

## Verification of Work Health Assessment checks and Infection Prevention

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<b>Approved by</b>	OneCall24 Policy Team

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### **Introduction**

A work health assessment is a process used to determine if an individual is suitable for a specific role and working environment. The primary goal is to prevent work-related illnesses, injuries, and the spread of disease or infection.

The depth of the assessment will depend on the risks and requirements of the role and the potential impact on the health and wellbeing of the individual or any individuals they may come into contact with during work.

One Call 24 Limited (OneCall24) is obligated to ensure a safe and healthy workplace in compliance with health and safety regulations and equality law. Work health assessments enable early identification of any health conditions or disabilities that may require adjustments to the workplace or role.

It is essential that any health conditions requiring adjustments or limitations in duties, such as restrictions on exposure-prone procedures (EPPs) for employees with blood-borne viruses, are identified.

### **Complying with the Equality Act**

OneCall24 must comply with the Equality Act, ensuring that health-related inquiries are not made before offering employment, except under exceptional circumstances outlined by the Act.

OneCall24 will consider reasonable adjustments to accommodate individuals with disabilities during recruitment and employment to ensure they are not disadvantaged.

### **Who to Check and When**

Work health assessments will be conducted for all workers, including employees, temporary workers, students, trainees, and volunteers, when:

- They take up their first role at OneCall24,
- They move to a new role within the organisation or a different organisation,
- They return to work after a significant illness or injury,
- They move to a role requiring exposure-prone procedures for the first time.

These assessments will take place after a conditional offer of employment has been made and before employment commences. Health questionnaires or health/disability-related questions will not be asked prior to an offer, unless permitted by the Equality Act.

Applicants will be informed that employment is conditional upon completion of necessary pre-employment checks, including the work health assessment.

### **Occupational Health provider**

OneCall24 use the service of Healthier Business as their Occupational Health provider - who is SEQOHS accredited. Training will be provided by the Occupational Provider to OneCall24 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, OneCall24 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.

### **The Assessment Process**

As part of the recruitment process, we ensure that the following two statements are completed by the candidate as a minimum.

A I am not aware that I have a health condition or disability that might impair my ability to undertake effectively the duties of the position that I have been offered.

B I do have a health condition or disability that might affect my work and may require special adjustments to my work or my place of work.

In all cases, it will be for our occupational health provider Healthier Business to ascertain whether there are any additional requirements or reasonable adjustments, that should be considered to ensure the safety and well-being of the worker and/or any patients they may be providing services to/or will have contact with.

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 (in alignment with Good Industry Practice) being issued by the Occupational Health provider contracted to undertake the screening of bloods and immunisation reports on behalf of OneCall24. The satisfactory Fitness to Work certificate must be received by OneCall24 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 provide 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. All records must be in the English language, verified and signed by a suitable qualified clinician.

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 provides 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 to be made for the job role, including (but not limited to);

- 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 months – this will be adhered to.

Our recruiter system at OneCall24 allows us to track validity of a Fitness to Work Certificate – ensuring that documentation remains valid throughout the duration of a candidate's recruitment/placement.

In order for a valid Fitness to Work certificate to be obtained – OneCall24 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**

OneCall24 understand that Exposure prone procedures are those where there is a risk that injury to the worker may result in the 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 OneCall24 when applying for an EPP Fitness to Work certificate for a temporary worker:

- Accident & Emergency
- General Surgery (also Vascular Surgery, Paediatric Surgery, Trauma, Transplant, Thoracic, Neurosurgery, Urology, Plastic)
- Gynaecology
- Obstetrics
- Dentistry & Orthodontics
- Orthopaedics
- Oral/Maxillofacial
- ENT (Ear, Nose & Throat)

The below list is followed by OneCall24 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 OneCall24 when applying for a Non-EPP Fitness to Work certificate for a temporary worker:

- General Medicine
- Haematology
- Intensive Care
- ITU Specialists
- Rheumatology
- 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, OneCall24 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 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. Work health assessments remain a priority during the pandemic to ensure the health, safety and well-being of workers and patients. OneCall24 will continue to follow pre-existing requirements as outlined in the NHS Employers Check Standards.

Working with occupational health departments will be essential to provide proactive support and guidance to staff regardless of whether they are being newly appointed into the NHS, are being redeployed or are returning to the workforce under the retire/return scheme managed by NHS England and NHS Improvement. This will be even more important when considering reasonable adjustments or the redeployment of staff who may be more vulnerable to COVID-19, such as those with underlying health conditions and/or in at-risk groups. Occupational health screening for infectious diseases e.g. tuberculosis and blood-borne viruses must be carried out before commencing clinical work.

### **Infection Prevention**

Infection Control, including MRSA, C dif, Ebola are both hospitals 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.



