



Verification of Work Health Assessment checks and Infection Prevention

Policy Number	13
Version	3
Policy Contact	Matthew Betteridge
Date Issued	1 st November 2017
Amended	21 st June 2019
Next Review Date	21 st June 2020
Target Audience	Agency Workers
Approved by	OneCall24 Policy Team

All temporary staff that are placed into the NHS via One Call 24 will undergo a robust Occupational Health Check in order to establish whether they hold the sufficient levels of immunity for the job role they are undertaking. Checks are carried out at all times in line with latest NHS Employment Check Standards (see www.nhsemployers.org/your-workforce/recruit/employment-checks/nhs-employment-check-standards/work-health-assessments).

These checks are carried out in order to:

- Ensure that temporary workers are physically capable of doing the work proposed, taking into account any current or previous illness
- Identify anyone likely to be at excess risk of developing work-related diseases from hazardous agents present in the workplace
- Ensure, as far as possible, that the temporary worker does not represent a risk to patients and that they will be doing work that is suitable and safe for them.

Occupational Health Checks will be carried out as part of the recruitment process – with the temporary worker made fully aware that any offers of placement made are subject to a satisfactory Fitness to Work Certificate being issued by the Occupational Health provider contracted to undertake the screening of bloods and immunisation reports on behalf of One Call 24. The satisfactory Fitness to Work certificate must be received by One Call 24 prior to the deployment of the temporary worker into the provision of the services.

As part of the registration process, candidates will be required to complete an Occupational Health Questionnaire, as well as providing blood/immunisation reports to further confirm the information provided on the Occupational Health Questionnaire. Once the Occupational Health Questionnaire and blood/immunisation reports have been obtained – these will be forwarded onto the Occupational Health provider.

Where the Occupational Health provider responds with the need for further information, this will be followed up with the temporary worker in order for them to obtain the necessary information in line with

the response received. This may include the need for further blood reports and proof of immunisation. Once the temporary worker has supplied the requested information – this will once again be forwarded onto the Occupational Health Provider. Temporary Fitness to Work certificates may be issued by the Occupational Health provider. Where this occurs – the expiry date will be updated onto the recruitment software to ensure that the temporary worker does not work past this date without a valid Fitness to Work Certificate in place.

Where the Occupational Health provider provide a satisfactory Fitness to Work Certificate but with recommendations/restrictions – One Call 24 will ensure that these are followed. Where necessary, the client will be notified accordingly – as the recommendations may require some adjustments be made for the job role, including (but not limited too);

- Making adjustments to premises
- Altering the temporary worker's working hours
- Allowing absences during working hours for medical treatment
- Providing special equipment or modifying existing equipment
- Providing additional supervision and/or support.

Evidence that the above process has been followed will be held within the temporary worker's file.

Once a satisfactory Fitness to Work certificate has been received from the Occupational Health provider, the temporary worker will be made available for any vacant job roles (applicable to their grade, job title and clearance).

Fitness to Work certificates will be obtained prior to the temporary worker starting their assignment, and annually thereafter (as a maximum). Where an expiry date is evidenced within 12 month – this will be adhered to.

In order for a valid Fitness to Work certificate to be obtained – One Call 24 will need to ascertain the level of clearance required for the job role. This will be either:

- Non EPP (Non Exposure Prone Procedures)
 - Hepatitis B;
 - Measles;
 - Mumps;
 - Rubella;
 - Tuberculosis;
 - Varicella;
- EPP (Exposure Prone Procedures)
 - Hepatitis B;
 - Hepatitis C; and
 - HIV

EPP

One Call 24 understand that Exposure prone procedures are those where there is a risk that injury to the worker may result in exposure of the patient's open tissues to the blood of the worker. These procedures include those where the worker's gloved hands may be in contact with sharp instruments, needle tips or sharp tissues (spicules of bone or teeth) inside a patient's open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.

