



Florence

Work Health Assessment Policy and Procedures (Northern Ireland)

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Ratified	Florence Leadership Team 19th January 2024
Policy Number	FNI21
Version Number	1.0
Date of issue	30th January 2024
Date to be reviewed	30th January 2027
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1. Introduction

At Florence, the well-being of our care professionals is of paramount importance, and we prioritise their health and safety. In alignment with the latest Department of Health guidelines, there are instances where occupational health screening, current health clearance, and immunisations are required for our care professionals.

2. Policy Statement

Work health assessments will be available to all care Professionals whenever there is a potential risk.

At Florence, we prioritise the health and well-being of our employees. While we do not typically carry out occupational health assessments internally, we are committed to ensuring that our employees receive appropriate health assessments when required and in accordance with the latest Department of Health guidelines. To achieve this, we have established a procedure for referring employees to a third-party company for work health assessments.

3. Scope

This policy is intended for utilisation by any member of the Florence Central Team engaged in initiating, responding to, and overseeing the occupational health requirements of Care Professionals. Additionally, it applies to all Care Professionals requiring Occupational Health involvement, ensuring a standardised and comprehensive approach to health assessments within the Florence community.



4. Definitions, Roles and Responsibilities

CEO (Chief Executive Officer) The CEO is ultimately responsible for the overall management and direction of the company. The CEO has the ultimate responsibility for setting the tone and culture for the organisation, ensuring that all employees understand the policy's importance, and overseeing its implementation.

Central Team - All direct employees of Florence that are not care professionals working through the Florence platform

Service User - a person who uses health and/or social care services. Sometimes known as a "patient", "client" or "person in care".

Care Professionals - Anyone on the Florence platform that carries out work on behalf of Florence in other organisations, for example registered nurses and care assistants.

Employees - everyone employed by Florence directly and indirectly, including care professionals using the platform and the central team.

Regulation and Quality Improvement Authority (RQIA) - is the independent body responsible for monitoring and inspecting the availability and quality of health and social care services in Northern Ireland, and encouraging improvements in the quality of those services.

Registered Manager is responsible for ensuring that this policy meets the needs of regulators in Northern Ireland and carrying out referrals for care professionals to Occupational Health as required, maintaining confidentiality.

5. Procedures

Identifying the Need



The initiation of a work health assessment for a care professional occurs when the individual's health has the potential to impact their job performance or could be influenced by the nature of their work.

Some triggers that may initiate a work health assessment include:

- Frequency, duration, and pattern of absence.
- The impact of absences on the business
- New and Expectant mothers where there are complications or other health conditions
- When there is reason to believe that a care professional is struggling with work related stress.

Referral

If a work health assessment is deemed necessary, the employee will be referred to a trusted third-party occupational health company, through [Occupational Health Assessment Belfast | Expert Occupational Health](#)

The registered manager will coordinate the referral process and communicate with the third-party company to schedule the assessment appointment and gather any necessary information. Documentation will be shared with the company to ensure a thorough assessment, once explicit consent from the care professional to process information about their health has been gained. The registered manager has the responsibility to protect the confidentiality of this information.

Processing Care Professional's Health Information

At Florence we are very aware that health information can be particularly sensitive, that its obtaining can be particularly intrusive and that significant intrusion will not normally be justified unless the employer's business is at real risk of serious damage.



Before processing employee health information, we will:

- Evidence that the information has been manifestly made public by the employee or;
- A court order to process the information for the establishment, exercise or defence of legal claims or;
- Employee consent and at least one other lawful basis for processing.

For Employee Consent to be considered valid:

- Consent must be Explicit. meaning the worker must have been told clearly what personal data are involved and have been properly informed about the use that will be made of them. Explicit consent must be affirmed in a clear statement, oral or written.
- The worker must have given a positive indication of agreement, e.g. a signature or tick box opt in.
- Consent must be Freely given meaning the worker must have a real choice whether or not to consent and there must be no penalty imposed for refusing to give consent.

Infection Prevention Controls

Care professionals are fully trained in infection prevention as part of their mandatory training and will be reminded of their responsibilities regarding standard infection control precautions including:

- Complying with the principles of standard infection control precautions.
- Reporting any deficits in knowledge or other factors in relation to SICPs including facilities, equipment or incidents that may have resulted in cross contamination.
- Attending induction and mandatory update infection prevention and control training and completing online modules as required.
- Completing all required continuous professional development.



- Reporting any illness which may be as a result of occupational exposure.
- Not providing direct patient care while infectious.
- Being aware of local and national policies, procedures and campaigns regarding standard infection control precautions.

6. Monitoring and Compliance

This policy will be reviewed regularly and may be altered from time to time in light of legislative changes or other prevailing circumstances.

7. Version History/Review of Changes

Date	Reviewed changes
02/09/24	Registered manager name change

