

New Starter Health Screening

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Version Control Sheet			
This must be completed and form part of the document appendices each time the document is updated and approved			
Date dd/mm/yy	Version	Author	Reason for changes
30/06/22	5	Kerrie Chesters, Occupational Health Nurse Manager Clare Partington, Trainee Assistant Practitioner	Review date reached

Consultation / Acknowledgements with Stakeholders		
Name	Designation	Date Response Received
All clinical team	Occupational Health Governance meeting	13 th October 2021
Dr Gary Ferguson	Occupational Health Physician	13 th October 2021
Recruitment	Recruitment	27 th October 2021
HR Directorate	HR	27 th October 2021

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1 Introduction / Purpose

The aim of this policy is to ensure all Recruiting Officers, Trust Managers and staff, are aware of the need for New Starter health checks to be undertaken and immunisations prior to an individual commencing in a post within the Trust. The policy will outline what immunisations are needed, the Occupational Health role in delivering immunisations and Manager's responsibilities. The policy will also ensure that all trust employees who change employment within the trust are fit for their new role.

2 General Principles / Target Audience

This policy is aimed at all individuals coming into employed, volunteer or learning roles working across Blackpool Teaching Hospitals NHS Foundation Trust and existing staff internally recruited / transferred into a new role which involves a significant change. This would include but is not limited to:

- Individuals moving from a non-patient contact role to a patient contact role.
- Those moving to a role where they would perform Exposure Prone Procedures (EPP),
- Post registration nurses moving into work in operating theatres or accident and emergency.
- Nurses commencing training as Midwives.
- Doctors in training moving into surgical specialties involving EPP's.
- Visiting practitioners.

3 Definitions and Abbreviations

COI	Control of Infection
EPP	Exposure Prone Procedures
OHA	Occupational Health Advisor
OHD	Occupational Health Department
OHP	Occupational Health Physician
VDU	Visual Display Unit

4 Policy

4.1 New Starter Health Assessment

- All prospective new employees or existing employees moving to a new post involving significant changes from their previous role, must undergo a New Starter health screen. The purpose of a New Starter health screen is to ensure that employees are suitable for the work, which is proposed for them. It is concerned with the effect of 'work on health' and 'health on work'. This takes into account their physical and psychological capability and any previous illnesses.
- The responsibility for recruitment rests with the referring Manager and the role of the Occupational Health Department (OHD) is to provide specialist independent advice

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to the employer. No prospective employee will be refused employment on health grounds without the opinion of the Occupational Health Physician being sought.

- A Work Health Assessment form (See Appendix 2) will be sent to the prospective employee from recruitment. Once completed it should be returned preferably electronically directly back to the Occupational health department at bfwh.occupational.health@nhs.net by the prospective employee. OHD will update recruitment via the TRAC system when this is received.
- An Occupational Health Professional must assess the completed work health assessment form and follow a set procedure (see Appendix 1). If there are potential ill health problems (whether physical or psychological in nature) then after telephone consultation and, if deemed appropriate, an appointment will be made to see an OH Nurse Specialist or OH Physician.
- Particular attention must be paid to any prospective employee with a history of excessive sickness absence, or any other behaviour/illness or injury that may give cause for concern.
- It is important that, if any significant adverse health information is given during interview, or contained within references, it is passed on to the Occupational Health Department prior to health screening taking place, with the individuals consent.
- The Occupational Health Department will contact the prospective employee if they require additional information on the medical history. An Occupational Health advisor will contact the individual via telephone. If unable to make contact, a letter or email will be sent to the individual requesting them to contact the OH department – if no contact is made within 7 days an appointment will be sent for them to attend the department (see Appendix 1).
- On completion of a successful Health assessment and Control of Infection screen, Occupational Health will update the TRAC system indicating the prospective employee's fitness to work. The health clearance will be recorded in the individuals OH records.
- If clarification of information given by the prospective employee on any health problems is thought to be necessary, information may be sought from other Occupational Health Departments involved in the employees past roles, their General Practitioner or other relevant sources. Consent is obtained from the prospective employee, taking into account the Access to Medical Reports Act 1988 (1) (See Appendix 4).
- If, after the pre- start medical assessment, information is required to be passed on to the employing manager this must be discussed with the individual and consent sought.

