

Guidance for issuing electronic pre-employment medical questionnaire

On deciding to offer a position of employment to a successful candidate you may require a medical screening.

Pre-employment medical questionnaires should be given to the successful candidates only and not to all job applicants

Prior to issuing a pre-employment medical questionnaire you **must** ensure:

- The front page is **fully** completed with the **employee details, post details and contact details of the appointing person**.
- Once you have completed the front page you will need to save the document.
- The saved document can then be emailed to the successful applicant with clear instructions to complete the questionnaire fully and insert their name and date on the back page (see suggested wording below).
- Instruct the applicant to email the completed questionnaire directly to occupationalhealth@ealing.gov.uk This email address is on the front page of the form. The applicant must be advised **NOT** to email the completed form back to the school as the content is confidential.
- Reassure the applicant that all the information provided in the form is strictly confidential and for the attention of the Occupational Health department only and cannot be seen or accessed by other persons.
- Advise the applicant that Occupational Health does not always need to make contact but in some cases, they may receive a telephone call or an appointment letter to attend for a consultation.

Suggested wording:

“Please find attached a pre-employment medical form with regards to your conditional offer for the post of XXXX at XXXXX School. Please complete ALL sections of the form fully, insert your name and the date on the back page and then email the completed form directly to occupationalhealth@ealing.gov.uk. Completed forms should **not** be emailed to the school as the content is confidential to the Occupational Health Unit.”

Completed forms emailed via the school are not accepted due to the breach in confidentiality. The form must be emailed from the applicants personal email address to serve as an electronic record.

Electronic Forms are available on the Ealing Grid for Learning, via the HR Shared Service Centre on 020 8825 9000 or Occupational Health on 020 8825 7400 or occupationalhealth@ealing.gov.uk

Once the medical screening is complete Occupational Health will inform the appointing person (usually the Headteacher or SBM) and their HR provider via email. The Headteacher may contact Occupational Health at any stage to see how a screening is progressing.

Important

The most common causes for delay in providing a medical assessment are:

- Incomplete front page – must be completed before emailing the questionnaire out
- The applicant must complete all sections of the medical questionnaire and insert their name and date on the back page
- Not responding to emails or telephone calls where further information is requested
- Non-attendance at medical appointments

If you opt to print the form and post it out to the applicant, then there must be clear instruction to post the completed form to:

Occupational Health Unit
4th Floor Carmelita House
The Mall
Ealing
W5 2PJ

Any questions?

Call 020 8825 4400 or email occupationalhealth@ealing.gov.uk