

# Fast Tracking for Staff who are awaiting Appointments / Examination / Treatments within our Organisation when there are Vacancies Available.

<b>Unique Identifier:</b>	CORP/PROC/631				
<b>Version Number:</b>	2				
<b>Type of Update / Status:</b>	Draft with Major Changes / Complete Rewrite				
<b>Division and Department:</b>	Occupational Health, Human Resources and Organisation Development				
<b>Author / Originator and Job Title:</b>	Kerrie Chesters Clare Partington				
<b>Replaces:</b>	CORP/PROC/631, Version 1, Fast Tracking for Staff who are Awaiting Appointments / Examination / Treatments within our Organisation when there are Vacancies Available				
<b>Description of amendments:</b>	Version 1 was discontinued on 04/07/2019. Document has received a general review.				
<b>Approved by:</b>	Occupational Health Department Meeting				
<b>Approved Date:</b>	17/11/2021				
<b>Issue Date:</b>	17/11/2021				
<b>Review Date from Date of Approval:</b>	1 Year <input type="checkbox"/>	2 Years <input type="checkbox"/>	3 Years <input type="checkbox"/>	4 Years <input checked="" type="checkbox"/> 17/11/2025	5 Years <input type="checkbox"/>

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
17/11/21	2	Kerrie Chesters Clare Partington	Version 1 was discontinued on 04/07/2019. Document has received a general review.

Consultation / Acknowledgements with Stakeholders		
Name	Designation	Date Response Received
All clinical team	Occupational Health Governance meeting	17 <sup>th</sup> November 2021
Susan Wild	Occupational Health Manager	

## 1 Introduction / Purpose

The aim of this guideline is to ensure that all Trust employees are able to access fast track appointments if vacancies occur within our outpatient's department in order to reduce their waiting time for treatment / diagnostic procedures.

## 2 General Principles / Target Audience

This procedure applies to all staff employed under a contract of service by the Blackpool Teaching Hospitals NHS Foundation Trust.

## 3 Definitions and Abbreviations

DNA Did not attend

## 4 Responsibilities (Ownership and Accountability)

The individuals and/or departments who have a role within the procedure are the member of staff, his / her Manager, Appointments Managers / Occupational Health Department, Clinical Specialists /Medical team and Outpatients Manager.

## 5 Procedure

The individuals and/or departments who have a role within the procedure are the member of staff, his / her Manager, Appointments Managers / Occupational Health, Clinical Specialists /Medical team and Outpatients Manager Occupational Health Service.

If a member of staff has an appointment to see a specialist based in our organisation (via choose and book) or is awaiting diagnostic testing / surgical procedures. They will follow the process detailed below.

- Staff member contacts Occupational Health department / accesses the OneHR portal (1) on the Trust's intranet page and completes proforma (Appendix 1) to request they would like to be considered for the fast-tracking service.
- Occupational Health sends completed proforma to Waiting List / Appt team.
- Outpatients' key leads inform the Appointments manager on a daily basis of DNA's / cancellations for forthcoming clinics or vacant appointment times.
- Appointments Manager contacts staff member to offer earlier appointment.
- If on duty staff members Manager will need to support request for them to leave area of work to attend.

## 6 References and Associated Documents

1. **BTHFT - OneHR.** Fast Tracking for Staff. [Online] [Cited: 15 12 2021.] <https://www.bfwh.nhs.uk/onehr/occupational-health/referrals-and-guidance/fast-tracking-for-staff/>.

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## Appendix 1: Occupational Health Fast Track Form



**Blackpool Teaching  
Hospitals**  
NHS Foundation Trust

Occupational Health Department  
Staff Health & Wellbeing Centre  
Blackpool Victoria Hospital  
2 North Park Drive  
Blackpool FY3 8NQ  
Telephone: 01253 957950  
bfwh.occupational.health@nhs.net

### OCCUPATIONAL HEALTH FAST TRACK FORM

Please complete all sections of this form and return to the Occupational Health Staff Health & Wellbeing Centre at the above address or email it to [bfwh.occupational.health@nhs.net](mailto:bfwh.occupational.health@nhs.net)

Please also keep a copy for your own records.

Name:		DOB:	
Address:		Post Code:	
Mobile:		Home telephone:	
Email:			
Work phone No:		Manager:	
Department:		Division:	

Hospital No RXR: Found on correspondence from booking office	
Consultant:	Speciality:

How long have you had this condition/been waiting for an appointment/scan or treatment?	
Are you currently in or off work?	Yes / No
If you are off work, how many days / weeks?	
Other relevant information (e.g., details of medical condition):	

**Please sign below to say you are happy to be fast tracked for an appointment**

Signature:		Date:	
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Date received in OH:		Date sent to Appointments:	
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Date received by Appointments Manager:	
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<b>Appendix 2: Equality Impact Assessment Form</b>					
Department	Organisation Wide	Service or Policy	Procedure	Date Completed:	October 2021
<b>GROUPS TO BE CONSIDERED</b> 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.					
<b>EQUALITY PROTECTED CHARACTERISTICS TO BE CONSIDERED</b> 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 or crime	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.	NO	N/A	N/A		
Does the service, leaflet or development/ policy have a negative impact on any geographical or sub group of the population?	NO	N/A	N/A		
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.			
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.				
Does the Organisation or service workforce reflect the local population? Do we employ people from disadvantaged groups	Our workforce is reflective of the local population.				
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?	N/A				
Does the service, leaflet or policy/ development promote equity of lifelong learning?	N/A				
Does the service, leaflet or policy/ development encourage healthy lifestyles and reduce risks to health?	N/A				
Does the service, leaflet or policy/ development impact on transport? What are the implications of this?	N/A				
Does the service, leaflet or policy/development impact on housing, housing needs, homelessness, or a person's ability to remain at home?	N/A				

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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			
Does the policy/development promote access to services and facilities for any group in particular?	No			
Does the service, leaflet or policy/development impact on the environment  <ul style="list-style-type: none"> <li>• During development</li> <li>• At implementation?</li> </ul>	No			
<b>ACTION:</b>				
<b>Please identify if you are now required to carry out a Full Equality Analysis</b>		<b>Yes</b>	<b>No</b>	<b>(Please delete as appropriate)</b>
<b>Name of Author:</b>	Kerrie Chesters + Clare Partington		<b>Date Signed:</b>	14/10/2021
<b>Signature of Author:</b>				
<b>Name of Lead Person:</b>	Kerrie Chesters		<b>Date Signed:</b>	14/10/2021
<b>Signature of Lead Person:</b>				
<b>Name of Manager:</b>	Susan Wild		<b>Date Signed:</b>	14/10/2021
<b>Signature of Manager:</b>				

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