

Guidelines

Title: MANAGEMENT REFERRAL TO THE OCCUPATIONAL HEALTH SERVICE

Ref: HR/ER

Last updated: 25/01/2021

The University of Southampton is committed to providing its employees with an environment that promotes health and wellbeing and ensures safe working.

Our Collaborative Occupational Health Service (Occupational Health) benefits both employees and the University by promoting a healthy workforce and reducing absenteeism in the workplace. It can be accessed either by management referral or by staff self-referring.

A referral by a manager requires the completion of a referral form (and the consent of the employee) which will then be submitted to Occupational Health. These guidelines should be read in conjunction with the [Sickness Absence Policy](#).

Key points

In order to provide helpful and practical advice to the manager it is essential that:

- The referral includes all relevant background information, including any performance issues.
- The member of staff is provided with information by the manager regarding the reason that the referral was made and the advice being sought from occupational health.
- The manager is aware that the referral will form part of the member of staff's clinical records, and as such is available to the member of staff if requested.

The detailed medical information which is obtained by the Occupational Health will not be fed directly back to the manager, but will be translated into practical advice on fitness for work. It will also include details of recommended adjustments or redeployment, if these are appropriate. The manager will have the opportunity to discuss this advice further with the Occupational Health as required to support next steps.

Process

The management referral procedure is as follows:

1. The line manager should first discuss their concerns about the employee's health issues and attendance with [Ask HR](#) who will be able to advise if an Occupational Health referral is appropriate.
2. All relevant parts of the [referral form](#) to be completed in every detail and each item acted upon.
3. The referral form needs to be signed by the line manager and the employee and sent to the University's Occupational Health Manager, Flory Truelson: F.Truelson@soton.ac.uk along with the employee's job description. The referring manager or member of staff may be contacted to clarify any details.
4. The Occupational Health Manager may contact the line manager and/or employee to offer advice, or decide that a referral is appropriate. If they refer, the Occupational Health service will arrange an appointment for the member of staff to be consulted – either over the phone or in person.
5. Following the consultation, the Occupational Health will provide a written report to the employee's line manager. The line manager should contact Occupational Health if they have any queries or concerns about the contents of the report.
6. The member of staff to whom the report relates will be informed by the manager of the opinion given by Occupational Health and supplied with a copy of the report if requested.
7. The contents of the report should be discussed with the member of staff (and HR if appropriate) so that agreed actions can be taken.

To discuss the referral with the Occupational Health prior to the appointment, please contact:

Tel: 023 8079 4156 (internal ext 71-4156)*

Email: occupationalhealth@uhs.nhs.uk

*This line operates a voicemail service during busy times. Please leave a message and your call will be returned.