

Work Health Assessment Policy



Xander Recruitment Group have a duty of care to their employees to ensure that they, and their workplaces, are safe and healthy in line with health and safety obligations and equality law. Work health Assessments have an important role in helping employers identify and consider early on, any health condition or disability that may require:

- adjustments being made to the workplace to enable the individual to safely carry out the duties they have been engaged to carry out
- restrictions being placed on their duties, for example, exposure prone procedures (EPPs) for workers who have a blood borne virus which may impact on patients in their care.

When carrying out a work health assessment, Xander Recruitment Group must consider the requirements of the Equality Act. Section 60 of the Act describes the specific circumstances under which employers/suppliers can legally ask questions about a candidate's health or disability prior to making an offer of appointment. This applies regardless as to whether the offer is conditional or unconditional. It also places a duty on employers/suppliers to consider any reasonable adjustments (as far as practical) to ensure that people with disabilities are not disadvantaged during the recruitment process and, are treated fairly when considering working arrangements and the working environment.

All temporary staff that are placed into the NHS via Xander Recruitment Group will undergo a robust Occupational Health Check in order to establish whether they hold the sufficient levels of immunity for the job role they are undertaking.

The health assessment is carried out for all candidates applying for NHS positions. This includes when:

- a candidate first takes up their position (whether or not this is preceded by a period of training).
- a candidate moves to a new job with a different NHS organisation (see the streamlining section below).
- A candidate is returning to work following a serious injury or illness and there is a need to assess whether they can safely return to their normal duties. Any assessment will need to be proportionate to the risks associated with the type of activities they will be required to undertake as part of their normal role.
- A candidate moves to a different job within the same organisation, and this significantly changes the nature of the work they will be undertaking for example; they are required to carry out exposure prone procedures (EPPs) for the first time or the environment they will be working in.

Checks are carried out at all times in line with latest NHS Employers Check Standards.

These checks are carried out in order to:

- Ensure that temporary workers are physically capable of doing the work proposed, taking into account any current or previous illness
- Identify anyone likely to be at excess risk of developing work-related diseases from hazardous agents present in the workplace
- Ensure, as far as possible, that the temporary worker does not represent a risk to patients and that they will be doing work that is suitable and safe for them.

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As part of the recruitment process, we ensure that the following two statements are completed by the candidate as a minimum.

A I am not aware that I have a health condition or disability that might impair my ability to undertake effectively the duties of the position that I have been offered.

B I do have a health condition or disability that might affect my work and may require special adjustments to my work or my place of work.

In all cases, it will be for our occupational health provider **Healthier Business** to ascertain whether there are any additional requirements or reasonable adjustments, that should be considered to ensure the safety and wellbeing of the worker and/or any patients they may be providing services to/or will have contact with.

Occupational Health Checks will be carried out as part of the recruitment process – with the temporary worker made fully aware that any offers of placement made are subject to a satisfactory Fitness to Work Certificate being issued by the Occupational Health provider contracted to undertake the screening of bloods and immunisation reports on behalf of Xander Recruitment Group. The satisfactory Fitness to Work certificate must be received by Xander Recruitment Group prior to the deployment of the temporary worker into the provision of the services.

As part of the registration process, candidates will be required to complete an Occupational Health Questionnaire, as well as providing blood/immunisation reports to further confirm the information provided on the Occupational Health Questionnaire.

Once the Occupational Health Questionnaire and blood/immunisation reports have been obtained – these will be forwarded onto the Occupational Health provider.

Where the Occupational Health provider responds with the need for further information, this will be followed up with the temporary worker for them to be able to obtain the necessary information in line with the response received. This may include the need for further blood reports and proof of immunisation. Once the temporary worker has supplied the requested information – this will once again be forwarded onto the Occupational Health Provider.

Temporary Fitness to Work certificates may be issued by the Occupational Health provider.

Where this occurs – the expiry date will be updated onto the recruitment software to ensure that the temporary worker does not work past this date without a valid Fitness to Work Certificate in place.

Where the Occupational Health provider provide a satisfactory Fitness to Work Certificate but with recommendations/restrictions – Xander Recruitment Group will ensure that these are followed.

Where necessary, the client will be notified accordingly – as the recommendations may require some adjustments be made for the job role, including (but not limited too).

- Making adjustments to premises
- Altering the temporary worker's working hours
- Allowing absences during working hours for medical treatment
- Providing special equipment or modifying existing equipment
- Providing additional supervision and/or support.

Evidence that the above process has been followed will be held within the temporary worker's file.

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Once a satisfactory Fitness to Work certificate has been received from the Occupational Health provider, the temporary worker will be made available for any vacant job roles (applicable to their grade, job title and clearance).

