



Guidelines for completing of the Management Referral form for Occupational Health

- Managers must discuss the reasons for the referral with the staff member **before** completing the Management Referral form requesting Occupational Health review. In making the referral to Occupational Health, it is assumed that you have done this.
- In order to progress the appointment as soon as possible, it is very important that all areas of the form which require employee contact information are completed in full, with up-to-date information. In particular, please make sure that current home address is correct.
- (If the member of staff has already returned to work and can be contacted there, please provide this information).
- The reasons for the referral should be given as fully as possible – the more information given to Occupational Health, the more focused and appropriate the advice from Occupational Health will be.
- Read the questions carefully and **only tick** those which are appropriate and/or relevant to your particular staff member's referral.
- Space is given on the form for you to ask any other questions which are not already included on the form. Please make use of this by asking additional, relevant questions about the member of staff you are referring.
- It is helpful to Occupational Health if you include information about what contact (both formal and informal) has been made with the employee, and by whom, during the period of absence. The absence of contact can make it harder for employees to return to work successfully.
- In instances where the referral is about recurring absence, a copy of the absence record for the preceding 12 months (rolling) should be enclosed with the referral.
- The contact details for the referring manager must be completed in full, with details of email and telephone contact. If this person is not the person who is to receive the report from Occupational Health, then you should also provide contact details of that person, so that the reply from Occupational Health is directed appropriately.
- The name and contact address for the HR Manager for your area must also be included on the form.

If you have any questions or would like clarification about an issue, do not hesitate to contact Occupational Health directly, either by telephone on 330 7171, or via email at ohu@admin.gla.ac.uk