

OCCUPATIONAL HEALTH FOR SCOTTISH GRADUATE ENTRY MEDICAL STUDENTS AND ENTRANTS

1. **Service Provider.** Occupational health services are provided for students at the University of St Andrews by a contractor. The provision includes support to students requiring occupational health advice, treatment or assessment and inoculations and tests for communicable diseases in order to protect students, staff and NHS patients. The Occupational Health Provider for ScotGEM students will be NHS Tayside Occupational Health Service (NHS Tayside OH).

2. **Pre-Placement Health Questionnaire.** Students who have been made an unconditional offer must complete the NHS Tayside OH Pre-Placement Health Questionnaire in order to allow NHS Tayside OH to prepare a health record and undertake an initial pre-placement health screen prior to matriculation. The Pre-Placement Health Questionnaire will be sent to students, normally in April, with instructions as to completion and should be completed and returned in a sealed envelope by the date specified in the instructions to:

NHS Tayside
Occupational Health Service
Wedderburn House
1 Edward Street
Dundee
DD1 5NS

3. **Immunisation History.** Students must research their own immunisation history to establish an immunisation record for their life to date, this probably involves a visit to their GP. Students are strongly encouraged to keep this record to prove their immunisation history through their studies and working life.

4. **Hep B.** Students are strongly encouraged to have the first, and if possible the second, Hep B vaccination before arriving at St Andrews. All students require Hep B immunisation by the start of second semester in order to fully participate in clinical placements. In order that students will be immunised and ready for clinical practice all ScotGEM applicants are advised to commence an immunisation schedule for HEP B as soon as they accept the offer. Applicants are advised that this is not mandatory but full engagement is required in order that no clinical training opportunities are lost. Applicants are advised that costs for privately provided immunisation may be claimed on arrival, receipts will be required.

5. **Occupational Health Screening Appointments.** NHS Tayside OH will arrange screening appointments if required with ScotGEM students prior to matriculation. At this appointment the student will discuss their own health with Occupational Health staff to establish the immunisations required. Therefore, it is essential that students clearly mark on their Pre-Placement Health Questionnaire any dates when they would not be available to attend an appointment. NHS Tayside OH may arrange separate appointments if they consider a student to require updates, screening or booster immunisations.

6. **Employee Skin Surveillance Declaration (ESSD).** Students who have been made an unconditional offer must complete the NHS Tayside ESSD. The ESSD will be sent to students in April with instructions as to completion and should be completed and returned in a sealed envelope by the date specified in the instructions to:

ScotGEM Programme Support Administrator
School of Medicine
University of St Andrews
North Haugh
St Andrews
Fife
KY16 9TF

7. **Registering with a GP.** Students are recommended to join a GP practice in St Andrews. Students with pre-existing conditions or who are on drug therapy should bring notes with them.
8. **Information Sharing.** In order to provide any necessary adjustments or support to ensure on-going fitness during studies it is necessary for occupational health to share appropriate medical information with a limited number of school support staff on a 'need to know' basis. Such a transfer is covered by the School's data statement and is permissible under the Data Protection Act. Students with a specific data sharing issue may be requested to sign a 'consent to share' medical information form.
9. Applicants who have declared a disability or health issue on application are invited to conduct a pre-entry health assessment as soon as possible for three reasons:
 - a. It allows an applicant who has a health issue an opportunity to explore whether they meet the HEOPS guidelines on being fit to study medicine.
 - b. It allows an applicant to develop insight as to whether their conditions are compatible with a full medical career or if it may be anticipated that their practice may be restricted by health issues.
 - c. It allows the medical school to be ready to provide the right reasonable adjustment at the start of the course.
10. Such applicants are invited to complete the Pre-Placement Health Questionnaire as described in para 2. The consultant will review the information. The consultant may choose to:
 - a. Speak to applicant, in person or by telephone.
 - b. Speak to the applicant's GP or other treating physician.
 - c. Refer the applicant for more specialist advice

The consultant will then make a report to the applicant and the School of Medicine, University of St Andrews.

11. Any questions about occupational health issues should be addressed to Medicine Student Support in the first instance at medsupport@st-andrews.ac.uk Please reference ScotGEM in the subject heading of all correspondence.