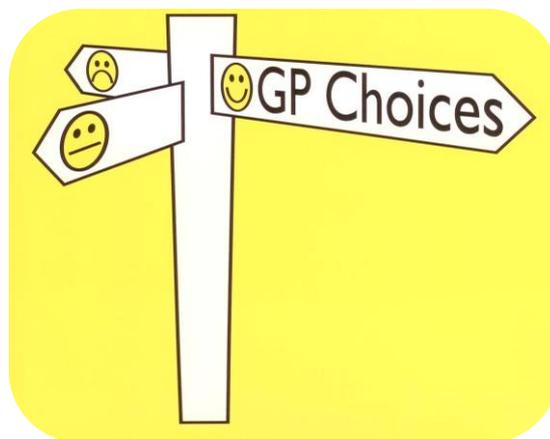


GP Choices

Pre-Employment Screening Guidelines 2019



Pre-Employment Health Assessment – Introduction

The purpose of pre-employment health assessment is to ensure, as far as possible, that:

- prospective staff are physically and psychologically capable of carrying out the proposed work, taking into account any current or previous illness and/or injury.
- anyone likely to be at excessive risk of developing work related illness is identified.

Working in primary healthcare poses unique and specific risks to staff. The assessment aims to ensure, as far as possible, that the prospective employee does not represent a risk to the patients or other staff and that the work is suitable and safe for the individual.

Where appropriate, reasonable adjustments must be made when a prospective employee falls under the jurisdiction of The Equality Act 2010 (Disability Discrimination) to ensure that employment is based upon ability and suitability for the post.

Source Publications

- The Management of Health, Safety and Welfare Issues for NHS Staff. (1998) NHSE

Pre-Employment Health Assessment – Procedure

1. Pre-employment health assessment, undertaken by the Occupational Health Service, is recommended for all new staff and is also advised for internal transferees where the new post involves risks (as identified on the Work Health Assessment Form) not previously encountered in the old post.

A Work Health Assessment Questionnaire should be completed personally by each candidate. The Appointing Manager should mark the Work Health Assessment with the candidate's name, post applied for and the proposed place of work and complete the section relating to Risk assessment (Role Risk Assessment and COSHH Risk Assessment).

2. Candidates should be instructed to complete the form fully, seal it in an envelope and send all completed paperwork to GP Choices, Occupational Health Nurse Specialist, GP Choices Occupational Health Service for General Medical & Dental Practices, Appleton House, Lanchester Road, Durham DH1 5XZ. It should be emphasised that the contents of the Work Health Assessment Questionnaire remain confidential to the Occupational Health Service.
3. The questionnaire will be processed by the Occupational Health Service. The Appointing Manager will be notified of the outcome within 7 working days of receipt, by telephone and/or fax, unless further enquiries are required. The Appointing Manager will be notified if there is likely to be a delay.
4. To speed up the recruitment process, the Appointing Manager may wish to make an offer of employment to prospective staff, which is conditional upon medical clearance. If a conditional offer is made, it is essential that the following conditions are met:
 - (i) The prospective employee should be advised not to resign from any current post until full health clearance has been given by the Occupational Health Service.
 - (ii) Conditional offers should only be made verbally. No Statement of Terms and Conditions of Employment should be issued until health clearance has been confirmed.
 - (iii) The Appointing Manager should be satisfied (via the interview process) regarding the candidate's recent attendance record. Any health concerns that have come to light from either the interview or from references should be raised with the Occupational Health Service.
 - (iv) Advice on personnel issues should be obtained before any conditional offer is revoked.
5. The Appointing Manager should confirm the individual's starting date to the Occupational Health Service within one week of the start date to enable appropriate follow up, e.g. immunisation etc.

Explanation of Terms

The following guidelines will assist managers in the completion of the Pre-Employment Risk Assessment Form overleaf. Further information and advice, if required, can be obtained from the Occupational Health Service.

Non-clinical patient contact	Staff who have face-to-face contact with patients with no 'hands on' clinical involvement
Driving (except to and from main place of work)	Those staff whose employment requires them to transport clients/patients or supplies on behalf of their Employer
Manual handling or postural demands	This includes patient and non-patient handling, lifting, carrying and lowering, repetitive bending and twisting, prolonged standing, or maintaining an awkward posture.
The use of Display Screen equipment	This involves continuous periods of an hour or longer per day where the worker has little or no discretion on when or whether to use the screen for their work.
Exposure prone procedures	<p>Those where there is a risk that injury to the worker may result in exposure of the patient's open tissues to the blood of the worker.</p> <p>These procedures include those where the worker's gloved hands may be in contact with sharp instruments, needles, or sharp tissue (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.</p> <p><u>(NB venepuncture, PR AND PV examinations are NOT an exposure prone procedure)</u></p>
Vulnerable groups of patients	This may include staff who are required to work with children, immuno-compromised patients, the elderly, or patients with mental health problems

Pre-Employment Health Assessment – Flowchart

This chart gives diagrammatic representation to the above procedure. It is intended as a quick reference guide only and full details are included in the preceding documents

Work Health Assessment form initially completed by Manager (including Role Risk Assessment & COSHH Risk Assessment) and given to prospective employee to complete. Manager to also include a copy of the job description.



Completed form returned to GP Choices by prospective employee (including evidence of Immunisation History – see below for requirements);

Immunisation evidence required for employees:

- 2 x MMR vaccinations (Measles, Mumps and Rubella) or evidence of IgG blood test confirming immunity
- Verbal history of Varicella (Chickenpox)
- BCG (or evidence seen of scar)
- Hepatitis B (if relevant to role)
- Pertussis (Whooping Cough)
- DTP (Diphtheria, Tetanus, Polio)

EPP (If relevant to role):

- HIV 1+2
- Hepatitis C
- Hepatitis B Ag

*N.B.
A clearance certificate will NOT be issued unless evidence of the above is provided*



Form received by GP Choices and assessed by Occupational Health Nurse. Client to be offered either telephone or face to face appointment where necessary (depending upon declared health conditions).



Clearance certificate issued by Occupational Health Nurse once satisfactory checks have been completed and all immunisation / supporting evidence received.



Manager to inform prospective employee of clearance status.