



Administrative and clerical staff

The purpose of this information is to help you decide if you need any workplace adjustments to help you achieve the full remit of your job role. You may also contact your recruiting manager if you are unsure about any aspect of your job/role or workplace.

Effect of health condition	Impact on work	Adjustments or support
Health conditions that affect mobility, dexterity e.g. Musculoskeletal problems (back, neck, joints)	Administrative and clerical (A&C) work generally involves working with computers (Display Screen Equipment (DSE)). It may also involve some lifting i.e. paper, files. Some posts involve walking, pushing trolleys, bending and reaching. Please check your job description for details of your role.	Most musculoskeletal problems are minor and resolve with or without treatment. Some chronic problems may require adjustments if mobility, strength, function or flexibility is impaired. If you require adjustments to your work station due to musculoskeletal problem, these can be arranged as long as they are operationally feasible.
Health conditions that can affect concentration, emotional reserve, thinking e.g. Stress, Mental health problems	Working in a health care environment can be busy and pressurised at times. Starting a new job or being inexperienced can add additional pressures.	Support is available from the Employee Assistance Programme, Occupational Health and your manager. Please declare all mental health problems (including work related stress) by choosing option B at the end of this form. You will be sent an Occupational Health Questionnaire to complete so you can provide OH more details. You may be contacted by an OH adviser for a confidential discussion. Adjustments may be recommended
Conditions that cause difficulty with reading, writing e.g. Dyslexia	Some A&C roles involve record keeping, taking minutes, typing complex reports and manipulating data in databases. Please see your job description for details of your role.	Please declare dyslexia so that Occupational Health can assess the impact that this may have on the proposed work. You may be asked to provide an educational psychologist's report to ensure that appropriate adjustments can be recommended (where necessary)
Infectious diseases or susceptibility to them	Some A&C staff have considerable patient contact ie ward clerks, clinic clerks, receptionists. These staff are sometimes exposed to infectious diseases such as TB, measles,	All staff with significant patient contact must bring details of their immunisations and blood test results to the occupational health department for the New Entrant check. The OH team will assess whether or not further vaccinations or blood tests are required to protect the health care worker and the patient. If you have a condition that lowers your immunity to infections (inc. HIV), you must

	chickenpox, rubella. The Trust also has a duty to protect patients from catching infectious diseases from staff.	inform occupational health so that adjustments can be made if necessary.
TB	<p>You must tell Occupational Health BEFORE you commence work if you have any symptoms of TB.</p> <p><i>By signing the declaration below, you are confirming that you are symptom free.</i></p>	<p>Symptoms of TB</p> <ul style="list-style-type: none"> • Have a cough that has lasted more than 3 weeks • Have lost weight (not as part of a weight loss programme) • Are coughing up blood • Have night time sweats • Have a fever associated with the above symptoms.
Health conditions that cause sensory problems e.g. hearing, sight (that are not corrected by spectacles or lenses)	There may be some roles that are less suited for those with sensory deficits. There may be some health and safety considerations i.e. fire safety, access.	An assessment will be undertaken in regard to any sensory deficit that may impact on the safety of staff or patients. It may be necessary to involve the Access to Work team if significant adjustments are required
Health conditions that can cause sudden collapse or need regular life pattern to control e.g. Diabetes, epilepsy, heart conditions	Some A&C staff work shifts (including nights) which may have an impact on some health conditions. This is especially important if you have not worked shifts before	For most people it takes a little time to get used to shift patterns i.e. change in dietary and sleep patterns. This may be made more difficult by some health conditions. Temporary or permanent adjustments may be required. Please declare all health conditions that may be affected by shift work.
Any other health condition that may impact on your role (please see job description)	Some health conditions may be exacerbated by working in a health care setting or impact on your ability to perform all of your duties.	You may discuss any health condition that you think may affect your work, in confidence, with the OH team. Where operationally feasible, adjustments will be made to help you achieve your full potential in the workplace. Specific health conditions are not discussed with your manager or any other third party without your consent.
New or expectant mothers.	Whilst not a health problem, new or expectant mothers have a legal right to a work place risk assessment to ensure that they are not exposed to hazards in the work place that may pose a risk to themselves or their unborn child.	You should inform your manager in writing that you are pregnant. On receipt of this information, your manager will undertake a risk assessment. If any risks/hazards are identified, adjustments will be made to minimise/remove them. This may or may not include the occupational health department.
Sickness absence records	The trust will be asking your referee about your sickness absence record over the last 12 months.	If your sickness absence record gives your recruiting manager cause for concern or if your absence hits one of the trigger points in the HPFT sickness and absence policy, you may be referred to Occupational Health. This is to establish if there is an underlying health issue and if the Trust needs to make any reasonable adjustments for you