Dear Colleague

OCCUPATIONAL HEALTH SERVICE FOR GENERAL DENTAL PRACTITIONERS (GDPS), MEMBERS OF THE DENTAL TEAM AND PRACTICE STAFF

Summary

1. This letter advises NHS Boards of the introduction of a NHS Occupational Health and Guidance service for GDPS, members of the dental team and other practice staff.

2. The publication of the Oral Health Improvement Plan (OHIP) included a commitment to introduce an occupational health service for GDPS, members of the dental team and other practice staff. At present there is no consistent occupational health advice and guidance service.

3. This service is equivalent to the scheme for GPs and their practice staff and is delivered through NHS Boards in conjunction with SALUS (which provides occupational health services for NHS Lanarkshire). A service specification has been agreed with SALUS which is included as part of the Memorandum to this letter.

23 May 2018

Addresses

For action
Chief Executives, NHS Boards

For information
Chief Executive, NHS National Services Scotland
Chief Executive, NHS Education for Scotland
Director, Practitioner Services
HR Directors, NHS Boards
OH Leads, NHS Boards

Enquiries to:

David Notman
Chief Dental Officer and Dentistry Division
1st Floor East Rear
St Andrew’s House
EDINBURGH
EH1 3DG

Tel: 0131-244 2842
NHSgeneraldentalservicesmailbox@gov.scot
4. NHS Boards should note that this service will be made available to all dentists registered and delivering NHS work in each Board area together with their support teams.

5. The new service arrangements will be in place from 1st June 2018.

Action

6. NHS Boards are asked to issue the Memorandum to this letter to all dentists and dental bodies corporate on their dental lists.

Yours sincerely

MARGIE TAYLOR
Chief Dental Officer
OCCUPATIONAL HEALTH SERVICE FOR GENERAL DENTAL PRACTITIONERS (GDPs) AND PRACTICE STAFF

1. This Memorandum advises of the introduction of an NHS based Occupational Health Advice and Guidance service for GDPs, members of the dental team and other practice staff.

2. The Oral Health Improvement Plan (OHIP) was published on 24th January 2018. This plan advised of the Scottish Government’s commitment to introduce an occupational health service, recognising that the level of service provision varies between NHS Board areas.

Eligibility

3. The service will be made available to all dentists registered and delivering NHS work in each Board area together with their support teams.

Accessing NHS Occupational Health and Guidance

4. The services will be provided through the Occupational Health Service of your local NHS Board. The services will be available from 1st June 2018.

5. In the event that you already have access to the NHS Occupational Health Advice and Guidance service, this will continue. Where you may have paid for these services previously, and you meet the above eligibility criteria, then you will be able to receive this service free of charge from 1st June 2018.

6. Practices that wish to access the NHS Occupational Health Advice and Guidance service must also comply with local relevant NHS Board policies including (but not necessarily limited to) BBV exposure and needle-stick injury. Further information should be obtained from your local NHS Board occupational health service.

7. Contact details for each NHS Board occupational health service can be found in Annex A.
8. The following table summarises the services available under this scheme, which will be delivered in line with the provision to the local NHS Board:

