link:

https://www.bolton.ac.uk/student-policy-zone/

11. REVIEW

This Policy may be reviewed at any time at the request of either academic staff or placement management. Each time there is a change to national policy, this Policy will also be reviewed to take account of new developments and legislation. The Policy will automatically be reviewed on a three-yearly basis.

12. Equality Impact Assessment

12.1 The University of Bolton is committed to the promotion of equality, diversity and a supportive environment for all members of our community. Our commitment to equality and diversity means that this policy has been screened in relation to the use of plain English, the promotion of the positive duty in relation to race, gender and disability and avoidance of discrimination to other equality groups related to age, sexual orientation, religion or belief or gender reassignment.

13. Monitoring and Review

13.1 This Policy will be monitored by the Faculty Lead for Practice Quality.

13.2 The Policy will be reviewed as necessary to comply with industry requirements and every 3 years.

14. Dissemination of and Access to the Policy

14.1 This Policy will be available on the University's website on the Policy Zone at the following link

https://www.bolton.ac.uk/student-policy-zone/

| Occupational Health Assessment Policy | |
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| Policy ref: V1 | |
| Version number | 01 |
| Version date | September 2022 |
| Name of Developer/Reviewer | Julie Fletcher |
| Policy Owner (Group/Centre/Unit) | School of Nursing and Midwifery |
| Person responsible for implementation | Deans of Faculty and Heads of School |
| (postholder) | |
| Approving committee/board | Senate |
| Date approved | October 2022 |
| Effective from | October 2022 |
| Dissemination method e.g. website | Website Policy Zone |
| Review frequency | As necessary determined by industry |
| | requirements and every three years |
| Reviewing committee | Education Committee |
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| consulted and dates) | SEO |
| | AVC(OfS) |
| Document history (e.g. rationale for and | Endorsed by Education Committee |
| dates of previous amendments) | 051022 |
| | Approved by Senate 241022 |

APPENDIX A

Process for managing Occupational Health (OH) for Pre Placement Screening

· Admissions team send the relevant health declaration form (e-copy or electronic link) to learner with unconditional offer • Learner completes the form and returns to OH department as stated in the instructions Unconditional offer made to learner • OH deparment scrutinises the health declaration form • OH decides if they need to see the student to follow up / offer vaccinations, appointment offered. • Student attends appointment as required Occupational Health • Main campus - OH posts outcome on the OH portal, if any reasonable adjustments following appointment a letter is sent to Programme Lead (see process in appendix c) • Satellitte sites - OH sends outcome to placement office for collation. Any reasonable adjustments is sent to Programme Lead for action and support OH Clearance status • Nursing- InPlace updated • Others - Placement office collates report to inform PL/PT and allocations • Student does not recieve any allocation until all mandatory checks and training is complete. Confirmation of clearance

<u>APPENDIX B</u>

Process for managing Occupational Health (OH) Management Referrals

• Personal Tutor (PT) considers need to refer to OH for advice around additional support needs or support to return to practice following absence OH referral identified • PT and PL discuss need to complete management referral. Consider if GP Fit note end / medical letter would cover requirements. If no, go to next step Escalate to Programme Lead •Referral discussed with Faculty Lead for Practice •Decision for referral made, if no, advice will be given Triage •PL completes management referral Referral •PT and PL provide ongoing support and discuss outcome of referral with student, ensuring student discloses to practice. •Student liaises with practice as needed Action plan recorded in PAR by PA/PS Support

•AA maintains oversight whilst in practice

APPENDIX C

Process for managing Occupational Health (OH) Screening feedback

OH Appointment

- •Letter sent to Faculty Lead for Practice and Head of School by OH
- •Letter reviewed by above

Letter placed or

- •Letter placed on MS Teams by above. Message left in chat with student name
- Programme Lead (PL) for student reviews letter and identifies reasonable adjustments

Liaise with Personal Tutor

- •The PL discusses the reasonable adjustments and needs with the Personal Tutor (PT)
- •Letter must not be downloaded to protect confidentialtiy and maintain GDPR requirements

Liaise with

- PT discusses needs with student and encourages them to disclose to practice and therefore discuss needs and action plan pre placement or at commencement as per advice from OH
- PT/PL can only inform practice of needs if necessary and with **student consent**

Support

•PT provides continuous support to student