

# Student Occupational Health Assessment Policy

2023-24

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**

- 6.1 This refers to learners diagnosed with Blood Borne Viruses: - Human Immunodeficiency Virus (HIV), Hepatitis B or Hepatitis C.
- 6.2 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.
- 6.3 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.
- 7.3 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**

- 8.1 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 REFERRALS**

- 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**

- 11.1 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

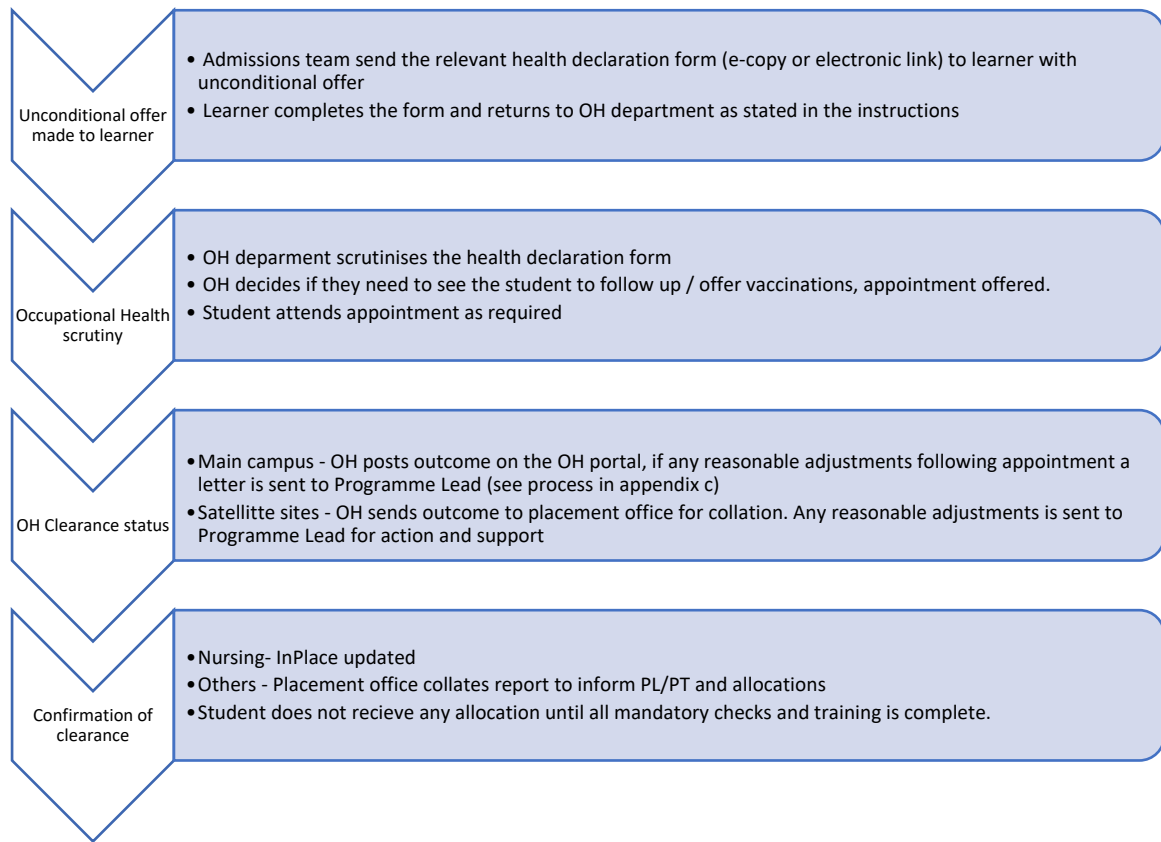
<https://www.bolton.ac.uk/student-policy-zone/>

<b>Occupational Health Assessment Policy</b>	
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 (postholder)	Deans of Faculty and Heads of School
Approving committee/board	Senate
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Dissemination method e.g. website	Website Policy Zone
Review frequency	As necessary determined by industry requirements and every three years
Reviewing committee	Education Committee
Consultation history (individuals/group consulted and dates)	School colleagues SEO AVC(OfS)
Document history (e.g. rationale for and dates of previous amendments)	Endorsed by Education Committee 051022 Approved by Senate 241022



