



Student Occupational Health Assessment Policy

2023-24

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 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 ¹ 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 ¹ 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

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

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.

6. **LEARNERS DIAGNOSED WITH BLOOD BORNE VIRUSES**

- 6.1 This refers to learners diagnosed with Blood Borne Viruses: - Human Immunodeficiency Virus

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

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

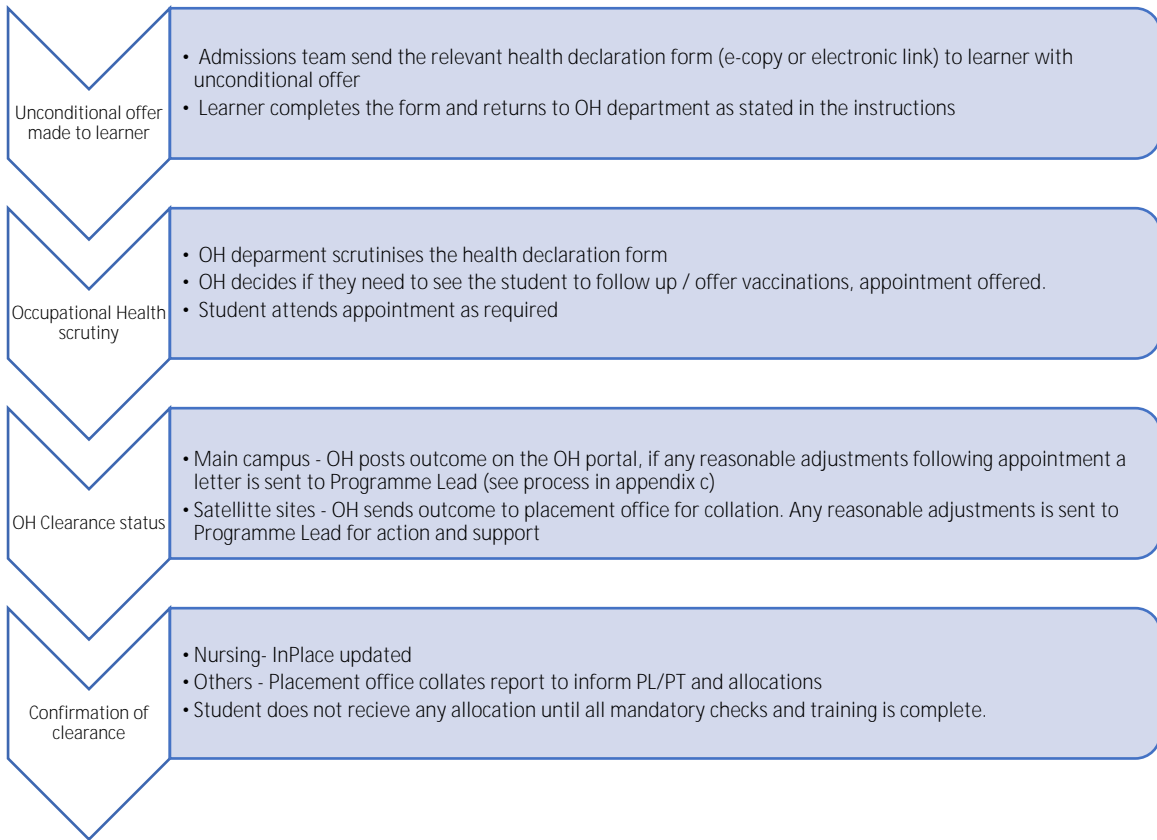
13.1 This Policy will be monitored by the Faculty Lead for Practice Quality.

13.2

Occupational Health Assessment Policy	
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
Date approved	October 2022
Effective from	October 2022
Dissemination method e.g. website	Website Policy Zone
Review frequency	As necessary determin0 0 1 3 5 7.14u 0

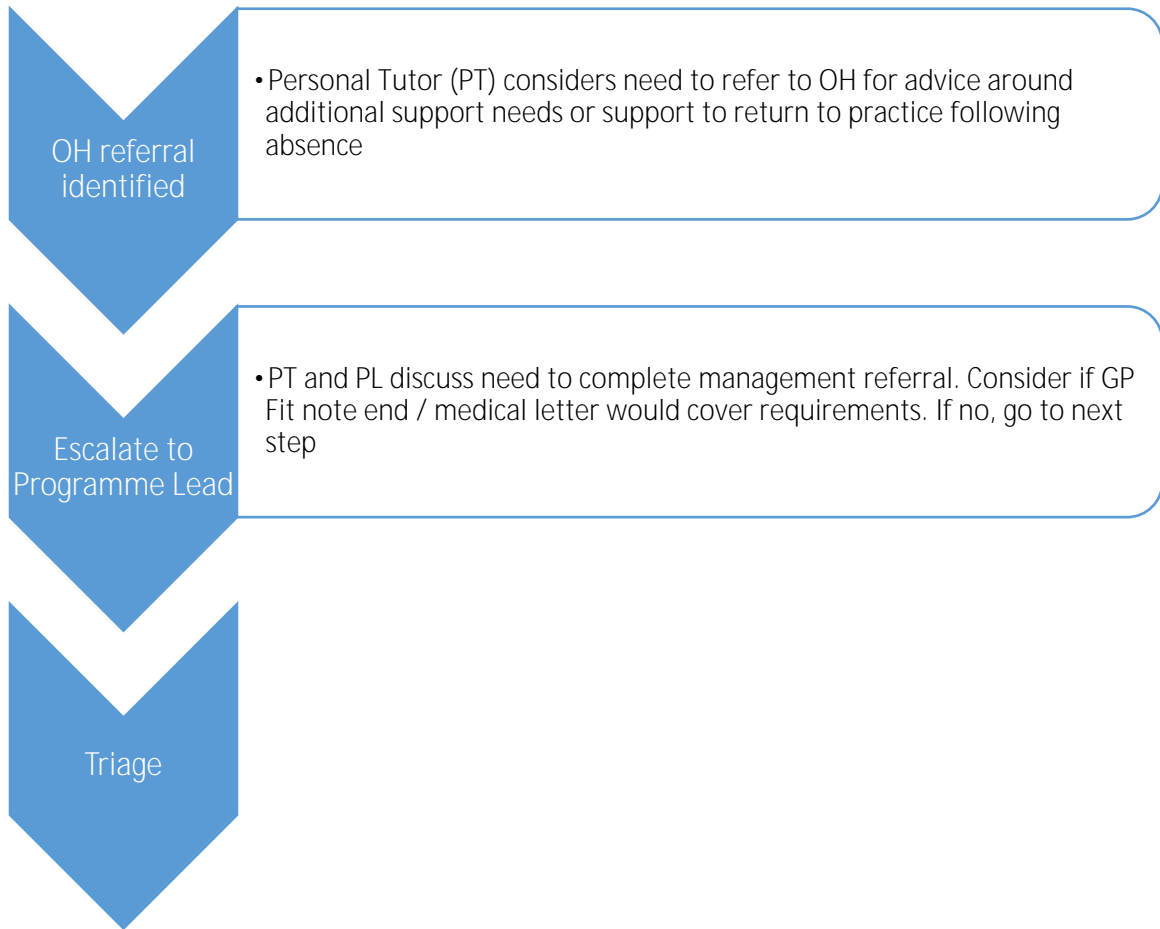
APPENDIX A

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

