

Dear Colleague

OCCUPATIONAL HEALTH CLEARANCE PASSPORT FOR NHS SCOTLAND EMPLOYEES

Summary

1. A short life working group has been meeting under the direction of the Occupational Health and Safety Strategic Forum (OHSSFor) to identify and agree the provisions of an Occupational Health Clearance Passport for staff within NHS Scotland.
2. The Occupational Health Clearance Passport facility is described in more detail in Annex A. This facility will be available within eESS for Phase 1 NHS Boards from the present implementation date of 1 June 2012 and is also now available within the existing Scottish Workforce Information Standard System, (SWISS).

Action

3. NHS Boards and Special Health Boards should ensure that relevant data is entered within eESS or SWISS from 1 June 2012, and that input of historic data is completed by 31 March 2013, so that the benefits of the provisions outlined in the Annex to this letter can begin to be achieved. HR and Workforce Departments and Occupational Health Services should work together on ensuring compliance with the Occupational Health Clearance Passport provisions.
4. Local arrangements will be made for data migration as part of the future implementation of eESS.
5. This Chief Executive Letter (CEL) can be obtained on line at www.sehd.scot.nhs.uk

Yours sincerely



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Deputy Director
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CEL 18 (2012)

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For Action

Chief Executives, NHS Boards and Special Health Boards and NHS National Services Scotland (Common Services Agency)

Directors of Human Resources, NHS Boards and Special Health Boards and NHS National Services Scotland (Common Services Agency)

Nurse Directors, NHS Boards and Special Health Boards and NHS National Services Scotland (Common Services Agency)

For Information

Board Chairs, NHS Boards and Special Health Boards and NHS National Services Scotland (Common Services Agency)

Members, Scottish Partnership Forum
Members, Scottish Workforce and Governance Group

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1. Introduction

In February 2011, a short life multi agency working group, established by the Occupational Health and Safety Strategic Forum (OHSSFor), was tasked with considering the benefits of developing electronically stored pre-placement health clearance information for staff in NHSScotland. The report of this Group determined that there could be considerable savings in both time and administrative costs if health clearance information could be stored and transferred electronically by HR systems. In particular, this will minimise the need for duplication of basic data and paperwork for inter-Board transfers many of which might be only for limited time periods.

An implementation group was formed in the Autumn of 2011 to take forward work to develop this new electronic Occupational Health Clearance "Passport" into both the existing SWISS HR system and the eESS system currently being rolled out within NHS Scotland.

The OH Passport will establish an electronically stored and transferrable data set within HR systems to assist the pre placement health clearance process for NHSScotland staff, particularly those involved directly in patient care. The data held will be limited to Standard Health clearance and Additional (EPP) clearance.

These systems are not intended to replace existing OH systems and, as at present, more detailed records such as immunisation histories and immunity information on wider communicable diseases will continue to be held separately by Occupational Health services.

All data held will be subject to relevant current governance practice and IT security standards. The agreed OH Passport data set is as follows:

- **Standard Clearance to include:**

- When this took place
- Which Board undertook the clearance
- How the clearance was achieved, e.g., on paper, face-to-face, phone etc.

- **Additional (EPP) Clearance to include:**

- When this took place
- Which Board undertook the clearance
- Whether or not it was from an Identified Validated Sample

2. Implementation

IT Services have now completed the work required to add the new fields needed within both SWISS and the new eESS system. This simultaneous introduction on 1 June 2012 will allow the Passport to be both implemented and used by all Boards immediately. It will also assist in providing continuity as the eESS system is rolled out. For the Passport to be truly effective and achieve its intended purpose Boards are asked to input historic data and to complete this by 31 March 2013.

3. Action by HR and OH Departments

Now that the IT updates are complete, HR and OH Departments have a critical role in ensuring that data is input, maintained and used appropriately in the pre placement health clearance process.