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4.2 Health Surveillance

The Manager will have identified any potential risks / hazards that the employee may be exposed to in the workplace. The Manager must make the OHD aware of any actual risks/hazards and if appropriate Occupational Health will offer health surveillance.

Health Care workers have a professional and ethical duty to notify the Occupational Health Department if they suspect that they may be infected with a blood borne virus i.e., Hepatitis B, C or HIV or have put themselves at risk. These employees must be advised on their condition and any implications that may affect their health and their occupation.

4.2.1 Control of Infection

Immunisation of employees against certain infectious diseases to minimise the risk of cross infection within the workplace is strongly recommended – DOH “Green book” (2) Employees are reminded of their contractual and professional obligations outlined by their professional regulatory bodies e.g., GMC, NMC, HPC.

Prospective employees who are unable to provide immunisation / vaccination evidence will be given an appointment to attend Occupational Health and immunisation offered. Where vaccination is contraindicated for medical reasons, a risk assessment will be undertaken, and restrictions may be advised to the recruiting manager.

4.2.1.1 Immunisation Records

The Occupational Health Department is responsible for keeping accurate and up-to date immunisation records on all employees.

4.3 Existing Staff Recruited / Transferred to New Role

If a recruiting manager has provisionally offered an internal candidate a post, they can presume that they have already been deemed fit for their original employment by the Occupational Health Department. If the role is significantly different from the original post the following guidance must be followed.

Following the selection process the recruiting manager will decide if the new role is of significant difference to that previously undertaken. This could include:

- Having patient contact for the first time or much greater patient contact
- Performing Exposure Prone Procedures (EPPs) for the first time or significantly increasing EPP activity
- Having to perform a role involving the preparation of food for the first time
- Greatly increased need for moving and handling
- Greatly increased physical activity
- Becoming a regular Visual Display Unit (VDU) user for the first time (3).

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If there is a significant change in the role of that employee, a work health questionnaire must be completed by the employee and forwarded to the Occupational Health Department.

If the employee feels there are significant changes in the role being undertaken, or there has been a change in their health which may impact on their new work role then they should contact the Occupational Health Department for advice.

Occupational Health will review the work health questionnaire and follow a set procedure. The employee must give permission for access to a medical report on them being obtained from their GP if assessed as necessary from the work health questionnaire assessment.

If there are no significant changes to the employee's role and no health changes that may affect them at work a new health clearance is not required

4.4 Suspicion of Fraudulent Activity

Any suspicion of fraudulent activity will be referred to the Trust's Counter Fraud Specialist for detailed information gathering. Should such an investigation find reasonable grounds to suspect an offense has been committed, further action will be taken, in accordance to the Trusts Counter Fraud and Corruption Policy.

5 References and Associated Documents

1. **Crown.** Access to Medical Reports Act 1988. [Online] 1988. [Cited: 04 07 2022.] <https://www.legislation.gov.uk/ukpga/1988/28/contents>.
2. **Public Health England.** Immunisation against infectious disease. *The Green Book has the latest information on vaccines and vaccination procedures, for vaccine preventable infectious diseases in the UK.* [Online] Last updated 27/11/2020. [Cited: 04 07 2022.] <https://www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book>.
3. **BTHFT - Procedure.** Health and Safety Policy - Display Screen Equipment. [Online] 15 09 2021. [Cited: 04 07 2022.] <http://fcsp.xfyldecoast.nhs.uk/trustdocuments/Documents/CORP-PROC-417.docx>. CORP/PROC/417.
4. **Department of Health and Social Care.** New healthcare workers: clearance for hepatitis B and C, TB, HIV. [Online] 16 03 2007. [Cited: 04 07 2022.] <https://www.gov.uk/government/publications/new-healthcare-workers-clearance-for-hepatitis-b-and-c-tb-hiv>.
5. **Crown.** Access to Health Records Act 1990. [Online] 1990. [Cited: 04 07 2022.] <https://www.legislation.gov.uk/ukpga/1990/23/contents>.
6. **Public Health England.** BBVs in healthcare workers: health clearance and management. *Guidance for health clearance of healthcare workers (HCWs) and management of those infected with bloodborne viruses (BBVs) hepatitis B, hepatitis C and HIV.* [Online] Last updated: 16/11/2021. [Cited: 04 07 2022.] <https://www.gov.uk/government/publications/bbvs-in-healthcare-workers-health-clearance-and-management>.

