



## **Paperwork, Paperwork, Paperwork!!**

### **Pre Employment Medical Clearance and Management Referral Forms**

There has been a significant amount of debate in human resources and occupational health circles with regards to the effectiveness and appropriateness of a pre employment health assessment and in particular the role of the pre employment medical questionnaire. Preventative Healthcare certainly believes that using a pre employment health questionnaire in a confidential manner does have a significant benefit for employers, particularly in identifying medical conditions covered under the Disability Discrimination Act 1995/2005, which require reasonable adjustments within the workplace and also identifying medical conditions that require further exploration, particularly with regards to safety specific roles.

Current case law is littered with cases where employers have not fully appreciated the implications of the Disability Discrimination Act or that a particular candidate is covered by the DDA and has subsequently fallen foul of the law. We have also managed a number of cases where employers have subsequently identified health issues from a safety specific perspective that renders an employee unfit for a particular post. This is a difficult area to manage from the employers' perspective and having the appropriate pre employment paperwork on file can be extremely helpful.

In the light of current developments in occupational health and particularly the focus on the functional assessment rather than a pure review of an employee's past medical history, we have reviewed and adapted our pre employment medical questionnaire. You will notice that we have removed some questions and added others.

*MANAGEMENT BRIEFING DOCUMENT*

*May 2008 contd.*

If you are using the pre employment questionnaire, please do not hesitate to download the latest version and begin using it immediately. It is important from a confidentiality perspective that when the questionnaire is completed it is sent directly to Preventative Healthcare in a sealed envelope in order to ensure employee confidentiality. If you are currently not using our pre employment service and would like to explore this, please do not hesitate to contact Penny Lovelock. Penny's contact details are: [p.lovelock@phcohealth.co.uk](mailto:p.lovelock@phcohealth.co.uk) or telephone 01622 775289.

Finally, as we were in the neighbourhood, we have also reviewed our Management Referral Form. It is important for us at Preventative Healthcare that we receive a comprehensive picture of the management concerns when you refer a case to us. This assists us in providing you with the management information you require to manage a case fairly, legally and safely. We are also very happy to be called to account if we are not answering the questions that you pose. Please do not hesitate to contact your Contract Administrator at Preventative Healthcare once you receive a report if it does not answer your questions.

If you are not currently using our management referral service and would like to explore this further, then again please do not hesitate to contact Penny Lovelock on [p.lovelock@phcohealth.co.uk](mailto:p.lovelock@phcohealth.co.uk) or telephone 01622 775289