

OCCUPATIONAL HEALTH REFERRAL PRINCIPLES & GUIDANCE FOR STAFF

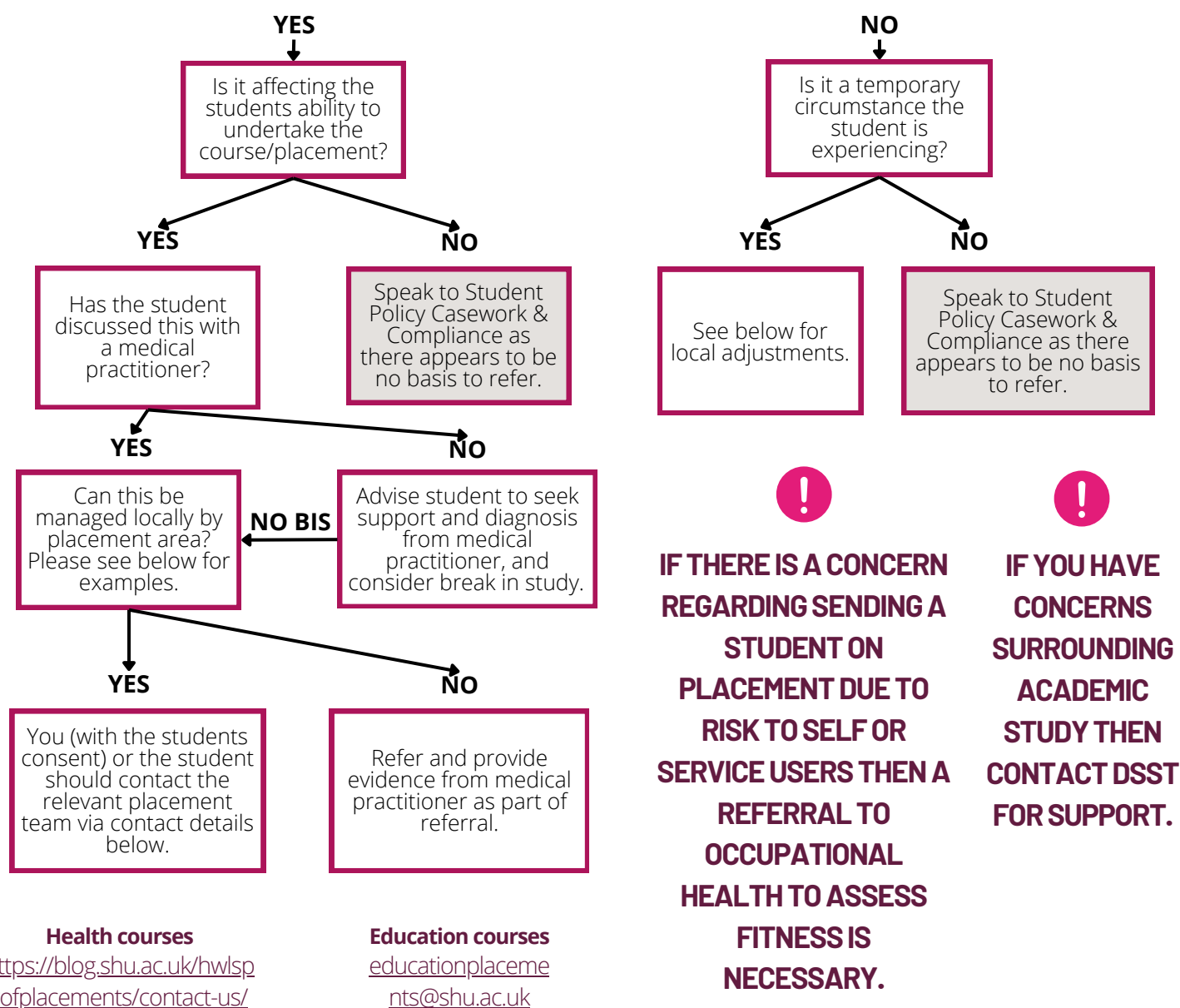
All students are assessed at the beginning of the course to ensure they are fit to undertake the programme of study and future employment in their chosen profession. The students are responsible for their own health and to report any changes during their studies. The following information will hopefully help guide you through the referral process.

Determining if an OH referral is required

POINTS TO CONSIDER

- ▶ It may be useful to read and refer to the [Guidance on provision of occupational health in HE](#), [HEOPS](#) to make a professional judgment as to whether a student needs to be referred.
- ▶ Consider if the disclosure is a long term condition, a new condition, a managed condition, if symptoms are undiagnosed, if it is temporary and consider whether adjustments can be managed locally.
- ▶ If the student is managing a long-term condition that is not impacting their placement setting e.g. diagnosed mental health condition then a referral is not necessary. The student is expected to inform the CMT/SSA if this condition worsens and is impacting on their placement and at that point a referral may need to be considered.
- ▶ Has concerning behaviour been observed that impacts on their own or service user safety?
- ▶ We would not delay a referral whilst the student is awaiting evidence or a diagnosis, however it is important to specify on the referral form that the student is seeking support and evidence may be available.

IS IT A NEW CONDITION / EXACERBATION OF PREVIOUS CONDITION / HAVE YOU OR THE PLACEMENT AREA OBSERVED CONCERNING BEHAVIOURS?



Local arrangements

COULD A TEMPORARY ADJUSTMENT BE IMPLEMENTED ON PLACEMENT?

In some circumstances a referral isn't always necessary. Sometimes students disclose certain personal circumstances that are impacting on their placement area temporarily, that could be explored through local arrangements. If so students should inform the course team/ academic adviser and the [health placement team](#) or [education placement team](#) of any changes to take into consideration.



If a change to a student's personal circumstance happens after a placement release, students should contact their placement team.

Examples

- ▶ Student has a child at home with an unmanaged condition that requires student to be at home during the night, requested not to do night shifts.
- ▶ Increased anxiety causing student to be concerned about travelling on public transport, would prefer a different location.
- ▶ A diabetic student requiring breaks during shift to eat and drink.
- ▶ A student has identified a trigger to a diagnosed allergy and is requesting a different placement setting.



Health students only

Students can complete the [placement change request form](#) in line with the [placement allocation change policy](#). Further information on support while on placement can be found [here](#).

Principles to consider when completing the referral form

- ▶ The robustness of the OH assessment relies on the detail given in the OH referral.
- ▶ Think about what you are referring for and what the desired outcome is.
- ▶ Be explicit about the concerns you have and give detailed information of the situation including any relevant context and background.
- ▶ Provide detailed information on concerning behaviours observed by either yourself or placement area.
- ▶ Do not withhold pertinent information. If you do not include all information there is a risk that it is not discussed in the appointment and therefore a meaningful and accurate assessment does not take place.
- ▶ Be transparent and candid with the student about what you will be writing on the form and ensure that you obtain informed consent by either completing the form with the student or sharing it with them prior to submitting. There is no separate consent form to complete.
- ▶ If the student disputes what is written on the form or requests that information essential to an accurate assessment is removed, then the rationale for including this in the referral should be discussed with them. If the student continues to dispute what is written or refuses to allow the referral to be submitted, then they should be made aware that it may be necessary for a referral to FTP to be made.

SPCC Professional Checks Contact / QR Codes

Student Policy Casework & Compliance

Health courses

hw-professional-issues@shu.ac.uk

Education courses

professionalchecks@shu.ac.uk



OH Policy



OH Referral Form