

OCCUPATIONAL HEALTH SCREENINGS & FIT TO WORK CERTIFICATION POLICY

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CareJoy Healthcare is committed to equal opportunities and diversity and will promote diversity for all employees, workers and applicants. CareJoy Healthcare will not discriminate unlawfully when deciding which work-seeker is put forward for an assignment and we ensure that each candidate is assessed in accordance with the candidate's merits, qualifications and ability to perform the relevant duties for the role.

This policy focusses on the work health assessments required to supply NHS clients. It does not cover in detail the policies relating to implementing reasonable adjustments or the safe and secure storage of health records; these areas fall under the Carejoy Healthcare Equality Policy and Data Protection Policy respectively.

Any candidate working via Carejoy Healthcare will require a Fit to Work certificate on file prior to starting their first shift.

Health screening takes place after the work-seeker has been interviewed and the pre-employment checks for identity, right to work, employment history and referencing, professional registration and criminal records have been completed.

Carejoy Healthcare use the services of Healthier Business UK Ltd., who are a [SEQOHS](#) accredited occupational health screening company.

Carejoy Healthcare has a Service Level Agreement with Healthier Business Ltd to provide health screening to the standards defined by the Department of Health and existing framework agreements.

Healthier Business ensure that our candidates undergo comprehensive health screenings and have current up to date immunisations in place with the correct test results. Health assessment checks are performed to assess that each candidate is:

- Physically and psychologically capable of doing the work proposed on the Assignment, taking into account any current, or previous, illnesses
- Able to perform the specific duties required for the job role
- Does not represent a risk to themselves / patients / service users / colleagues
- Not likely to be at excess risk of developing any work-related diseases or illnesses from hazardous agents present at client premises and locations whilst on placement
- Up-to-date with their routine and selected vaccinations in line with latest Department of Health guidelines and recommended levels of health clearance / immunisations / vaccinations for healthcare staff involved in direct patient / service user care:

Dependant on the role the candidate is undertaking, Healthier Business will screen our candidates to patient facing or non-patient facing and to EPP or Non-EPP standards.

EPP	NON-EPP
Evidence of Hepatitis B antibody immunity levels to be supplied showing over 100	Evidence of Hepatitis B antibody immunity levels to be supplied showing over 100
Evidence of Hepatitis B antigen levels showing as immune	Evidence of a BCG vaccination
Evidence of Hepatitis C antibodies	Evidence of immunity to Measles
Evidence of a BCG vaccination	Evidence of immunity to Rubella
Evidence of immunity to Measles	Self-declaration of Varicella history or evidence of immunity
Evidence of immunity to Rubella	
Self-declaration of Varicella history or evidence of immunity	

Carejoy Healthcare follows the NHS Employers' Work Health Assessments check standard.

OCCUPATIONAL HEALTH SCREENINGS & FIT TO WORK CERTIFICATION PROCEDURE

Healthier Business UK Ltd. provide their clients with a Confidential Questionnaire to send to our candidates. This, along with the pathology reports are uploaded to the candidate's profile.

The documents are also securely emailed to info@healthierbusinessltd.co.uk to be screened. Healthier Business will then issue a fitness to work certificate stating either fit for EPP or Non-EPP on the same day basis or within 24 hours of submission.

This certificate is added to the secure candidate profile and used within their audit file or for the use of Agency Worker Checklists or uploaded as per the client's request.

If the candidate is deemed non-compliant or we fail to provide Healthier Business with all the evidence required for EPP/Non-EPP fitness to practice certificate or subsequently fails our screening process; prior to being sent to Healthier Business, Healthier Business will issue a notification of failure to us, which we will forward to the candidate detailing the outstanding immunity and any recommendations they may have in order for the candidate to achieve clearance at a later date.

Should the candidate be unable to obtain the outstanding immunity evidence required, we will usually help them to obtain the required proof by either putting them in contact with an approved Clinic such as the Doctors Laboratory or send out 'blood packs'. The Blood Pack must utilised under supervision of a qualified nurse or GP and then returned to an approved laboratory for testing. Healthier Business will only approve tests from an approved laboratory.

Once we have attained all the evidence we require, the questionnaire and immunity will be sent to Healthier Business once again to achieve a clearance at a later date.

If Healthier Business identify a risk rather than a fail during this process, they inform the Compliance Officer in writing. CareJoy would class this clearance as a Temporary Clearance depending on the risk and share the results with candidate and if they are already working with the Client, once consent from the candidate to share this information is received.

The candidate is still able to work, if the Client approves, whilst the steps to address the risk are undertaken by the candidate and a new clearance can be sought.

