**In order to provide you with a comprehensive report please provide as much information as possible on this form****.**

|  |  |
| --- | --- |
| Employee name and job title |  |
| Employee department |  |
| Employee contact telephone number  |  |
| Referring manager’s name and job title |  |
| Job details:* Summary of main duties
* Impact of absence on job
* Particular aspects of the job employee must be able to do. [](#_top)
 |  |
| Reason for referral (state if health problem is affecting work performance and attendance or if there are any current performance issues/ management processes underway) |  |
| Sickness Absence Record(state the reason, duration and frequency of absence for the last 12 months including current absence if off sick) [](#_top) |  |
| Background history /relevant Information  |  |
| Outline any adjustments/support which have already been made and also what adjustments cannot be accommodated and reason |  |
| What questions do you want answered? i.e. would you like to know about: | Fitness for current job?[ ]  |
| What adjustments should be made (if any) and for how long?[ ]  |
| Any underlying medical conditions / what is the likely prognosis?[ ]  |
| Any other specific questions you want answered which are relevant to the referral?  |  |
| History of past performance problems (if relevant) |  |
| Are there any dates in the next seven days that they will not be available for an appointment? [](#_top) |  |
| Does the employee have a disability or mobility issue? | Yes [ ]  No [ ]  |

I confirm that this referral has been discussed with the employee. He/she is aware of the reason(s) for the referral and agrees to attend an appointment. (Please note OH cannot see the employee unless they have been advised of the reason for the referral).

**Please tick here** [ ]

Date of referral:

**Appendix 1**

Below are some questions you might like to consider asking of the Occupational Health Advisor/physician:

* Is the employee fit to undertake their current role?
* What is preventing the individual returning to work?
* Advice on likely time-scale of sickness absence - when might the employee be well enough to return?
* Is there scope for improvement of the medical condition?
* Is the ill health work related?
* What measures or adjustments to the individual's workplace or work role might facilitate an early return to work, or help sustain the individual in remaining at work?
* Does the individual have a condition that is likely to be regarded as a disability under the Equality Act 2010?
* Would the employee be fit to attend management meetings to discuss their absence or possible return to work details?
* Would the employee be fit to attend a disciplinary or capability hearing?