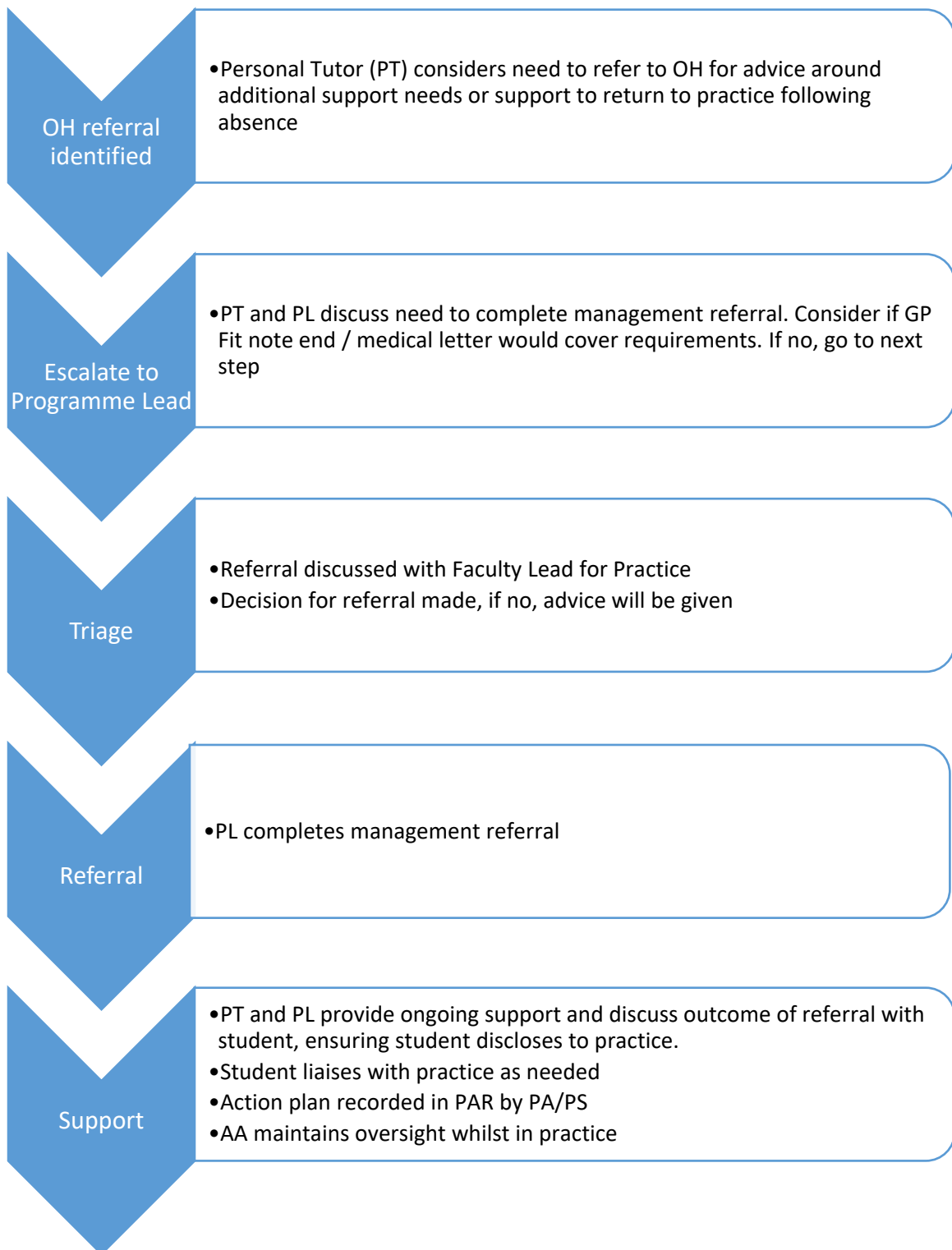
## APPENDIX A

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



## **APPENDIX B**

### **Process for managing Occupational Health (OH) Management Referrals**



## APPENDIX C

### Process for managing Occupational Health (OH) Screening feedback