Fitness to Work certificates will be obtained prior to the temporary worker starting their assignment, and annually thereafter (as a maximum). Where an expiry date is evidenced within 12 months – this will be adhered to.

Our recruiter system Job Science allows us to track validity of a Fitness to Work Certificate – ensuring that documentation remains valid throughout the duration of candidate's recruitment/placement.

For a valid Fitness to Work certificate to be obtained – Xander Recruitment Group will need to ascertain the level of clearance required for the job role. This will be either:

- Non EPP (Non-Exposure Prone Procedures) o Hepatitis B;
- Measles;
- Mumps;
- Rubella;
- Tuberculosis;
- Varicella;

- EPP (Exposure Prone Procedures) o Hepatitis B;
- Hepatitis C; and
- HIV

EPP

One Call 24 understand that Exposure prone procedures are those where there is a risk that injury to the worker may result in exposure of the patient's open tissues to the blood of the worker. These procedures include those where the worker's gloved hands may be in contact with sharp instruments, needle tips or sharp tissues (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.

The below list is followed by Xander Recruitment Group when applying for an EPP Fitness to Work certificate for a temporary worker:

- Accident and Emergency

- General Surgery (also Vascular Surgery, Paediatric Surgery, Trauma, Transplant, Thoracic, Neurosurgery, Urology, Plastic)

- Gynaecology

- Obstetrics

- Dentistry and Orthodontics

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- Orthopaedics
- Oral/Maxillofacial
- ENT (Ear, Nose & Throat)

The below list is followed by Xander Recruitment Group when applying for Fitness to Work certificates for a temporary worker that may require EPP Clearance:

- Anaesthetics- mostly Non-EPP
- ENT (ear, nose & throat)- mostly EPP
- Cardiology- mostly Non-EPP
- Endoscopy – mostly Non-EPP
- General Practice (GP)- mostly Non-EPP
- Laparoscopy – mostly Non-EPP
- Ophthalmology- could be both
- Renal Medicine- Mostly non-EPP
- Gastroenterology- mostly non-EPP

The below list is followed by Xander Recruitment Group when applying for a Non-EPP Fitness to Work certificate for a temporary worker:

- General Medicine
- Haematology
- Intensive Care
- ITU Specialists
- Rheumatology
- Neurophysiology

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- Respiratory
- Elderly Medicine/Care
- Psychiatry
- Radiotherapy
- Endocrinology
- Oncology
- Paediatrics
- Neonates
- Pathology
- Minor Surgery
- Radiologists

Where the job title/job role does not provide suitable transparency on what clearance is required, Xander Recruitment Group will make further enquires with the Trust in question. Evidence of the necessary clearance will be held within the temporary worker's file.

No temporary worker will be placed or work in assignment without a valid Fitness to Work Certificate on file.

Temporary Certificates

In some instances, the Occupational Health Provider may issue a temporary certificate of clearance. This will detail an expiry which can range between 3-6 months. Xander Recruitment Group will always ensure that the CRM is updated accordingly with the expiry date and that a new Occupational Health Certificate is obtained should a candidate work past the expiry date listed on the temporary certificate.

Occupational Health provider

Xander Recruitment Group use the service of Healthier Business as their Occupational Health provider - who is SEQOHS accredited. Training will be provided by the Occupational Provider to Xander Recruitment Group staff, so that the correct procedure can be followed throughout the business.

If there are any concerns raised when going through the Occupational Health process, Xander Recruitment Group will liaise with the Occupational Health provider swiftly in order to rectify these issues promptly. Please see attached the SEQOHS Certificate.

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Evidence of the contract signed and held with the Occupational Health provider will be made readily available for any external audit in line with the requirements stipulated within a supplier contract.

Infection Prevention

Infection Control, including MRSA, C dif, Ebola are both hospitals acquired infections. Agency Workers are made aware of their obligations when it comes to Infection Prevention, with full information detailed within the Agency Worker Handbook.

This includes:

- Wash hands before and after patient contact
- Wear gloves, aprons, and masks
- Uniforms should be short sleeved so nothing below the elbow except for a plain wedding band is allowed.
- Dispose of items in the correct coloured bins
- Cover up any cuts or breaks in the skin.

HIV/Aids The HSC1998/226 "Guidance on the Management of HIV infected health care workers and Patient Notification" must be adhered to.

If the Agency Worker thinks that they have been exposed to HIV in any way, they must go straight to A & E or their nearest sexual health clinic.

Xander Recruitment Group must be informed immediately. All agency workers will be treated with respect, confidentially and support.

Alex Stockley - Managing Director – XANDER RECRUITMENT GROUP LIMITED



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