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Appendix 1: OHD Procedure for Health Clearance of New Starters

AIM

When a health clearance is requested the Occupational Health team will aim to clear the individual at the earliest possible time to facilitate the individual to give notice of their current employment and be available to commence in their role in the trust in a timely manner supporting the Trust's aim to maintain a robust establishment.

SCOPE

This SOP will apply to all individuals who have submitted a Work Health Assessment form in regard to a new role within Blackpool Teaching Hospitals NHS Foundation Trust.

OH Nurse Responsibility in these instances:

- Once the request has been received for health clearance the nurse will assess the work health assessment form for any disclosed medical issues and check Control of Infection (COI) evidence to see what, if any requirements are not met.
- **If no medical disclosures are made and all COI is met**, the nurse will record that health clearance is given on the TRAC system and on the employment record of the individuals Occupational Health records.
- **If no medical disclosures are made but all COI is not met**, the nurse will request a nurse appointment for the individual and record health clearance in a non-patient contact capacity on the TRAC system making a note that a nurse appointment has been arranged for completion of COI requirements.
- **If any medical disclosures are made** the nurse will contact the individual to discuss further and make an assessment of any adjustments that may need to be advised to the appointing manager or whether the individual requires an appointment with the Occupational Health Physician (OHP) or Occupational Health Advisor (OHA) using the new starter triage guidance. If after discussion with the individual it is assessed that an OHP / OHA appointment is not required, the nurse will request a nurse appointment for the individual (If any outstanding COI needs) and record health clearance in a non-patient contact capacity on the TRAC system making a note that a nurse appointment has been arranged for completion of COI requirements. The nurse will seek consent from the individual to make an additional statement to the health clearance to ensure the manager is aware that an underlying medical condition exists and will advise if any adjustments need to be considered. If an appointment is assessed as necessary, the nurse will action this and will request a nurse appointment for the same day if any COI requirements need to be addressed. A note will be made on the TRAC system that further assessment is ongoing.
- Following OHP / OHA appointment the nurse will record health clearance in a non-patient contact capacity on the TRAC system making a note that a nurse appointment has been arranged for completion of COI requirements. The nurse will seek consent from the individual to make an additional statement to the health clearance to ensure the manager is aware that an underlying medical condition exists and will advise if any adjustments need to be considered.
- Following completion of COI requirements, the TRAC system will be updated to record the individuals fitness for direct/face to face patient contact and this will be recorded in the individuals Occupational Health record.

Appendix 1: OHD Procedure for Health Clearance of New Starters

- If any individual does not attend their Occupational Health appointment to complete their COI requirements, the nurse will inform the appointing manager and recruitment of this, and they will be declared unfit for work until they have attended Occupational Health.

Key

SOP- Standard operating procedure

OH – Occupational Health

OHP- Occupational Health Physician

OHA- Occupational Health Advisor

TRAC- Software system used for recruitment process.

COI- Control of Infection

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Appendix 2: Work Health Assessment Questionnaire



**Blackpool Teaching
Hospitals**

NHS Foundation Trust



Work Health Assessment

The purpose of this work health assessment is to ensure, as far as possible, that you are fit for the post that you have applied for in order to protect your own and others' health and safety. Questions are asked about your past and present health, medical treatment and any impairment which may have implications for health and safety. The health information you provide will remain **CONFIDENTIAL** to this Occupational Health department.

Specific medical details will not be divulged without your written permission to any person outside the Occupational Health service, but an opinion about fitness for work and any suggested adjustments will be given to HR/ Recruitment.

Dr/Mr/Miss/Mrs/Ms/ Mx (Delete as Appropriate)	Surname	
Forename(s)		
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary <input type="checkbox"/> Prefer not to Say <input type="checkbox"/>	

Home Address:		Postcode:
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Contact Telephone No(s):	Home:	Mobile:
Email:		

Date of birth:	NHS number:

*** EMPLOYMENT ***

Have you worked for this Trust in the past?	Currently Employed <input type="checkbox"/> Yes Previously <input type="checkbox"/> No <input type="checkbox"/>
If yes, what was your role/ job?	
If yes, were you known by another name?	
Who is your current employer?	
What is your current role/ job title?	
Is this your first NHS Post?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No – who was your most recent NHS Employer (If different to current employer)	
Position (applied for)	
Department & Division	
Full/Part Time include total number of hours	