The below list is followed by One Call 24 when applying for an EPP Fitness to Work certificate for a temporary worker:

<ul style="list-style-type: none">• Accident & Emergency
<ul style="list-style-type: none">• General Surgery (also Vascular Surgery, Paediatric Surgery, Trauma, Transplant, Thoracic, Neurosurgery, Urology, Plastic)
<ul style="list-style-type: none">• Gynaecology
<ul style="list-style-type: none">• Obstetrics
<ul style="list-style-type: none">• Dentistry & Orthodontics
<ul style="list-style-type: none">• Orthopaedics
<ul style="list-style-type: none">• Oral/Maxillofacial
<ul style="list-style-type: none">• ENT (Ear, Nose & Throat)

The below list is followed by One Call 24 when applying for Fitness to Work certificates for a temporary worker that may require EPP Clearance:

- Anaesthetics- mostly Non-EPP
- ENT (ear, nose & throat)- mostly EPP
- Cardiology- mostly Non-EPP
- Endoscopy – mostly Non-EPP
- General Practice (GP)- mostly Non-EPP
- Laparoscopy – mostly Non-EPP
- Ophthalmology- could be both
- Renal Medicine- Mostly non-EPP
- Gastroenterology- mostly non-EPP

The below list is followed by One Call 24 when applying for a Non-EPP Fitness to Work certificate for a temporary worker:

<ul style="list-style-type: none">• General Medicine
<ul style="list-style-type: none">• Haematology
<ul style="list-style-type: none">• Intensive Care
<ul style="list-style-type: none">• ITU Specialists
<ul style="list-style-type: none">• Rheumatology
<ul style="list-style-type: none">• Neurophysiology

• Respiratory
• Elderly Medicine/Care
• Psychiatry
• Radiotherapy
• Endocrinology
• Oncology
• Paediatrics
• Neonates
• Pathology
• Minor Surgery
• Radiologists

Where the job title/job role does not provide suitable transparency on what clearance is required, One Call 24 will make further enquires with the Trust in question. Evidence of the necessary clearance will be held within the temporary worker's file.

No temporary worker will be placed or work in assignment without a valid Fitness to Work Certificate on file.

Temporary Certificates

In some instances, the Occupational Health Provider may issue a temporary certificate of clearance. This will detail an expiry which can range between 3-6 months. OneCall24 will ensure at all times that the recruiter system is updated accordingly with the expiry date and that a new Occupational Health Certificate is obtained should a candidate work past the expiry date listed on the temporary certificate.

Occupational Health provider

One Call 24 use the service of Healthier Business as their Occupational Health provider - who is SEQOHS accredited. Training will be provided by the Occupational Provider to One Call 24 staff, so that the correct procedure can be followed throughout the business. If there are any concerns raised when going through the Occupational Health process, One Call 24 will liaise with the Occupational Health provider swiftly in order to rectify these issues promptly.

Evidence of the contract signed and held with the Occupational Health provider will be made readily available for any external audit in line with the requirements stipulated within a supplier contract.

Infection Prevention

Infection Control, including MRSA, C dif, Ebola are both hospital acquired infections. Agency Workers are made aware of their obligations when it comes to Infection Prevention, with full information detailed within the Agency Worker Handbook. This includes:

- Wash hands before and after patient contact
- Wear gloves, aprons and masks
- Uniforms should be short sleeved so nothing below the elbow except for a plain wedding band is allowed
- Dispose of items in the correct coloured bins
- Cover up any cuts or breaks in the skin

HIV/Aids The HSC1998/226 “Guidance on the Management of HIV infected health care workers and Patient Notification” must be adhered to.

If the Agency Worker thinks that they have been exposed to HIV in any way they must go straight to A & E or their nearest sexual health clinic.

OneCall24 must be informed immediately. All agency workers will be treated with respect, confidentially and support.

Review

This policy statement will be reviewed annually as part of our commitment to upholding professional standards. It may be altered from time to time in the light of legislative changes, operational procedures or other prevailing circumstances.