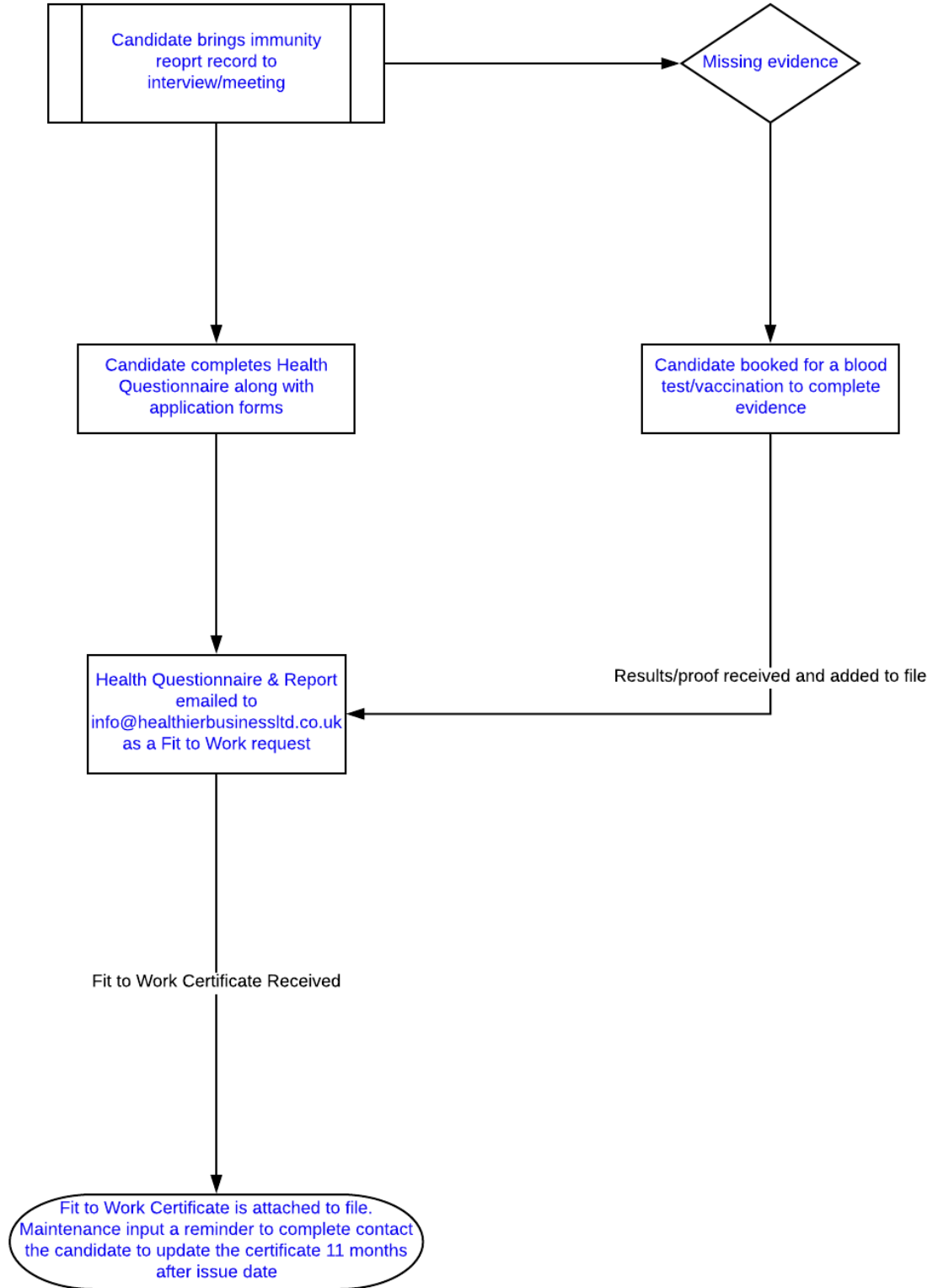
The length of the temporary Clearance is assessed by the Head of Compliance with support form Healthier Business.

Each Fitness to work certificate has a lifespan of 1 year. To obtain updates, Healthier Business request a renewal questionnaire, along with the previous certificate to obtain updates from Carejoy Healthcare to be emailed to renewals@healthierbusinessltd.co.uk.

Our system flags expiry dates of fitness to work certificates, at least 2 weeks prior to the expiry the maintenance team will contact the candidate to complete their new questionnaire. Once received the form is added to the candidates file, emailed to renewals@healthierbusinessltd.co.uk and within 24 hours the new certificate should be issued then retained on file.

Carejoy Healthcare Ltd follows a stringent process for conducting pre-employment checks of all potential candidates. This policy should be read in conjunction with the policies for the following: identity checks, right to work checks, professional registration and qualification checks, employment history and reference checks, criminal record checks.

Carejoy Healthcare's Process



Further detailed guidance:

The Conduct of Employment Agencies and Employment Businesses Regulations 2003:

<http://www.legislation.gov.uk/uksi/2003/3319/contents/made>

NHS Employers Work health assessments check standard: <https://www.nhsemployers.org/your-workforce/recruit/employment-checks/work-health-assessments>