Appendix 2: Work Health Assessment Questionnaire		
*** YOUR HEALTH ***		
Do you have any illness/ impairment/ disability (physical or mental) or health conditions If yes, please give details below including any medications:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever had any illness/ impairment/ disability which may have been caused by or made worse by your work? If yes, please give details below:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you having, or waiting for treatment (including medication) or investigations at present? If yes, please give details below:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever had or do you think you may need any adjustments or assistance to overcome/ accommodate any illness/ impairment or disability that may impact on your ability to undertake effectively the duties of the position you have been offered? If yes, please give details below:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you had any absence from employment or education due to illness/sickness in the last 2 years? If yes, please give details including the number of episodes, days lost, date of occurrence and if it has resolved	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you suffer from any allergies? For example a reaction to natural rubber latex If yes, please give details	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Height	Weight	BMI

Appendix 2: Work Health Assessment Questionnaire

*** IMMUNISATION / INFECTIOUS DISEASES ***

In which country were you born?	
Have you lived continuously in the UK for the past five years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please list all of the countries that you have lived in over the last 5 years	
Have you had a BCG vaccination?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a visible BCG scar?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been treated for TB?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you suffer from any of the following symptoms:	
• Cough lasting more than 3 weeks/ blood stained sputum	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Unexplained fever/ high temperature/ weight loss	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Heavy sweating at night	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been in recent contact with anyone with open pulmonary TB?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you visited another country for more than 4 weeks within the last 5 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, where and for how long	
Did you undertake any work during your visit? If yes please state the nature of the work	
Have you had all of your routine childhood vaccines?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever had chickenpox?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state which country you were in when this occurred:	

*** EXPOSURE PRONE PROCEDURES (EPP) ***

An exposure prone procedure (EPP) are those procedures where the workers hand may be in contact with sharp instruments, needle tips of sharp tissue (e.g spicules of bone or teeth) inside patients open body cavity, wound or confined anatomical space where the hands and finger tips may not be completely visible at all times. **THIS DOES NOT APPLY TO VENEPUNCTURE AND CANNULATION**

Will you be performing EPP?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If you cannot provide ID validated blood borne virus results from a UK accredited laboratory you will be required to undergo testing from this Occupational Health department.

- **IF YOU ARE NEW TO THE NHS PLEASE SUBMIT A COPY OF YOUR GP VACCINATION RECORD WITH THIS FORM.**
- **IF YOU ARE CURRENTLY EMPLOYED OR STUDYING WITHIN THE NHS IN ANY OTHER REGION, PLEASE SUBMIT A COPY OF YOUR OCCUPATIONAL HEALTH VACCINATION INFORMATION WITH THIS FORM.**

FAILURE TO DO THIS WILL RESULT IN DELAYS IN YOUR HEALTH CLEARANCE AND ABILITY TO START WORK

Appendix 2: Work Health Assessment Questionnaire

*** DECLARATION ***

I declare that answers to the questions on this questionnaire are true and complete to the best of my knowledge and belief. I am aware that any false, misleading statements or withholding information may lead to termination of employment.

I Agree ☐

Your Signature:

Date: / /

ONCE COMPLETED PLEASE EMAIL THIS FORM DIRECTLY TO

Bfwh.occupational.health@nhs.net

or post to

Occupational Health, Whinacre House, 2, North Park Drive, Blackpool FY3 8NQ

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Appendix 3: Access to medical reports information and consent form

ACCESS TO HEALTH RECORDS ACT 1990

Before we can apply for a medical report from your Doctor, we need your consent.

Before signing in the space below, you should know that you have certain rights under the Access to Health records Act 1990. These are set out overleaf but the main points are as follows:-

- (a) You can withhold your consent.
- (b) You can see the report before it is sent to us or during the 6 months after that.
- (c) You can ask the Doctor if he will amend any part of the report, which you consider to be incorrect or misleading. If the Doctor is not in agreement, you may append your comments.
- (d) The Doctor can withhold from you the report, or part of it, if he thinks you would be harmed by seeing it.

CONSENT TO APPLY FOR A MEDICAL REPORT

I have been informed of my statutory rights under the Access to Health Records Act 1990, as explained overleaf and hereby consent to my Company medical advisors seeking medical information from any Doctor who at any time has attended me concerning anything which affects my physical or mental health and I agree that a copy of this consent shall have the validity of the original.

