



## Occupational Health Information for Incoming Interns May 2020 Pre-Placement Health Assessment Process - Flowchart

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## Introduction

The purpose of a pre-placement health assessment is:

- To determine the prospective employee's fitness to carry out the duties of the post and to assist the HSE in meeting its obligations under the Safety, Health & Welfare at Work Act 2005
- To ensure the HSE complies with the Employment Equality Acts (1998 & 2004) by advising on measures that may be required to enable the prospective employee to carry out the duties of the post and render regular and efficient service
- To form the basis of a confidential occupational health record.

Incoming interns commencing employment in May 2020 will have Pre-Placement Health Assessments carried out by University Student Health Services. This flowchart outlines the process:

**UCC Student Health Department** will send a link a MS Word file: *Pre-Placement Health Assessment (PPHA) Form*, to the **UCC Student email address** of each intern.

Incoming interns will download the MS Word file, and complete the form electronically in soft copy, including appending their electronic- signature to the form. Each Intern uploads this electronically signed and updated MS Word file *Pre-Placement Health Assessment (PPHA) Form* to a secure SharePoint Folder.

The link to/address of the SharePoint folder to be provided by UCC Student Health Department

**Incoming interns** should also complete the Occupational Health questionnaire on the HSE National Employment Record (NER) Portal: <a href="https://www.nchder.ie/Account/Login">https://www.nchder.ie/Account/Login</a>

**UCC Student Health Doctors** will review the PPHA form, and relevant vaccine or blood test records and supporting documentation held in the Student Health Service.

**UCC Student Health Service** will arrange face-to-face consultations for blood tests and/or vaccine administration, where necessary. To ensure validated Exposure Prone Procedure (EPP) Clearance, the **incoming intern** must bring a passport or driving licence to the Student Health Service.

In some cases, **UCC Student Health Doctors** will refer the incoming intern to Occupational Health Services for further assessment.

If the incoming intern is passed fit, **UCC Student Health Service** will make the following documents available to the incoming intern:

- Exposure Prone Procedures (EPP) Fitness Certificate
- Completed PPHA Record
- Laboratory report with EPP bloods, signed and stamped as "Identified Validated Samples"
- A copy of the Intern's passport/driver's licence signed and stamped on day of blood testing
- A copy of any additional laboratory reports or vaccine records

**Incoming interns** should upload the following documents to Occupational Health module on the HSE National Employment Record (NER) Portal:

- Completed PPHA Form
- EPP Fitness Certificate
- Completed PPHA Record from Student Health
- Laboratory report with EPP bloods, signed and stamped as "Identified Validated Samples"
- The copy of passport/driver's licence signed and stamped on day of presentation for testing
- Any additional laboratory reports or vaccine records

Documents uploaded to the Occupational Health module on NER can only be viewed by the Occupational Health Department.

**Incoming interns** should upload the following document as an "other document" on NER, to be viewed by Medical Manpower/HR:

• EPP Fitness Certificate

Documents uploaded as an "other document" on NER can only be viewed by Medical Manpower/HR.

Further Information on the National Employment Record (NER):

National Employment Record (NER)

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