

Occupational Health Questionnaire

Congratulations on your offer to study at Bournemouth University!

BU has a duty to ensure that students entering our health programmes meet the professional body 'good health' requirements and are capable of safe and effective practice in the professional environment (with any relevant and reasonable adjustments in place).

For us to assess your capability to work safely and effectively in a professional environment, we need to ask you to complete an Occupational Health Questionnaire and we'll be sending your contact information to Dorset HealthCare NHS Foundation Trust (DHC) in accordance with our [Student Recruitment & Admissions Privacy Notice](#). You will need to check your emails (including your junk folders) for their email.

When you've completed your questionnaire, please log in to your myHub account, go to the My Applications tab and confirm that you've completed your occupational health questionnaire.

Please be aware that:

- You need to complete your Occupational Health assessment as soon as possible and before you enrol on your course in September.
- Failure to do so may result in you not being able to attend your clinical placements until the check has been completed and/or possible withdrawal from your course.
- In some cases, a medical examination may be required.
- Your place on the programme remains subject to you continuing to meet occupational health requirements (including keeping any appointments with the university's contracted Occupational Health provider).

Whilst the cost of Occupational Health Services and checks is included in your course fee, please note that you will be charged if you do not attend Occupational Health appointments without giving appropriate notice. If there is need for additional vaccinations, you will be required to cover the cost of these.

Completing the questionnaire:

- You must complete the questionnaire in **one** go, you cannot start and save it for completion later. So please read the instructions carefully on pages 2 to 5 below to help you complete it on your first attempt.
- You will need to have the following information to hand to complete the questionnaire:
 - Your Student Number (this is a 7-digit number **without** the 's/S' at the beginning)
Please refer to your offer letter if you don't know your Student ID Number
 - Your NHS Number (information on how to obtain this is on page 2)
 - Your Immunisation History/Evidence (this can be obtained from your GP and/or previous Occupational Health provider)

If you experience any difficulties with the online portal or have any questions about your occupational health check, please contact DHC directly using the details below:

Email: occupational.health@nhs.net **Tel:** +44 (0)1305 363800

Occupational Health Pre-Clearance Guide

Useful Information

Please see below useful links for information that you may require whilst completing the Occupational Health Pre-Clearance form.

- [Dorset HealthCare Privacy Notice](#)
- [How to Find Your NHS Number](#)
- [List of TB High-Risk Countries](#)

Please note: This form is unable to be saved prior to completion/submission so you will need to have all relevant documentation/immunisation evidence and NHS number available before you proceed.

Previous Vaccination History

Please ensure that you have evidence of any previous vaccines and/or relevant blood tests available when completing the Pre-Clearance Form.

You can obtain evidence of any previous vaccine and/or relevant blood test from:

- Your GP
- NHS App. More information can be found on the [NHS App website](#) where you can also download the App
- Previous Occupational Health Provider

Information video about Occupational Health

Please access the QR Code below to view a video of useful information about Occupational Health and any potential future appointments.



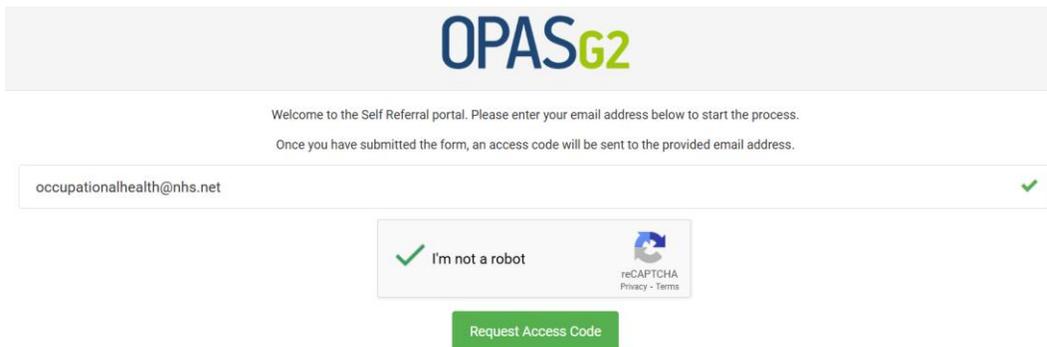
When you are ready to complete the Pre-Clearance Form then please follow the Step-by-Step guide on the next page.

