

Administrative and Clerical Staff

The purpose of this information is to help you decide if you need any workplace adjustments to help you achieve the full remit of your job role. If you are unsure about any of the information below you may contact the Occupational Health Service on 020 3317 3350 and ask to speak to one of the Occupational Health Nurse Advisors. You may also contact your recruiting manager if you are unsure about any aspect of your job/role or workplace.

Effect of health condition	Impact on work	Adjustments/support
Health conditions that affect mobility, dexterity e.g. Musculoskeletal problems (back, neck, joints)	Administrative and clerical (A&C) work generally involves working with computers (Display Screen Equipment (DSE)). It may also involve some lifting i.e. paper, files. Some posts involve walking, pushing trolleys, bending and reaching. Please check your job description for details of your role.	Most musculoskeletal problems are minor and resolve with or without treatment. Some chronic problems may require adjustments if mobility, strength, function or flexibility is impaired. If you require adjustments to your work station or other duties due to musculoskeletal problem, these can be arranged as long as they are operationally feasible.
Health conditions that can affect concentration, emotional reserve, thinking e.g. Stress, Mental health problems	Working in a health care environment can be a busy and pressurised job. Starting a new job or being newly qualified can add additional pressures.	Support is available from the Employee Assistance Programme, Occupational Health and your manager. Please declare all mental health problems (including work related stress) by choosing option B at the end of this form. You will be sent an Occupational Health Questionnaire to complete so you can tell us more details. You may be contacted by an OH adviser for a confidential discussion. Adjustments may be recommended
Health conditions that can cause sudden collapse or need regular life pattern to control e.g. Diabetes, epilepsy, heart conditions	Some A&C staff can work shifts (including nights) which may have an impact on some health conditions. This is especially important if you have not worked shifts before.	For most people it takes a little time to get used to shift patterns i.e. change in dietary and sleep patterns. This may be made more difficult by some health conditions. Temporary or permanent adjustments may be required. Please declare all health conditions that may be affected by shift work.
Conditions that cause difficulty with reading, writing e.g. Dyslexia	Most patient care involves record keeping, calculations, reading complex medical information and processing complex information under pressure	Those with dyslexia will be contacted by the OH team to discuss the impact that their dyslexia may have on their work. They may be asked to provide an educational psychologist's report to ensure that appropriate adjustments can be recommended (where necessary)

Health conditions that cause sensory problems e.g. hearing, sight (that are not corrected by spectacles or lenses)	There are some roles that are more easily adapted for those with sensory deficits than others. There may be some health and safety considerations ie fire safety, access.	An assessment will be undertaken in regard to any sensory deficit that may impact on the safety of staff or patients. A work place assessment may be required and on occasion the Access to Work team will be involved if significant adjustments are required.
Infectious diseases or susceptibility to them	Some A&C staff have considerable patient contact ie ward clerks, clinic clerks, receptionists. These staff are sometimes exposed to infectious diseases such as TB, measles, chickenpox, rubella. The Trust also has	All staff must bring details of their immunisations and blood test results to the OH department for the New Entrant check. The OH team will assess whether or not further vaccinations or blood tests are required to protect the health care worker and the patient. If you have a condition that lowers your immunity to infections (including HIV), you must inform Occupational Health so that adjustments can be made.
TB	<p>You must tell Occupational Health BEFORE you commence work if you have any symptoms of TB.</p> <p><i>By signing the declaration below, you are confirming that you are symptom free.</i></p>	<p>Symptoms of TB</p> <ul style="list-style-type: none"> • Have a cough that has lasted more than 3 weeks • Have lost weight (not as part of a weight loss programme) • Are coughing up blood • Have night time sweats • Have a fever associated with the above symptoms.
Any other health condition that may impact on your role (please see job description)	Some health conditions may be exacerbated by working in a health care setting or impact on your ability to perform all of your duties.	You may discuss any health condition that you think may affect your work, in confidence, with the OH team. Where operationally feasible adjustments will be made to help you achieve your full potential in the workplace. Specific health conditions are not discussed with any third party without your consent.
New or expectant mothers.	Whilst not a health problem, new or expectant mothers have a legal right to a work place risk assessment to ensure that they are not exposed to hazards in the work place that may pose a risk to themselves or their unborn child.	You should inform your manager in writing that you are pregnant. On receipt of this information, your manager will undertake a risk assessment. If any risks/hazards are identified, adjustments will be made to minimise/remove them. This may or may not include the OH department. If you would like confidential advice in regard to work and pregnancy, you may self-refer to Occupational Health.
Sickness absence records	The trust will be asking your referee about your sickness absence record over the last 12 months.	If your sickness absence record gives your recruiting manager cause for concern or if your absence hits one of the trigger points in the Candi sickness and absence policy, you may be referred to Occupational Health. This is to establish if there is an underlying health issue and if the Trust needs to make any reasonable adjustments for you.