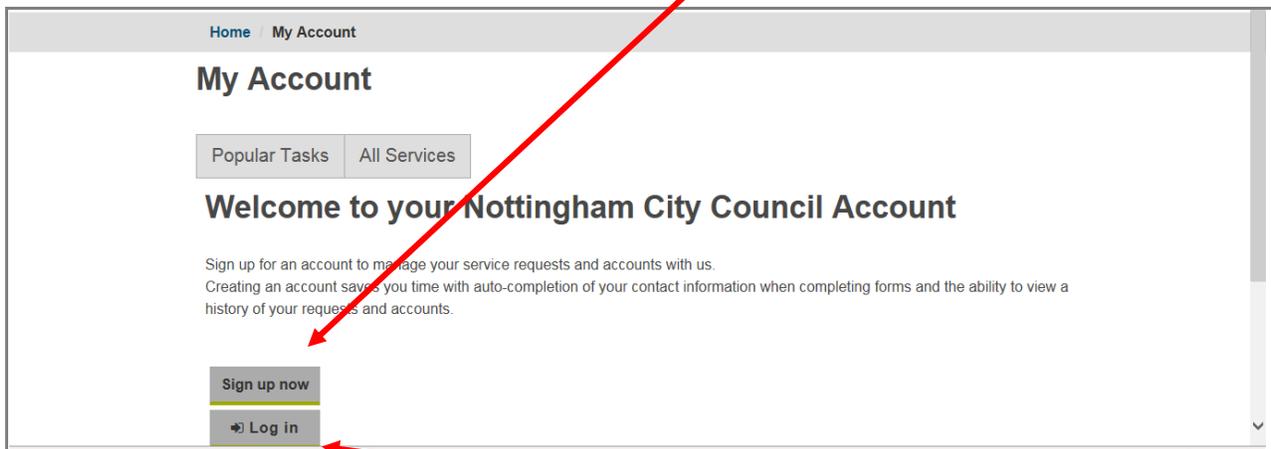


## EMPLOYEE WELLBEING ONLINE NEW STARTER MEDICAL QUESTIONNAIRE GUIDE FOR EXTERNAL RECRUITING MANAGERS

External Recruiting Managers can now use the online system for new starter medical questionnaires using the following [link](#). You will be asked to **register** (sign up) the first time you use the online system.

You **only need to complete the mandatory sections** (marked with an astrix\*) when registering for the first time (i.e. your emails address, password, name and contact number – you can leave the rest of the sections blank and select **next**).



Home / My Account

### My Account

Popular Tasks All Services

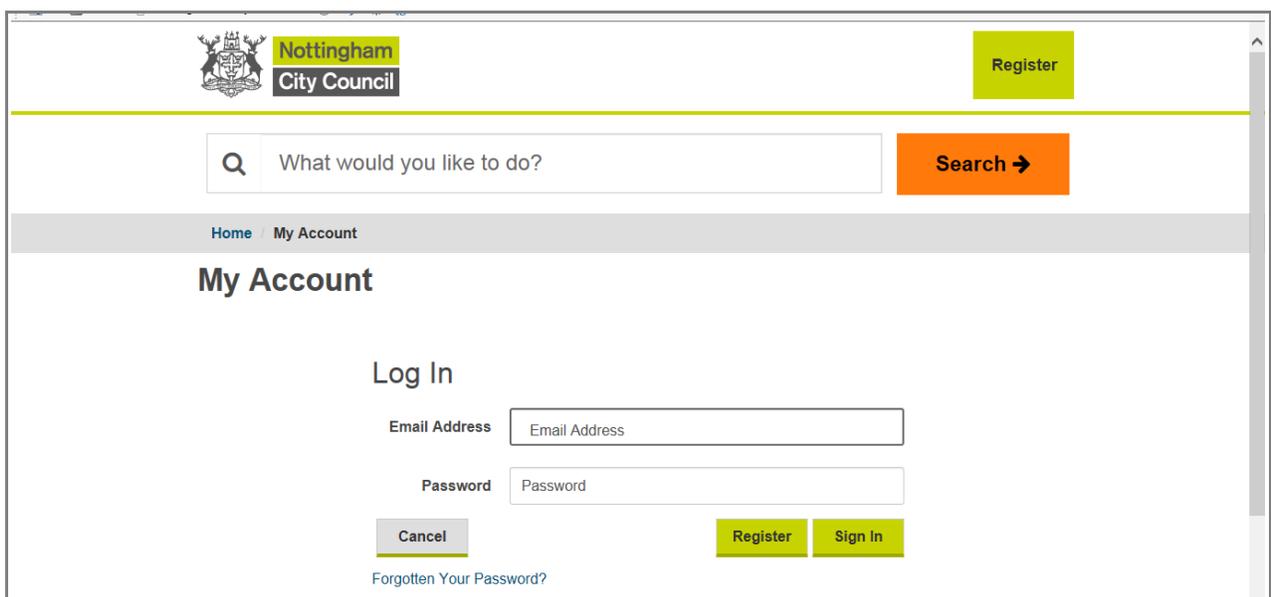
## Welcome to your Nottingham City Council Account

