

UNIVERSITY OF ULSTER

INFORMATION FOR MANAGERS AND STAFF

COMPLETING AN ADVICE REQUEST FORM TO AN OCCUPATIONAL HEALTH PROFESSIONAL

All managers and staff of the University of Ulster have access to advice from the Occupational Health Department on work-related health issues. To ensure the best information is properly obtained it is essential that all relevant background information is provided and that the employee is aware of the reason for the referral. If further information is required, the Occupational Health professional will discuss with the employee his/her rights under the Access to Personal Files and Medical Reports Order (NI) 1991. Information cannot be obtained without the employees consent.

All referrals should be sent to the Occupational Health Department (Coleraine office L008 for Coleraine and Magee campus referrals and Jordanstown office 2H11 for Jordanstown and Belfast campus referrals). If not correctly completed, the manager may be contacted to clarify details or the form may be returned to management.

Appointments will only be made on receipt of an adequately completed referral form.

Occupational Health will advise the employee and manager in writing of the date/time of the appointment.

The Occupational Health Department will provide a report to the manager making the referral and a copy to the identified Human Resource representative. The employee will be advised of the opinion given by the Occupational Health professional at the time of the appointment.

If the employee is unable to attend the Occupational Health Department due to illness or incapability, the Occupational Health Professional, with the consent of the employee, can arrange to carryout a home visit or correspond through the employees' general practitioner.

NB. It is a contractual obligation for an employee to attend an appointment made for them to see the Occupational Health Specialist.