

Faculty of Health & Human Sciences

Occupational Health Management Referrals Process

Current students with a health / fitness issue can be referred to Plymouth Occupational Health & Wellbeing (OHWB) for assessment. The Personal Tutor completes an online Referral Form on the Portal and assigns this to Student Compliance.

The Compliance Team reviews the referral form. The referral is logged on a secure tracking system. The referral is then submitted electronically via the Portal to OHWB (The student may be interrupted from placement during this time).

OHWB then triage the referral and contacts the student directly to arrange an appropriate appointment. Confirmation of the appointment is issued in writing to the student and Compliance Team. If an urgent referral has been requested, the appointment is usually arranged within 3 working days.

Following the appointment - an Occupational Health Report is written with the findings and recommendations. This is uploaded on to the Portal system.

The Compliance Team review the report and log any recommendations on to the central placement system (ARC)
The Personal Tutor reviews the report and makes the necessary arrangements for the recommendations, for the student to return to practise or meets with the student to discuss next steps

The report is email to Programme Admin to be stored on the student file.

If a review is required, OHWB will arrange a follow up appointment with the student