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### Certificate of Fitness

#### EPP Full Clearance

Company	OneCall24
Candidate Name	
Date of birth	

#### Standards and Policies

The applicant mentioned above has undergone comprehensive health screening/assessment per the latest Department of Health guidelines regarding healthcare workers and health clearance/immunisation against infectious diseases.

#### Immunisations

Hepatitis B	<input checked="" type="checkbox"/>	Immune	Notes: >100 mIU
Rubella	<input checked="" type="checkbox"/>	Immune	Notes: -
Measles	<input checked="" type="checkbox"/>	Immune	Notes: -
Mumps	<input checked="" type="checkbox"/>	Immune	Notes: -
Tuberculosis	<input checked="" type="checkbox"/>	Protected	Notes: -
Varicella	<input checked="" type="checkbox"/>	Immune	Notes: -
Hepatitis B Surface Antigen	<input checked="" type="checkbox"/>	Negative IVS result	Notes: -
Hepatitis C	<input checked="" type="checkbox"/>	Negative IVS result	Notes: -
HIV	<input checked="" type="checkbox"/>	Negative IVS result	Notes: -

#### Clearance

I have completed the assessment of the above applicants, and I deem them physically and mentally fit to work. The level of clearance for this applicant is indicated below. All needle stick injuries and the potential exposure to Blood Borne Virus **MUST** be reported immediately.

Exposure Prone Procedures	<input checked="" type="checkbox"/>	Is suitable for work with restrictions	<input type="checkbox"/>
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#### Restrictions/Adjustments/Additional Information

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Date of assessment

Clearance review date

Clinicians Name	Qualification	Pin	Signature	X
Lynne Thomson	SCPHN (OH), BSc, RN	99111105	<i>L Thomson</i>	<input checked="" type="checkbox"/>
Amanda Rankin	SCPHN (OH), BSc, RN	10A03725	<i>A Rankin</i>	<input type="checkbox"/>
Shannon Boyle	RCN	18116455	<i>SB</i>	<input type="checkbox"/>
Carol Millar	R.N	14103465	<i>Carol Millar</i>	<input type="checkbox"/>
Neve Austin	RNLD	16113385	<i>NA</i>	<input type="checkbox"/>



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OCCUPATIONAL HEALTH SCREENING | ONLINE TRAINING | PRACTICAL TRAINING | CLINICAL INTERVIEWS | NMC REVALIDATION | NURSE APPRAISALS







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**Certificate of Fitness**  
**NON-EPP Full Clearance**

<b>Company</b>	Onecal24
<b>Candidate Name</b>	[REDACTED]
<b>Date of birth</b>	[REDACTED]

**Standards and Policies**  
The applicant mentioned earlier has undergone comprehensive health screening/assessment by the latest Department of Health guidelines regarding healthcare workers and health clearance/immunisation against infectious diseases.

Immunisations			
Hepatitis B	<input checked="" type="checkbox"/>	Immune	Notes: >100 mIU
Rubella	<input checked="" type="checkbox"/>	Immune	Notes: -
Measles	<input checked="" type="checkbox"/>	Immune	Notes: -
Mumps	<input checked="" type="checkbox"/>	Immune	Notes: -
Tuberculosis	<input checked="" type="checkbox"/>	Protected	Notes: -
Varicella	<input checked="" type="checkbox"/>	Immune	Notes: -

Clearance			
I have completed the assessment of the above applicants, and I deem them physically and mentally fit to work. The level of clearance for this applicant is indicated below. Please note that any individual who has only been passed fit to undertake non-exposure-prone procedures <b>MUST NOT</b> undertake exposure-prone procedures until Occupational Health has reassessed them. All needle stick injuries and exposure to Blood Borne Virus <b>MUST</b> be reported immediately.			
<b>Non-Exposure Prone Procedures</b>	<input checked="" type="checkbox"/>	<i>is suitable for work with restrictions</i>	<input type="checkbox"/>

Restrictions/Adjustments/Additional Information

<b>Date of assessment</b>	[REDACTED]	<b>Clearance review date</b>	[REDACTED]
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Clinicians Name	Qualification	Pin	Signature	X
Lynne Thomson	SCPHN (OH), BSc, RN	99111105	<i>L Thomson</i>	<input checked="" type="checkbox"/>
Amanda Rankin	SCPHN (OH), BSc, RN	10A03725	<i>A Rankin</i>	<input type="checkbox"/>
Shannon Boyle	RCN	18116455	<i>SB</i>	<input type="checkbox"/>
Carol Millar	R.N	14103465	<i>Carol Millar</i>	<input type="checkbox"/>
Neve Austin	RNLD	16113385	<i>NA</i>	<input type="checkbox"/>



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