



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:

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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

**DENTISTS/DENTAL BODIES CORPORATE
NATIONAL HEALTH SERVICE
GENERAL DENTAL SERVICES**

**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.

Services Available

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:

Item	Purpose	Delivery method
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
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

mothers assessment	and expectant mothers in line with the relevant legislation	following a risk assessment which identified potential occupational issues, a paper questionnaire assessed by an occupational health clinician and follow-up organised as required
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: <ul style="list-style-type: none"> • 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

ANNEX A
PCA(D)(2018)7

CONTACT NAME	PHONE	EMAIL	POSTAL ADDRESS
NHS Ayrshire and Arran OH Nurse / OH Admin Staff Member within Occ Health Staff Support Centre (8.45am – 4.15pm Monday – Friday)	0800 085 0929	Occupational.Health@aapct.scot.nhs.uk	Occupational Health Department Lister Centre Crosshouse Hospital Kilmarnock Occupational Health Department Dalmellington Road Ayr
NHS Borders Vikki Hubner	01896 825982	Vikki.Hubner@borders.scot.nhs.uk	Head of Work & Wellbeing Rushbank Newstead Melrose TD6 9DA
NHS Dumfries and Galloway Occupational Health and Safety Department	01387 244626 (Reception)	dg.occhealth@nhs.net	Occupational Health and Safety Department Nithbank Dumfries DG1 2SD
NHS Fife Carol-Ann McKenzie (Admin Team)	01592 729401	fife-UHB.occhealth@nhs.net	Staff Wellbeing & Safety Hayfield Clinic Dunnikier Road Kirkcaldy KY2 5AD
NHS Forth Valley Dorothy Bell-Sneddon	01324 566663	Fv-uhb.ohsadmin@nhs.net	Occupational Health Department Forth Valley Royal Hospital Stirling Road Larbert FK5 4WR
NHS Greater Glasgow and Clyde Lindsay Green Administration Manager Irene Findlay PA to OH Service Manager	0141 201 0600	occhealth@ggc.scot.nhs.uk	Occupational Health Service Level 6 - West Glasgow ACH Dalnair Street Glasgow G3 8SJ
NHS Grampian Claire Bonnar Sandra Chapman	01224 553 663	grampianohs@nhs.net	GO Health Services Foresterhill Lea Building Foresterhill Health Campus Aberdeen AB25 2ZY

NHS Highland Debbie Miller (Contractual queries), John Scott (Clinical queries)	01463 704499	High-UHB.OHAdmin@nhs.net	Occupational Health Service Osprey House Raigmore Avenue Inverness IV2 3DZ
NHS Lanarkshire Annette Shorts Lead Occupational Health Advisor	01698 206336	Salus.referrals@nhs.net	Salus Occupational Health, Safety & Return to Work Services 14 Beckford Street, Hamilton ML3 0TA
NHS Lothian Alison McClintock NHS Lothian Occupational Health	0131 537 9369 / 70 / 64	OHenquiries@nhslothian.scot.nhs.uk	NHS Lothian Occupational Health Department Morelands Astley Ainslie Hospital 133 Grange Loan Edinburgh, EH9 2HL
NHS Orkney Claire Bonnar Sandra Chapman	01224 553 663	grampiano@nhs.net	GO Health Services Foresterhill Lea Building Foresterhill Health Campus Aberdeen AB25 2ZY
NHS Shetland Leanne Copland - OH Administrator Bernadette Dunne – Senior OHA Jean Diggle – OHA Francesca Laurenson – OHA	01595 743080	Shb-hb.occupationalhealth@nhs.net	Occupational Health Department Upper Floor Montfield Burgh Road Lerwick Shetland ZE1 0LA
NHS Tayside Dr Paul Lewthwaite Dawn Gellatly	01382 346030	Tay-UHB.occhealth@nhs.net	Tayside Occupational Health Wedderburn House 1 Edward Street, Dundee DD1 5NS
NHS Western Isles OH Nurse	01851 763330	wi-hb.OccupationalHealth@nhs.net	Health Centre Spring-Field Road Stornoway