



## **OH Assist™ - Employees' Factsheet**

OH Assist™ provides an occupational health (OH) service to all Edinburgh Napier employees. Working with line managers, OH Assist™ will provide advice and consultancy support on subjects including:

- Work/health related measures
- Sickness absence management
- Pre-employment health screenings
- Health Surveillance

### **How will the Occupational Health service help me?**

The service has been designed specifically to meet the needs of Edinburgh Napier employees. The benefits include:

Impartial medical advice to help you and the University address the issues affecting your health.

Advice on rehabilitation and adjustments to your working environment, to help you continue at work or have an assisted return to work.

### **Why would I be referred?**

There are a number of reasons why your manager may consider referring you to Occupational Health and these will be explained to you. It could be as a result of a medical condition that affects your ability to attend work regularly, or you may need adjustments made within your working environment to enable you to carry out your job more effectively.

### **What happens before I am referred?**

After your line manager has explained the reasons for referral, they will complete a referral form for submission to OH Assist™, which will give the OH Advisor (OHA) information about your job and health issue. Depending on the nature of your condition, you may be asked to complete a medical consent form to give permission for OH Assist™ to contact your GP or consultant for additional information to allow OH Assist™ to progress your case. Your medical history will remain totally confidential between OH Assist™ and your GP.

## **What will happen if I am required to attend a face-to-face consultation?**

You will be assessed by a trained clinician, either at the University or on one of OH Assist's™ own sites (Edinburgh or Glasgow). You will be contacted directly by the OH Assist™ administration team to arrange a mutually convenient appointment time and location.

The assessment will usually last up to 40 minutes and will explore aspects of your medical background, your current medical condition and the effect in relation to your job. The advisor may ask questions which you feel are already answered in your file; this is to ascertain your views on your medical history and the impact on your job.

Telephone consultations can be arranged depending on circumstances.

## **What if I am unable to attend?**

It is important that you are seen as soon as possible, in line with the University's Managing Sickness Absence Policy, so that every effort can be made to address the issues affecting your absence. If cancellation is unavoidable, at least three days' notice should be given and you should contact HR on 0131 455 3344. They will ask you the reason for the cancellation and any future dates when you would be unavailable for a rearranged appointment.

## **Confidentiality with OH Service**

OH Assist™ operates the highest standards of client confidentiality, adhering to the Data Protection Act (1998) and the Access to Medical Records and Reports Act (1998). Information disclosed to line managers and/or to HR department will be in general terms only and will not disclose any confidential medical details. It will not include any information that could prove harmful or embarrassing to either party. OH Assist™ will retain confidential medical information securely.