Sign up for an account to manage your service requests and accounts with us.  
Creating an account saves you time with auto-completion of your contact information when completing forms and the ability to view a history of your requests and accounts.

[Sign up now](#)

[Log in](#)

If you have already registered, please **log in** with your email address and password.



 **Nottingham**  
**City Council** [Register](#)

Q What would you like to do? [Search →](#)

Home / My Account

### My Account

#### Log In

Email Address

Password

[Cancel](#) [Register](#) [Sign In](#)

[Forgotten Your Password?](#)

Once logged in, you will be directed automatically to the **Manager Application** page to begin completing the applicant details and job information.

The screenshot shows a web interface for a 'My Account' page. At the top, there are navigation links for 'Home' and 'My Account'. Below this is a section titled 'My Account' with three tabs: 'Popular Tasks', 'All Services', and 'My Requests'. The main content area is titled 'OH - New Starter Medical - Manager Application'. It features three sub-tabs: 'Manager Details' (selected), 'Applicant Details', and 'Information For Managers'. The form contains the following fields:

- First Name: Sheena
- Last Name: Yadav-Staples
- Email Address: sheenayadav@yahoo.com
- Phone Number: An empty text input field.
- Organization: A dropdown menu with 'Select...' and a downward arrow.

At the bottom of the form, there are two buttons: a grey 'Cancel' button and a yellow 'Next >' button. A red arrow points from the top right towards the 'Next >' button.

Please ensure your phone number is correct or add an alternative mobile number that we can contact you on in the text box above.

