**HEALTH SERVICE EXECUTIVE**

**PRE-PLACEMENT HEALTH ASSESSMENT FORM**

**CONFIDENTIAL TO OCCUPATIONAL HEALTH DEPARTMENT**

***This form is available in larger font upon request***

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| ***Sections 1-2 to be completed by Manager*** |
| **Section 1: Details of post (this section to be completed by Manager):** |
| Post/Grade | Department/Location:  |
| Hours of work:  | Start date:  |
| Name of HR Officer: | HR contact details:  |
| Recruitment area:  | Recruitment officer:  |
| Name of manager:  | Manager’s contact details:  |
| **Occupational Fit Slip to be returned by Occupational Health Unit to:**  | **HR Department/Recruitment Service:**  |
| **Section 2: Required duties and job description** **(attach a copy of the current job description and person specification)** |
| Includes (tick all that apply):[ ]  Driving [ ]  Working at height[ ]  Regular VDU work[ ]  Night working[ ]  Food handling[ ]  Working with Ionising radiation[ ]  Other (please specify): | Exposure to (tick all that apply):[ ]  Noise (>80dBA)[ ]  Cytotoxic drugs[ ]  Respiratory sensitisers[ ]  Vibrating equipment[ ]  Other (please specify): | Consists of (tick all that apply):[ ]  Contact with patients[ ]  Patient moving and handling[ ]  Inanimate moving and handling[ ]  Invasive surgical or Exposure Prone  Procedures (EPP)[ ]  Work in confined spaces[ ]  Other (please specify): |
| **Assessment of Post in line with HSE HR Circular 19/2008****Exposure Prone Procedure (EPP) Post** |
| **HSE HR Circular 19/2008 defines Exposure Prone Procedures (EPPs) as ‘those invasive procedures where there is a risk that injury to the health care worker may result in the exposure of the patient’s open tissues to the blood of the health care worker. These include procedures where the health care worker’s gloved hands may be in contact with sharp instruments, needle tips or sharp tissues (e.g. 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’****Effective July 2008 all staff hired, transferred or promoted into an EPP post will be required to provide evidence via Occupational Health service of their freedom from infection in line with Circular 19/2008. No appointment will be made in the absence of such evidence.****A full copy of Circular 19/2008 and detailed information on those categories of staff and procedures coming under the scope of the EPP definition is available from the Area Recruitment Unit.****If there is any doubt about whether the post you have identified above comes within the definition of an EPP post, expert advice should be sought from the Occupational Health Service:** |

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DOB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Does the post above identified for filling come within the definition of an** **Exposure Prone Procedure (EPP) Post?*(Tick below as appropriate)****Please refer to HSE HR Circular 012/2009* Implementation of Recommendations of Report on The Prevention of Transmission of Blood Borne Diseases in the Health Care Setting (appendix 1 Definitions) before completing this section |
| **YES** [ ]  | **NO** [ ]  |

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| **Job Title:** | **Location:** |
| ***Sections 1a-8 to be completed by prospective employee and returned to:******Occupational Health Service*** |
| **Section 1a: Information for prospective employees regarding confidentiality** |
| *All information on this form will be treated as strictly confidential at all times, in accordance with the provisions of the General Data Protection Regulations (GDPR) along with the Data Protection Acts (1988 & 2003). No personal or medical information will be disclosed to a third party on an individual identifiable basis without your consent. The purpose of the pre-placement health assessment is:** *To determine the prospective employee’s fitness to carry out the duties of the post and to assist the HSE in meeting its obligations under the Safety, Health & Welfare at Work Act 2005*
* *To ensure the HSE complies with the Employment Equality Acts (1998 & 2015) by advising on measures that may be required to enable the prospective employee to carry out the duties of the post and render regular and efficient service*
* *To form the basis of a confidential occupational health record. This occupational health record will be held separately from other employment records maintained by the HSE.*

*A recommendation regarding your medical fitness for duty will be issued to Human Resources.* |
| **Section 2a: Personal details - Please provide your telephone number to expedite the process.** |
| Surname: | Surname at birth (if different): |
| First names: | Date of birth (Date/Month/Year): |
| Gender: |  |
| Address: | GP Name and address: |
| Candidate’s Telephone number: | GP telephone number: |
| Email: | GP email: |
| **Section 3: Present and previous employment, including HSE employment** |
| *Please provide details of your previous three posts, starting with your present or most recent post* |
| **Job title** | **Employer name and address** | **From** | **To** |

