



OCCUPATIONAL HEALTH SERVICE

University of East Anglia, Norwich
Norfolk, NR4 7TJ

Appointments: 01603 592174 / Fax: 01603 506579 / Email: ums.oh@nhs.net

Occupational Health Physicians

Dr W Nixon
Dr M Green
Dr C Shephard
Dr B Cant

Occupational Health Advisors

Jerry Gyde
Rachel Doktor

Business Manager

Christina Fielding

Your Referral to Occupational Health

What is Occupational Health?

Occupational Health (OH) is a specialist branch of medicine focusing on health in the workplace. We advise the employer and employees on the requirements for establishing and maintaining a safe and healthy working environment.

University Medical Service works with the University of East Anglia and each individual employee, focusing on how the workplace may affect health, and how ill health may affect your ability to work. The clinical team consists of Occupational Health Physicians (OHP) and Occupational Health Nurse Advisers (OHA). They are supported by a team of administrators.

Management Referrals to Occupational Health

If you are absent from work through illness or if there is a cause for concern about your health, you may be referred to OH via a management referral from your line manager, with advice and guidance from the HR department. Your manager will explain the reason for the referral and gain your consent for us to arrange to see you.

Your occupational health appointment will be an opportunity to discuss, in confidence, with an experienced health professional any concerns you might have about your health in relation to your work. The OHA/OHP, with consent from you, will produce a written report for HR and your line manager, with an expert opinion of your fitness for work. The OHA/OHP will suggest any possible adjustments which may be implemented to support you in carrying out your duties successfully.

It is important to note that occupational health recommendations are advisory only – your line manager will need to decide upon what is reasonable and operationally practicable. We are unable to accept self-referrals. If you would like to discuss a health issue that is affecting you at work, please talk to your manager or a member of HR who will be able to arrange a referral to us.

Referral Appointment

When your referral form arrives in OH, it will be triaged by a clinician to decide what appointment would be most appropriate for you.

We will use the contact details provided on the form to get in touch with you to arrange an appointment at the soonest available time (We are open 09:00-17:00, Monday to Friday). If we cannot speak to you directly, we will leave a message. Please respond to all messages promptly when you receive them. If we cannot get in touch with you, we will pass this on to your line manager who will help us to get in contact.

Your appointment will be arranged within two weeks of receiving your referral where possible. You should make your best efforts to attend this appointment. If you cannot attend an appointment within a reasonable timeframe, we will notify your referring manager of the delay. If you make an appointment but cannot attend, please notify us as soon as possible and we can reschedule.