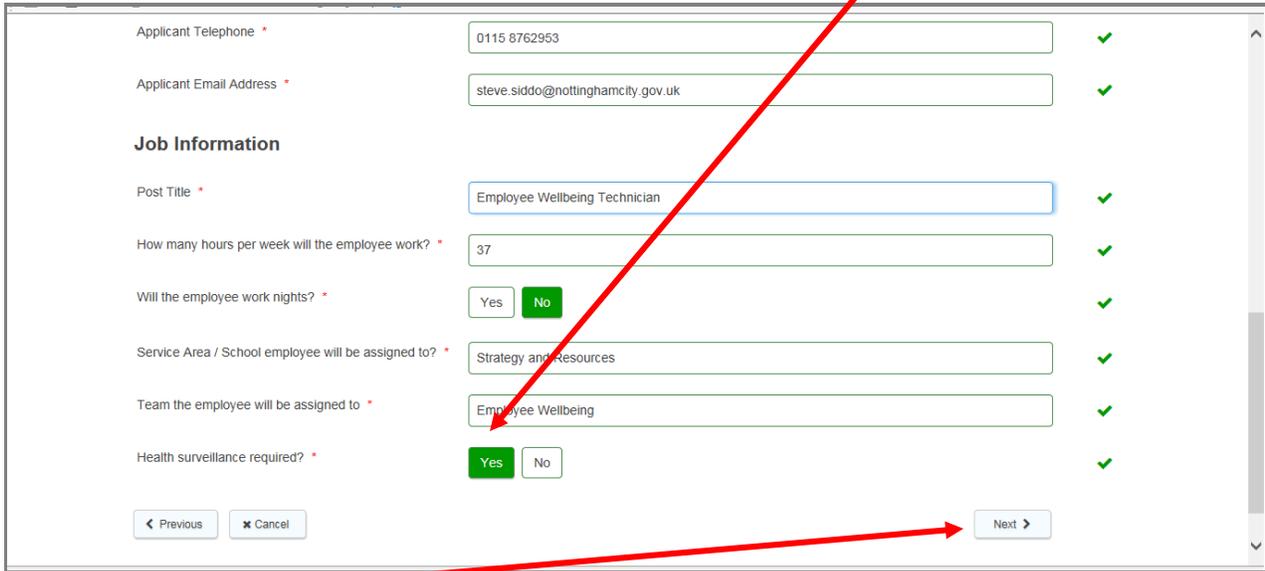
Select **Next**.

You will then be asked to complete the applicant details in the fields shown, including the individuals name, address, contact information and job information.

**NOTE:** Fields marked by a red astrix (\*) are mandatory. The **email field** in particular is important so please ensure this is input accurately as the applicant will be notified by email to complete the online medical questionnaire.

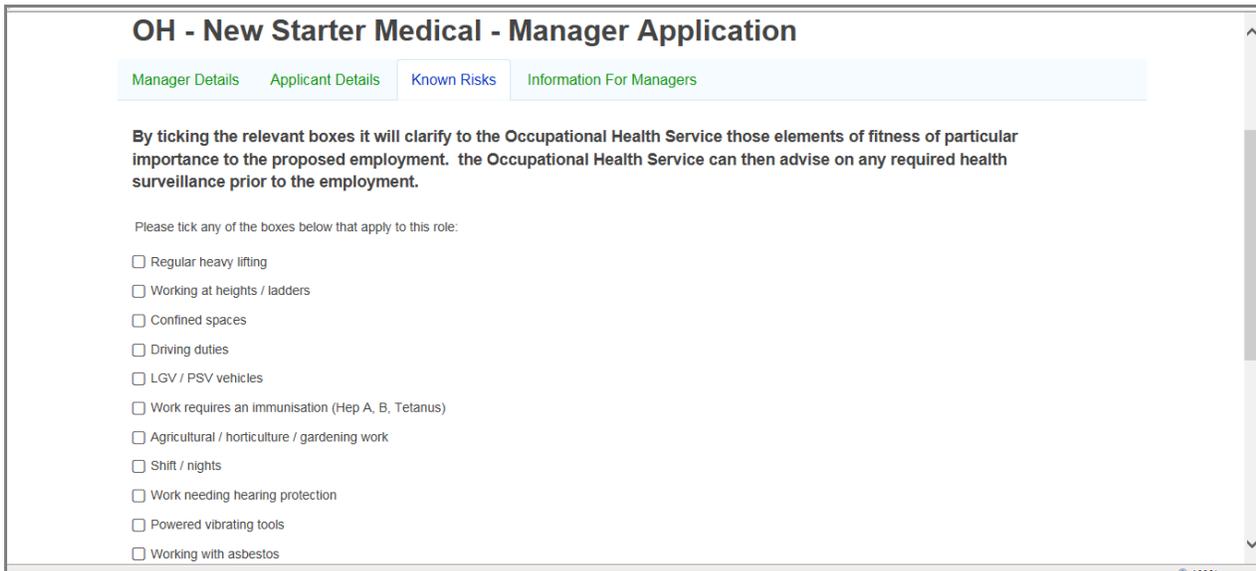
If the applicant does not have an email address, you may need to issue them with a paper version of the medical questionnaire.

