

Essential Information

In order to ensure that we are able to provide all the required advice, recommendations and information required with regard to referrals, it is important that referrers discuss the case with employees prior to submitting the referral. Obtaining as much relevant information as possible will assist us in our consultation. Examples of areas to cover could be:

- Health circumstances
- Illness/Area of concern
- Previous history of ill health
- Whether the employee believes the issue to be in relation to work

Questions for Occupational Health

So that we can make sure to answer questions referrers may have, it is important that any and all relevant questions are included within referrals. The Orchid system has a number of example questions that can be utilised.

Here are some additional questions to consider including that will help you to get the most out of your referral:

- How long have they been suffering from the condition, and how long would you expect it to last?
- What are the likely causes of the condition(s) and could it be aggravated by workplace issues?
- What treatment (if any) is the employee currently receiving for the condition(s)? In your opinion, given the medical history, how effective is the current treatment likely to be?
- What medication (if any) is prescribed for the condition(s)? What is the effect of the medication and in your opinion, given the medical history, how effective is the current treatment likely to be?
- Is it possible that the employee's condition could deteriorate further?
- Does employee have a disability within the meaning of the Equality Act 2010. If so, what substantial adverse and long-term effects does the condition(s) have (if any) upon the employee's ability to carry out normal day-to-day activities and what particular normal day-to-day activities are affected?
- In your opinion, is employee fit to continue working in their current role? Please provide details of what (if any) aspects of the role the employee is not fit to continue with or which duties require adjustments (by reference to the job description).
- Are there any adjustments (of either temporary or permanent nature) which could be considered in order to enable the employee to return to their role?
- Do you have any special recommendations regarding the hours that the employee may be able to work and the frequency of their attendance at work, for example, if a phased return is recommended, please confirm on what basis?
- Is there any other relevant information or advice you feel will help us to deal with the current situation and assisting in getting them back to work?