



Administrative and Clerical staff

The purpose of this information is to help you decide if you need any work place adjustments to help you achieve the full remit of your job role. If you are unsure about any of the information below, you may contact the Occupational Health (OH) Department on 020 8321 5044 and ask to speak to one of the OH nurse advisers. You may also contact your recruiting manager if you are unsure about any aspect of your job/role or workplace.

Health problem	Impact on work	Adjustments/support
Musculoskeletal problems (back, neck, joints etc)	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 treatment. Some chronic problems may require adjustments if mobility, strength, function or flexibility is impaired. If you require any adjustments to your work station due to musculoskeletal problem, these can be arranged so long as they are reasonably practicable. Support is available from the staff physiotherapist, the moving and handling team and the health and safety advisers.
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 staff counselling services, occupational health and your manager. Please declare all mental health problems (including work related stress). You will be contacted by an OH adviser for a confidential discussion. Adjustments may be recommended.
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.	Those with dyslexia will be contacted by the OH team to discuss the impact that their dyslexia may have on their work. They may be asked to provide an educational psychologist's report to ensure that appropriate adjustments can be recommended (where necessary).
Sensory problems i.e. hearing, sight (that are not corrected by spectacles, lenses or hearing aids)	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.
Tuberculosis (TB) and other infectious diseases	Some A&C staff have considerable patient contact e.g. ward clerks, clinic clerks, receptionists. These staff are sometimes exposed to patients with infectious diseases such as Tuberculosis measles, chickenpox, rubella. The Trust also has a duty to protect patients from catching infectious diseases from staff.	All staff with significant patient contact must bring details of their immunisations and blood test results to the occupational health department on their first day of work. 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 inform OH so that adjustments can be made

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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 practicable, 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. If you would like confidential advice in regard to work and pregnancy, you may self refer to OH.
Sickness absence records	The Trust will be asking your referee about your sickness absence record over the last 2 years.	If your sickness absence record gives your recruiting manager cause for concern or if your absence hits one of the trigger points in the Trust sickness and absence policy, a member of the OH will contact you. The purpose of the call is to establish if there is an underlying health issue and if the Trust needs to make any reasonable adjustments for you.



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