Completing the Pre-Clearance Form

Please note that the form can be completed on any device i.e., mobile, laptop, PC or tablet and on any web browser. Most recommended browser would be Google Chrome but can be opened in any web browser.

Once started the form should take approximately 15 minutes to complete.

1. To access the Bournemouth University Pre-Clearance Questionnaire please click on the link: <https://dorsethealthcare.opasg2.com:/selfreferral>
2. Please input your email address.
3. Please complete the Captcha.
4. Then click on **Request Access Code**



The screenshot shows the OPASG2 Self Referral portal. At the top, the OPASG2 logo is displayed. Below the logo, there is a welcome message: "Welcome to the Self Referral portal. Please enter your email address below to start the process. Once you have submitted the form, an access code will be sent to the provided email address." A text input field contains the email address "occupationalhealth@nhs.net" and has a green checkmark on the right. Below the input field is a reCAPTCHA widget with a green checkmark and the text "I'm not a robot". To the right of the reCAPTCHA widget is a small icon for reCAPTCHA with links for "Privacy" and "Terms". Below the reCAPTCHA widget is a green button labeled "Request Access Code".

5. An email will then be sent to the email address you have provided. This will be sent from noreply@opasg2.com.
6. Within this email will be a temporary access code you will need to add as below. *Please note this is not the Company Code provided by Bournemouth University. This will be used in Point 8 below.*

7. Input this temporary access code from system email received on the Pre-Clearance Form and click **Submit Access Code** as in the below image.

You can also resend the temporary access code to yourself by clicking on the *Resend your access code* link.

The screenshot shows the OPAS G2 Self Referral portal. The top section has the OPAS G2 logo and a welcome message: "Welcome to the Self Referral portal. Please enter your email address below to start the process. Once you have submitted the form, an access code will be sent to the provided email address." Below this is an email input field containing "occupational.health@nhs.net" with a green checkmark. Underneath the email field is a row of six boxes containing the access code "ER5327". There are two buttons: "Go back" and "Submit Access Code". Below the buttons is a link that says "Resend your access code".

The bottom section of the screenshot shows a message: "In order to continue the Self Referral request process, the system needs to identify your employer. You should have been provided a Customer Code for this purpose, which you need to enter below. If you do not have a Customer Code, please contact your OH provider to request this information." Below this message is a row of six boxes containing the company code "D85QPI". There is a "Confirm" button below the boxes.

8. You will then be required to input a Company Code.
The Company Code is: **D85QPI**
9. Click Confirm
10. This will then take you to Important Information to read before completing the form. Click **Continue** to continue to the Pre-Clearance Form.
11. Please then complete the Pre-Clearance Form. All fields with a * are mandatory.

Please ensure you have all information to complete this form as this form is unable to be saved prior to completion/submission. Please see the Useful Information page of this guide to assist.

12. Please attach any vaccination and/or relevant blood test documents in the **Supporting Documents** section. *Please see the Useful Information page of this guide on where to find evidence of previous vaccinations and/or relevant blood tests.*
13. Once the form has been completed click on **Submit Form**.
14. You will then receive notification that the Pre-Clearance Form has been received with Occupational Health.

If you have any difficulties completing the Pre-Clearance Form, please contact the Occupational Health department on 01305 363800 or occupational.health@nhs.net

Once the form has been triaged by Occupational Health, you may receive an appointment for a Pre-Clearance Telephone Consultation with one of the Occupational Health Nurse Advisors prior to September enrolment.

Appointments for immunisations will be booked in September, an appointment email will be sent to the email address that has been used to complete this form.