I wish to see the report before it is sent.

☐

(Please tick one box only).

I do not wish to see the report before it is sent.

☐

Signature:

Date:

Name:

Address:

Name of usual Medical Practitioner(s):

Address:

Appendix 3: Access to medical reports information and consent form

After completion the whole form should be returned to the Company Medical Advisor.

ACCESS TO MEDICAL REPORTS ACT 1988

Before we can apply for a medical report from a doctor who has cared for you, we need your consent by signing in the space overleaf. Before doing so, however, you should read this note carefully, as it sets out your rights under the Access to Medical Reports Act 1988 and the procedures for dealing with reports. You do not have to give your consent but, if you do, you can say whether you wish to see the report before it is sent to the Company's Medical Advisor. If you do not give consent, we may be unable to proceed.

If you say you wish to see the report, your Medical Practitioner will be informed that you wish to have access to the report and will allow 21 days for you to see and approve it before it is supplied to the applicant. If the Medical Practitioner has not heard from you in writing within 21 days of the application for the report being made, he/she will assume that you do not wish to see the report and that you consent to its being supplied.

If you do not say you wish to see the report, we do not have to notify you if we apply for one. However, if, before such a report is sent to us, you write to the Doctor saying you wish to see it, you will then have 21 days to contact the Doctor about arrangements for you to see the report.

Whether or not you say you wish to see the report before it is sent to us, the Doctor must let you see a copy for up to 6 months after it is supplied, if you ask.

If you ask the Doctor for a copy of the report, he can charge you a reasonable fee to cover his costs.

Once you have seen a report before it is sent to us, the Doctor cannot submit it until he has your consent. You can write to the Doctor, asking him to amend any part of the report which you consider to be incorrect or misleading, and have attached to the report a statement of your views on any part where you and the Doctor are not in agreement and which the Doctor is not prepared to alter.

The Doctor is not obliged to let you see any part of the report if, in his opinion, it would be likely to cause serious harm to your physical or mental health or that of others, or would indicate the Doctor's intentions towards you, or if disclosure would be likely to reveal information about you, or the identity of another person who has supplied information about you, unless that person has consented or the information relates to, or has been supplied by a health professional involved in caring for you. In such cases, the Doctor must notify you and you will be limited to seeing any remaining part of the report. If it is the whole report, which is affected, he must not send it to us unless you give your consent.

Ref: AccessMedinfo.

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Appendix 4: Immunisation and vaccination requirement table											
Job Role	Hep B	Hep A	BC G	Chicken Pox	Men c	MenC ACW Y	EPP screen	MMR	Typhoid every 3yrs	Annual Flu	Polio / Diphtheria / Tetanus
Nurse	X		X	X			*	X		X	
Midwife	X		X	X			X	X		X	
Doctors	X		X	X			X *	X		X	
Doctors – micro	X	X	X	X	**	**		X	X	X	X *
Dentists	X		X	X			X	X		X	
Dental Nurses	X		X	X			X	X		X	
Lab Staff	X	X	X	X				X	X	X	X **
Plumbers / Electricians	X	X	X	X				X	X	X	X **
Cleaners	X		X	X				X		X	
Porters	X		X	X				X		X	
Catering staff	X									X	
Catering staff in contact with patients	X		X	X				X		X	
Clerical staff in contact with patients	X		X	X				X		X	
Clerical staff										X	
Volunteers inc breast buddies	X		X	X				X		X	
Chaplaincy	X		X	X				X		X	
Student Nurses	X		X	X	X			X		X	
Mortuary	X	X	X	X				X	X	X	
Work placements/Reps				X				X		X	
Medical Students from Liverpool University (all documentation will be provided)											
Medical Students from all other Universities	X		X	X			X	X		X	
GP	X		X	X			*	X		X	
Trinity (Job dependant – see above)	X		X	X				X		X	
Fylde Coast (Job dependant – see above)	X		X	X				X		X	
<p>* Needed only if Practitioner is performing EPPs for definition of EPPs see Department of Health: Health clearance for tuberculosis, hepatitis B, hepatitis C and HIV: New Health workers https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/382152/health_clearance_tuberculosis_hepatitis_hiv.pdf</p> <p>** Individually assess through Green Book, what is required.</p>											