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<thead>
<tr>
<th>Item</th>
<th>Purpose</th>
<th>Delivery method</th>
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| Pre-placement assessment          | To assess functional fitness against the demands of the post and to suggest adjustments as required | 1 Paper screen  
2 Telephone follow-up  
3 Face-to-face assessment by an Occupational Health clinician |
| Immunisation and relevant blood tests (including Flu) | To ensure that GDPs, members of the dental team and other practice staff are offered the relevant immunisations and tests to promote health and well-being and protection from disease | This would follow an assessment of needs and risk and is likely to be delivered at the occupational health department either in bulk clinics or on an individual basis depending on requirements |
| Blood Borne Virus (BBV) Exposure follow up | To ensure that GDPs and members of the dental team are adequately protected in the event of an accidental exposure to a potential BBV | Would require to comply with the local NHS Board policy regarding immediate risk assessment and appropriate intervention |
| Sickness absence management referral | To provide robust Occupational Health advice on functional capability for work. To advise on Fitness to Practice where there are specific health issues | On receipt of referrals, all will be triaged and allocated an appointment with the appropriate clinician. This may be by telephone or face to face  
Such cases are likely to require input from experienced Occupational Health clinicians |
<p>| Self-referrals                    | To provide immediate informal support for a range of issues including mental health and wellbeing, and signposting as appropriate | Direct contact from the person involved to a dedicated OH contact point, followed by telephone or face to face discussion and exploration of issues and with onward referral or signposting as required |
| Workstation assessments           | Workstation assessments following user and manager’s risk assessment to assess the work station where there are specific complex issues, and to advise on suitable adjustments | Following a request for a workstation assessment, an occupational health clinician would identify the exact requirements and arrange to visit the site. Following which a report will be returned with recommendations |
| Occupational health advice        | Access to high-level specialist advice as required                      | Via a dedicated telephone access point                                          |
| New and expectant                 | To provide support to new                                               | To offer surveillance as required                                              |</p>
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<th>mothers assessment and expectant mothers in line with the relevant legislation</th>
<th>following a risk assessment which identified potential occupational issues, a paper questionnaire assessed by an occupational health clinician and follow-up organised as required</th>
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| Mental health support | To provide robust support to this group in relation to pressures and challenges which may impact on their health, well-being and resilience | Access to:  
  - Self-referral to the occupational health service  
  - Counselling services as per local Board arrangements and signposting to other support as required  
  - Support via psychological online resources |
| Health surveillance as required | To ensure legal compliance in relation to identified hazards and risks following manager’s risk assessment | Following manager’s risk assessment provide support to undertake health surveillance. This will include onward referrals from the Responsible Person’s initial assessment |

