

Occupational Health Services

New Starter Health Declaration



Purpose				
<p>The purpose of this New Starter Health Declaration is to allow those candidates who have been offered a role with the University an opportunity to discuss any concerns they may have around their health and the effect it and any pre-existing conditions may have on their capability to perform their proposed role. It is equally an opportunity to seek advice on working at the University with a disability, and advice for all around potential work aids, adaptations and adjustments to aid them in their role.</p>				
Health in the Workplace				
<p>Occupational Health Services (OHS) manage the relationship between an employee's health and their work; both can have a profound effect on the other and OHS works with individual employees and the University as a whole to provide advice and support to keep employees healthy at work.</p> <p>As part of the employment process, employees have the opportunity to discuss with OHS any concerns they may have regarding a health condition and the effect it may have on their capability to perform their role. Any personal medical information supplied during this process will be treated as confidential. The University will be provided with a report of any consultations with OHS which, without disclosing any medical conditions, will provide a summary of fitness to work recommendations based on these discussions between the employee and OHS.</p>				
Disability in the Workplace				
<p>The University of Oxford is committed to promoting an inclusive working environment for all staff, including those with disabilities or long-term health conditions. The Equality & Diversity Unit can provide advice and support to employees on working at the University with a disability, as well as advice on aids, adaptations and adjustments to assist employees in their roles.</p> <p>You can find resources and information on support available to you on the Equality & Diversity Unit website: https://edu.admin.ox.ac.uk/home</p> <p>For more information, please contact staffdisability@admin.ox.ac.uk or 01865 280687</p>				
Confidentiality				
<p>This questionnaire will form part of your medical records and personnel file.</p> <p>All OHS and Equality & Diversity Unit staff work to a strict code of ethics concerning the confidentiality of consultations and medical records. All staff, both clinical and non-clinical, cannot and will not disclose medical information of employees in their charge without the prior consent of those employees.</p> <p>OHS will provide advice to the University and its departments without breaching medical confidentiality by disclosing any medical conditions. This advice should be treated by the recipients as sensitive personal data in respect of the GDPR and related UK data protection legislation.</p>				
Employee Declaration				
<p>I have read the information on this form and understand the health-related services and support available to me.</p> <p>I will notify OHS if my health status changes prior to commencing work.</p> <p>By ticking 'Yes' to the question below, your contact details will be passed to Occupational Health Services to arrange an opportunity to discuss your capability to perform the proposed role:</p>				
I currently have a health condition or disability that may impact my capability to perform the proposed role.	Yes		No	
<p>By ticking 'Yes' to the question below, your contact details will be passed to the Equality & Diversity Unit to arrange an opportunity to discuss assistive aids, adaptations or adjustments in the proposed role:</p>				
I have a specific need of reasonable aids, adaptations or adjustments in the workplace that will assist me in performing my role.	Yes		No	
Print Name:				
Signed:				
Date:				

Please return the completed declaration to your recruiting officer.