Appendix 5: Equality Impact Assessment Form				
Department	Service or Policy		Date Completed:	
GROUPS TO BE CONSIDERED Deprived communities, homeless, substance misusers, people who have a disability, learning disability, older people, children and families, young people, Lesbian Gay Bi-sexual or Transgender, minority ethnic communities, Gypsy/Roma/Travellers, women/men, parents, carers, staff, wider community, offenders.				
EQUALITY PROTECTED CHARACTERISTICS TO BE CONSIDERED Age, gender, disability, race, sexual orientation, gender identity (or reassignment), religion and belief, carers, Human Rights and social economic / deprivation.				
QUESTION	RESPONSE		IMPACT	
	Issue	Action	Positive	Negative
What is the service, leaflet or policy development? What are its aims, who are the target audience?	The Procedural Document is to ensure that all members of staff have clear guidance on processes to be followed. The target audience is all staff across the Organisation who undertakes this process.	Raise awareness of the Organisations format and processes involved in relation to the procedural document.	Yes – Clear processes identified	
Does the service, leaflet or policy/ development impact on community safety • Crime • Community cohesion	Not applicable to community safety	N/A	N/A	
Is there any evidence that groups who should benefit do not? i.e. equal opportunity monitoring of service users and/or staff. If none/insufficient local or national data available consider what information you need.	There is no evidence that any group who should benefit do not	Regular reviews of guidance and any updates this should result in	Positive	
Does the service, leaflet or development/ policy have a negative impact on any geographical or sub group of the population?	No negative impact has been identified	By regularly reviewing documents to ensure it remains fit for purpose	Positive	
How does the service, leaflet or policy/ development promote equality and diversity?	Ensures a cohesive approach across the Organisation in relation to the procedural document	All policies and procedural documents include an EA to identify any positive or negative impacts.	Positive	
Does the service, leaflet or policy/ development explicitly include a commitment to equality and diversity and meeting needs? How does it demonstrate its impact?	The Procedure includes a completed EA which provides the opportunity to highlight any potential for a negative / adverse impact.	This policy ensures that staff receive appropriate screening prior to commencing employment in line with individual needs.	Positive	
Does the Organisation or service workforce reflect the local population? Do we employ people from disadvantaged groups	Yes- The Trust employs people from all backgrounds and cultures irrespective of any protected characteristic	To ensure equal opportunities are given to any protected characteristic	Positive	
Will the service, leaflet or policy/ development i. Improve economic social conditions in deprived areas ii. Use brown field sites iii. Improve public spaces including creation of green spaces?	Not identified	N/A	N/A	
Does the service, leaflet or policy/ development promote equity of lifelong learning?	Not identified	N/A	N/A	
Does the service, leaflet or policy/ development encourage healthy lifestyles and reduce risks to health?	Yes- staff will have reduced exposure to risks in the workplace	To ensure staff are protected against pathogens which may result in a risk to health	Positive	
Does the service, leaflet or policy/ development impact on transport? What are the implications of this?	Not identified	N/A	N/A	
Does the service, leaflet or policy/development impact on housing, housing needs, homelessness, or a person's ability to remain at home?	Not identified	N/A	N/A	
Are there any groups for whom this policy/ service/leaflet would have an impact? Is it an adverse/negative impact? Does it or could it (or is the perception that it could exclude disadvantaged or marginalised groups?	None identified- This policy should have a positive impact and does not exclude any specific groups.	Regular reviews will ensure any changes are identified.	Positive	

Appendix 5: Equality Impact Assessment Form				
Does the policy/development promote access to services and facilities for any group in particular?	This policy promotes supporting staff who can be new to the Trust or changing roles within the Trust.	Regular reviews will assist with identifying any changes to guidance	Positive	
Does the service, leaflet or policy/development impact on the environment	None currently identified	N/A	N/A	
<ul style="list-style-type: none"> During development At implementation? 				
ACTION:				
Please identify if you are now required to carry out a Full Equality Analysis			No	(Please delete as appropriate)
Name of Author:	Kerrie Chesters + Clare Partington		Date Signed:	13.10.2021
Signature of Author:				
Name of Lead Person:	Kerrie Chesters		Date Signed:	13.10.2021
Signature of Lead Person:				
Name of Manager:	Susan Wild		Date Signed:	13.10.2021
Signature of Manager				