

**SKIN HEALTH SURVEILLANCE POLICY FOR THE SCOTTISH GRADUATE ENTRY  
MEDICINE (SCOTGEM) PROGRAMME (MB CHB) – YEAR ONE & TWO**

Overview

In accordance with the Management of Health and Safety at Work Regulations (1999) and the Control of Substances Hazardous to Health (COSHH) Regulations (2002) as amended, employers are required to assess risk and adequately control exposure to substances that cause ill health. Where an employer cannot eliminate exposure, for example in circumstances where there might be a requirement for frequent hand washing and/ or potential exposure to hazardous chemicals, there is a requirement to establish and manage a skin health management and surveillance programme for staff/students, in order to safeguard their health. Where a workplace has been identified as requiring surveillance, it is the responsibility of the employer to carry out a suitable risk assessment to identify employees that will need to join the health surveillance programme.

The ScotGEM Programme has been identified as requiring participation in skin health surveillance. Surveillance processes and procedures will be organised by Occupational Health Tayside for and on behalf of NHS Tayside and the Universities of St Andrews and Dundee. This document refers to ScotGEM Year One & Two within the University of St Andrews. The skin health surveillance programme for ScotGEM Year Three & Four will be administered by the University of Dundee. However, both universities will operate according to similar standards.

It is the responsibility of the Teaching Operations Manager to implement a local skin health surveillance programme which will ensure that:

- annual assessments are carried out to consider who should be included in the skin health surveillance programme
- those included in the skin health surveillance programme are aware of their responsibility to comply with the skin health surveillance programme
- those included in the skin health surveillance programme, receive a skin health check at least once a year and where necessary are referred to an Occupational Health Clinician
- more than one Responsible Person, who will undertake skin health checks, is appointed and provided with appropriate training
- up to date records detailing skin health surveillance undertaken must be held and securely stored for 40 years (Skin Health Questionnaires will be kept for 40 years)
- all cases that meet Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requirements will be reported to the Health and Safety Executive (HSE)

In regard to the ScotGEM Programme, the purpose of skin health surveillance is to safeguard students' health and where necessary to provide students, the University and all student placement line managers with advice to achieve this. Consequently, it has been agreed that all students studying the ScotGEM Programme will be included in the skin health surveillance programme.

It is the student's responsibility to:

- comply with the skin health surveillance programme as administered by both the St Andrews and Dundee Schools of Medicine
- actively participate in measures to protect their own health at work, raising any concerns that they have regarding their skin health.
- if required, to attend arranged skin health checks and Occupational Health appointments within the Health Board in which they are placed.
- follow specified advice/control measures given by Occupational Health and/or Dermatology of the Health Board in which they are placed.

### Procedure

- In accordance with NHS Tayside guidance, all ScotGEM medical students have been assessed as needing to be included in the skin health surveillance programme.
- Both the St Andrews and Dundee Schools of Medicine will train at least one member of staff to act as the Responsible Person to conduct 1<sup>st</sup> line skin health checks and maintain skin health surveillance records for the ScotGEM Programme.
- The lead Responsible Person for year one and two of the ScotGEM Programme at St Andrews university will be the ScotGEM Teaching Coordinator
- The ScotGEM Teaching Coordinator will:
  - make a record of all the students that will be included in the Skin Health Surveillance programme and record this locally
  - create and maintain a skin health check database (Managing Skin Care at Work) to record student skin health checks, ensuring that ScotGEM Programme has an up to date record of when students last had a skin health check, the outcome of the skin health and any further actions
  - email all students with the outcome of their skin surveillance appointment
  - send out the [Employee Skin Surveillance Declaration](#) (ESSD) form and instructions regarding completion and return, to applicants following receipt of confirmed list of offer holders from Admissions (usually April)
  - ensure that the ESSD forms are signed and returned by applicants before matriculation
  - plan into the training timetable skin health checks for all students on the ScotGEM programme and advise students as to when these will take place
- All students and applicants will receive the Employee Medical Student Skin Surveillance Questionnaire ahead of their annual skin health check. The student must complete page one of this form ahead of their skin health check and return it at their scheduled appointment.
- As part of the skin health check, the ScotGEM Teaching Coordinator will:
  - ensure that there is a signed copy of the ESSD on file, complete the surveillance and record the outcome
  - provide the student with an information pack on skin health care which will include:
    - Hand Care Advice for Healthcare Workers
    - Guide to Soaps, Hand Creams and Alcohol Based Hand Rubs
    - Web links to Hand Dermatitis: a pocket guide for health care workers and WHO Hand Hygiene leaflet

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- Should a student on the ScotGEM Programme refuse to participate this will be reported to the Teaching Operations Manager, who will escalate the situation up to the ScotGEM Programme Director, if required.
- The ScotGEM Teaching Coordinator will return all completed Employee Medical Student Skin Surveillance Questionnaires to the ScotGEM Programme Manager to review.
- The ScotGEM Teaching Coordinator is responsible for reviewing and filing all completed Employee Medical Student Skin Surveillance Questionnaires where there is no referral to Occupational Health. These must be filed to enable the required 40 years retention.
- If a referral to Occupational Health is required, the Teaching Operations Manager is responsible for ensuring the fully completed, and signed, Employee Medical Student Skin Surveillance Questionnaire to the Occupational Health service of the Health Board in which they are placed. A copy this questionnaire to be stored securely by the ScotGEM Teaching Coordinator
- The ScotGEM Teaching Coordinator should record on the Managing Skin Care at Work database that a referral has been made.
- The ScotGEM student must attend Occupational Health for a 2<sup>nd</sup> line, face-to-face skin health assessment, when requested.
- The ScotGEM Teaching Coordinator must meet the student once the OH review has been completed to ensure all necessary action has been taken and updates the records on student's skin health file.
- The ScotGEM Teaching Coordinator will monitor the skin health check database to identify when students are due their next annual skin health check and make the necessary arrangements.

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### Student Pack and Resources

- [Hand Care Advice for Healthcare Workers](#)
- [Guide to Soaps, Hand Creams and Alcohol Based Hand Rubs](#)

Web links for students:

[Hand Dermatitis: a pocket guide for health care workers](#)

[WHO Hand Hygiene leaflet](#)

[The HSE's webpage on Skin at Work](#)

[National Eczema Society](#)

[British Association of Dermatologists](#)

[National Infection Prevention and Control Manual: Home \(scot.nhs.uk\)](#)

### **Appendices**

Appendix 1: [General Data Protection Regulation – Occupational Health \(OH\)](#)

Appendix 2: [Health Surveillance Requirement – decision aid algorithm](#)

Appendix 3: [ESSD Declaration](#)

Appendix 4: [Health Record form](#)

### **References**

NHS Tayside, (2017). *Health and Safety Skin Health Surveillance Policy*.

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#### **Version Control Record** (expand table as required)

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