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DOB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Section 4: Sickness absence** |
| *Have you lost time from work or education due to sickness absence in the past two years?* |
| [ ]  *Yes If yes, please provide the following information:* | [ ]  *No Proceed to section 5* |
| **Dates of absence** | **No of days absent**  | **No of occasions** | **Reason for absence** |
| **Section 5: Immunity and immunisation status** |
| ***Clerical or administrative staff who do not have patient contact or contact with laboratory samples are not required to complete this section.******Healthcare workers with patient contact******are required to provide information relating to their immunity to:*** |
| * *TB*
* *measles*
* *mumps*
* *rubella*
* *varicella*
* *hepatitis B (anti-Hbs)*
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| * *pertussis (*Evidence of receiving Pertussis vaccination in the last 10 years) – **Only** if working with vulnerable patients e.g.oncology/haematology/renal dialysis/transplant patients/ICU areas or working with infants).
* To obtain your childhood immunisation record you must contact your local health office via the following link: <http://www.hse.ie/eng/health/immunisation/whoweare/requestrecord.html>
 |
| ***You must forward a completed immunisation/vaccination certificate from your current Occupational Health Department and copies of previous laboratory test results if available****. Failure to provide this information may lead to a delay in health assessment that could affect your start date. If you do not have a current Occupational Health Department you must attend your new Occupational Health Department before commencing your new post. If you have never worked in the HSE your new Occupational Health Department will undertake this screening at your pre-placement health assessment.***Have you enclosed your immunisation/vaccination records?**  [ ]  Yes [ ]  No. State reasons why: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Healthcare workers with patient contact who may be involved in Exposure Prone Procedures (EPP) are required to submit evidence of non-infectivity to hepatitis B and C. Please provide a copy of your EPP certificate including the following information:Hepatitis B core antibody (Anti-HBc)Hepatitis B surface antigen (HBsAg)Hepatitis C antibody*These tests must be carried out on identity validated samples (IVS). Only results from an Irish or UK Occupational Health Service that has confirmed the identity of the person by checking appropriate photographic ID, e.g. passport or driving licence, will be accepted. For International recruitment, please refer to International recruitment documentation. Your consultant or manager will be advised that you cannot undertake EPP until all the requisite information has been received. If you are aware that you have any infectious disease or other health related condition that may impact upon your work, you have a responsibility to discuss this with the Occupational Health Professional.* |

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DOB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Section 6: Health and ability declaration** |  |  |
| 1. ***Have you suffered from tuberculosis (TB)\****
* Within the past 12 months:
	+ Has a family member or close contact been treated for TB
	+ Have you had a cough for more than three weeks
	+ Have you coughed up blood
	+ Have you suffered unexplained weight loss
	+ Have you suffered from night sweats or fever

 * + Have you lived/visited in any country **other than Ireland** for more than 28 days within the last two years\* (name of country and duration of visit)

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| 1. ***Please tick ONLY one of the following options:***

**Section A. I am not aware of** any health condition or disability that might affect my ability to undertake effectively the duties of the position that I have been offered. **OR****Section B. I do have** a health condition or disability that might affect my ability to undertake effectively the duties of the position that I have been offered, and that might require special adjustments to my work or my place of work.  | [ ] [ ]  |  |
| **Section C. Please answer the questions below and tick the relevant box if applicable** * Have you had a medical condition or operation in the past five years
* Are you receiving treatment (including tablets and injections but excluding oral contraceptives or HRT) *include self-medication, physiotherapy, chiropractic treatment, psychological counselling or other support*
* Have you a history of a work-related illness or injury, or given up work due to ill health
* Do you have difficulties/disability including intellectual disability, visual impairment, hearing impairment, dyslexia, dyspraxia etc)
* Have you received work adjustments during previous employment/education (special equipment, access, mobility, restricted duties, shift adjustment etc)
* Have you a history of back, neck, joint or muscle problems
* Have you a history of skin problems or allergies
* Do you have an immune disorder or significant health condition or are you receiving treatment that increases your vulnerability to infection
* Have you a history of any mental health disorder including but not limited to depression, anxiety, self-harm, eating disorder, psychological or emotional problems)
* Have you a current or past history of drug/alcohol misuse or dependency

If you ticked any of the boxes above please advise:* When and for how long have you had the condition
* What type of treatment you received
* Whether you were admitted to hospital, unable to work or prevented from carrying out your normal activities because of the condition
* Whether the condition affects you now in any way:

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| **Section 7: Declaration by applicant** |
| ***Please read the declaration below carefully****I declare that the information I have given is true and complete to the best of my knowledge and that I have not withheld any material facts. I understand that I am responsible for the accuracy of my statement. I understand, accept and confirm the entitlement of the Health Service Executive to reject my application or terminate my employment (in the event of a contract of employment having been entered into) where I have omitted to furnish any information relevant to this health assessment or where I have made any false statement or misrepresentation relevant to this health assessment.**I understand that the medical information given by me is confidential to the Occupational Health service and will not be disclosed to any other person without my explicit consent. A report on my fitness for the position offered will be given to management along with any recommendation for work adjustments that may be appropriate.**I understand that I may be required to undergo an assessment by Occupational Health if considered necessary. I agree to a relevant Occupational Health record being kept for the duration of my employment. I accept that I have an ethical and professional obligation to inform the Occupational Health Service, in confidence, if I am HIV positive/hepatitis B positive/hepatitis C positive in accordance with Department of Health guidelines.**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Please ensure that you have signed the above declaration. If returning the form by email you must scan the signed form. Unsigned forms will not be processed.** |

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| **Section 8: Occupational Health use only** |
| Screened by: | Date: |
| OHP/OHA: | Result: |
| Comments |  |
| **Fit Slip to be returned to:** |  |