

Occupational Health Physiotherapy Service

Physiotherapy is provided with the aim of returning the employee back to operational fitness or to the duties of their role.

Staff members wishing to have a physiotherapy assessment are required to fill out a Self-Referral form which can be found on Trustnet or at the Occupational Health reception at St Peters' Hospital. This then needs to be handed in or emailed to Occupational.Health@asph.nhs.uk with a correct daytime telephone number / email address and you will be contacted with our earliest convenient appointment.

Selection for referral will be based on the following criteria:

- The employee has a condition that is likely to benefit from a short course of physiotherapy
- The condition is causing or likely to cause sickness absence, or is significantly interfering with work

Clinics are held at both hospital sites; please check Trustnet for up-to-date details.

Let us help you

Income Generation

The Occupational Health also provides services to various external Organisations and is a member of NHS Plus.

Income generated from Occupational Health Activities is used to benefit the NHS

www.nhsplus.nhs.uk

Employee Assist Programme

The Trust provides all staff with free access to an Employee Assist Programme via an external company called PPC.

It is available 24 hours a day 365 days of the year both online and via telephone

www.ppconline.info

(login to the website using the following details - username: asph
password: hospitals)

Free Phone 0800282193
Minicom 0800 0854739

By calling the EAP you can access a full range of services.

- Counselling, either on the telephone or face to face
- Legal Advice
- Financial Advice
- General information and Citizens Advice services (anything from consumer issues to education or residency advice)

THE EAP SERVICE IS CONFIDENTIAL

Ashford and St. Peter's Hospitals 
NHS Foundation Trust

Occupational Health

USER GUIDE

May 2011

What is Occupational Health

Occupational Health's role to provide **Specialist Confidential Advice to the employer and employee.**

Occupational Health is concerned with the relationship between work, the working environment and the health of the employee.

Occupational Health involves:-

- addressing the impact of work on health and of health on work
- Reducing the incidence of illness and injury caused by work
- Assisting in ensuring that all staff are able to achieve their full capabilities
- To contribute to the smooth and efficient running of the organisation by carrying out health assessments, providing confidential advice on issues such as rehabilitation and redeployment of staff who cannot carry out their full range of duties.

Occupational Health Staff

Dr G Britton – Consultant Physician
Nadine Williams – Manager
Dwayne Gillane – Nurse Consultant
Alison Byers – Specialist Advisor
Tina Kendall – Specialist Advisor
Millie Sharma – Clinic Nurse
Jessica Butters – Administrator
Claire Stone – Clerical Assistant
Jonathan Sheppard - Physiotherapist

WHERE TO CONTACT OH STAFF

St Peter's Hospital,
Monday – Friday 08.30 – 16.30
Tel: 01932 722404
Fax: 01932 722644

OCCUPATIONAL HEALTH ACTIVITIES

- Rehabilitation after sickness or injury
- Initial Work Health Assessments
- Medical Retirements
- Risk/Environmental Assessments
- Immunisation Programmes
- Management of Needlestick, Sharps, Human Bites and Contamination Accidents (Inoculation Injuries) Policy
- Health Surveillance
- Health Promotion - Lifestyle Assessments.

CONFIDENTIALITY

Confidentiality is maintained at all times by the Occupational Health department.

On occasions we may have to write to your GP or specialist for medical information, however this will only be requested with your written informed consent.

Following a health assessment, any advice to management will be discussed with you and you will receive a copy of any letter sent to management.

SELF REFERRAL TO OH DEPARTMENT

You may self refer at any time either to Dr Britton or to the nursing staff to discuss any work related health issues that you may have.

ADVICE ON SICKNESS ABSENCE

If during your employment you have periods of frequent intermittent sickness absence, or are off work for a prolonged period, your manager may refer you to Occupational Health.

If you are referred to our department by management you should be provided with a copy of the Occupational Health Employee Information Leaflet on Manager Referral.

We can assist you by providing advice and support on health problems and assist your manager by advising on present and future prospects of a return to work.

The control of sickness absence is the Responsibility of your management not the Occupational Health Service.

INOCULATION INJURY MANAGEMENT

If you sustain an inoculation injury, i.e Needlestick/sharp injury, human bite or splash of body fluids, you should contact Occupational Health **immediately** via ext 2404.

St. Peters Hospital Staff

If the OH department is closed attend A&E and contact Occupational Health as soon as possible the following working day.

Ashford Hospital Staff

If the OH department is closed contact the on call RMO/Staff Grade Doctor on bleep 5945 and contact Occupational Health as soon as possible the next working day.