**Enquiries**

9. Any enquiries arising from this Memorandum should be taken up with your local NHS Board occupational health service.

Scottish Government Population Health Directorate  
23 May 2018
<table>
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<tr>
<th>CONTACT NAME</th>
<th>PHONE</th>
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<th>POSTAL ADDRESS</th>
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<tbody>
<tr>
<td><strong>NHS Ayrshire and Arran</strong></td>
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<tr>
<td>OH Nurse / OH Admin Staff Member within Occ Health Staff Support Centre (8.45am – 4.15pm Monday – Friday)</td>
<td>0800 085 0929</td>
<td><a href="mailto:Occupational.Health@AAPCT.scot.nhs.uk">Occupational.Health@AAPCT.scot.nhs.uk</a></td>
<td>Occupational Health Department Lister Centre Kilmarnock</td>
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<td><strong>NHS Borders</strong></td>
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<tr>
<td>Vikki Hubner</td>
<td>01896 825982</td>
<td><a href="mailto:Vikki.Hubner@Borders.scot.nhs.uk">Vikki.Hubner@Borders.scot.nhs.uk</a></td>
<td>Head of Work &amp; Wellbeing Rushbank Newstead Melrose TD6 9DA</td>
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<tr>
<td><strong>NHS Dumfries and Galloway</strong></td>
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<tr>
<td>Occupational Health and Safety Department</td>
<td>01387 244626 (Reception)</td>
<td><a href="mailto:dg.occhealth@nhs.net">dg.occhealth@nhs.net</a></td>
<td>Occupational Health and Safety Department Nithbank Dumfries DG1 2SD</td>
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<td><strong>NHS Fife</strong></td>
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<tr>
<td>Carol-Ann McKenzie (Admin Team)</td>
<td>01592 729401</td>
<td><a href="mailto:fife-UHB.occhealth@nhs.net">fife-UHB.occhealth@nhs.net</a></td>
<td>Staff Wellbeing &amp; Safety Hayfield Clinic Dunnikier Road Kirkcaldy KY2 5AD</td>
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<td><strong>NHS Forth Valley</strong></td>
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<td>Dorothy Bell-Sneddon</td>
<td>01324 566663</td>
<td><a href="mailto:Fv-uhb.ohsadmin@nhs.net">Fv-uhb.ohsadmin@nhs.net</a></td>
<td>Occupational Health Department Forth Valley Royal Hospital Stirling Road Larbert FKS 4WR</td>
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<td><strong>NHS Greater Glasgow and Clyde</strong></td>
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<tr>
<td>Lindsay Green Administration Manager</td>
<td>0141 201 0600</td>
<td><a href="mailto:occhealth@ggc.scot.nhs.uk">occhealth@ggc.scot.nhs.uk</a></td>
<td>Occupational Health Service Level 6 - West Glasgow ACH Dalnair Street Glasgow G3 8SJ</td>
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<td><strong>NHS Grampian</strong></td>
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<tr>
<td>Claire Bonnar Sandra Chapman</td>
<td>01224 553 663</td>
<td><a href="mailto:grampianohs@nhs.net">grampianohs@nhs.net</a></td>
<td>GO Health Services Forsterhill Lea Building Forsterhill Health Campus Aberdeen AB25 2ZY</td>
</tr>
</tbody>
</table>
| NHS Highland         | 01463 704499 | High-UHB.OHAdmin@nhs.net | Occupational Health Service  
|                     |              |                         | Osprey House  
|                     |              |                         | Raigmore Avenue  
|                     |              |                         | Inverness  
|                     |              |                         | IV2 3DZ  
| NHS Lanarkshire     | 01698 206336 | Salus.referrals@nhs.net | Salus Occupational Health, Safety & Return to Work Services  
| Annette Shorts      |              |                         | 14 Beckford Street,  
| Lead Occupational   |              |                         | Hamilton  
| Health Advisor      |              |                         | ML3 0TA  
| NHS Lothian         | 0131 537 9369 / 70 / 64 | Ohenquiries@nhslothian.scot.nhs.uk | NHS Lothian Occupational Health Department  
| Alison McClintock   |              |                         | Morelands  
| NHS Lothian          |              |                         | Astley Ainslie Hospital  
| Lead Occupational Health Advisor | | | 133 Grange Loan  
|                     |              |                         | Edinburgh,  
|                     |              |                         | EH9 2HL  
| NHS Orkney          | 01224 553 663 | grampianohs@nhs.net | GO Health Services  
| Claire Bonnar        |              |                         | Foresterhill Lea Building  
| Sandra Chapman      |              |                         | Foresterhill Health Campus  
|                     |              |                         | Aberdeen AB25 2ZY  
| NHS Shetland        | 01595 743080 | Shb-hb.occupationalhealth@nhs.net | Occupational Health Department  
| Leanne Copland -    |              |                         | Upper Floor Montfield  
| OH Administrator     |              |                         | Burgh Road  
| Bernadette Dunne –  |              |                         | Lerwick  
| Senior OHA          |              |                         | Shetland  
| Jean Diggle – OHA   |              |                         | ZE1 0LA  
| Francesca Laurenson – OHA | | |  
| NHS Tayside         | 01382 346030 | Tay-UHB.occhealth@nhs.net | Tayside Occupational Health  
| Dr Paul Lewithwaite |              |                         | Wedderburn House  
| Dawn Gellatly       |              |                         | 1 Edward Street,  
|                     |              |                         | Dundee  
|                     |              |                         | DD1 5NS  
| NHS Western Isles   | 01851 763330 | wi-hb.OccupationalHealth@nhs.net | Health Centre  
| OH Nurse            |              |                         | Spring-Field Road  
|                     |              |                         | Stornoway  

St Andrew's House, Regent Road, Edinburgh  
3DGwww.scotland.gov.uk