If **Health Surveillance** is required, such as night workers assessment, drivers medical, skin, lung testing, Audio or Hep B immunisation etc, please select **Yes**.



The screenshot shows a web form for job application. It includes fields for Applicant Telephone (0115 8762953), Applicant Email Address (steve.siddo@nottinghamcity.gov.uk), Job Information (Post Title: Employee Wellbeing Technician, Hours: 37, Work nights: No, Service Area: Strategy and Resources, Team: Employee Wellbeing), and Health surveillance required? (Yes). A red arrow points from the 'Health surveillance required?' field to the 'Next' button at the bottom right.

Then select **Next** to proceed to the next page which will take you to the **Known Risks** of the job role if you have selected requires Health Surveillance.



The screenshot shows the 'Known Risks' section of a job application form. The title is 'OH - New Starter Medical - Manager Application'. The 'Known Risks' tab is selected. The text reads: 'By ticking the relevant boxes it will clarify to the Occupational Health Service those elements of fitness of particular importance to the proposed employment. the Occupational Health Service can then advise on any required health surveillance prior to the employment.' Below this, there is a list of checkboxes for various risks: Regular heavy lifting, Working at heights / ladders, Confined spaces, Driving duties, LGV / PSV vehicles, Work requires an immunisation (Hep A, B, Tetanus), Agricultural / horticulture / gardening work, Shift / nights, Work needing hearing protection, Powered vibrating tools, and Working with asbestos.

Tick all that apply and select **Next** at the bottom of the page.

As the Recruiting Manager you will be asked to **submit** the information.

The screenshot shows a web dashboard with a dark header bar containing 'Dash' and 'Welcome to Dash! Sheena Yadav-Staples'. Below the header, there are navigation tabs: 'Home', 'Services', and 'Dashboard - My Tasks'. The main content area is titled 'OH - New Starter Medical - Manager Application'. Underneath, there are four tabs: 'Manager Details', 'Applicant Details', 'Known Risks', and 'Information For Managers'. A message states: 'Once you select 'Submit' below, the information will be sent to the Occupational Health Service for processing.' At the bottom, there are three buttons: 'Previous', 'Cancel', and 'Submit'. A red arrow points from the text above to the 'Submit' button.

A summary of the information you have input will then be shown which you can download and save as a pdf document. Please then select **submit** again at the bottom on the page.

The screenshot shows a summary page with the following information:  
Your reference number is FS-Case-23405787.  
Thank you for submitting OH - New Starter Medical - Manager Application  
**First Name:** Sheena  
**Last Name:** Yadav-Staples  
**Email Address:** Sheena.Yadav-Staples@nottinghamcity.gov.uk  
**Phone Number:** 62951  
**Applicant Forename:** Steve  
**Applicant Surname:** Siddo  
**Applicant Address 1:** Loxley House  
**Applicant Address 2:** Station Street  
**Applicant Address 3:** Nottingham  
**Applicant Address 4:**  
**Applicant Postcode:** NG2 3NG

The applicant will be sent an automated email asking them to complete the new starter medical questionnaire. The **link** within the email will take them directly to the online medical questionnaire for them to complete and submit within 2 days of receipt.

The screenshot shows an email interface with the following content:  
Subject: Nottingham City Council - Occupational Health Medical Questionnaire  
To: Steve Siddo  
Date: Wed 20/09/2017 17:16  
Action Items: + Get more apps  
Dear Steve Siddo  
You have been sent a Medical Questionnaire following on from your recent job application for the post of Employee Wellbeing Technician at Nottingham City Council. Please follow the link and complete the questionnaire within 2 working days.  
Please click [here](#) to access the questionnaire.  
If you have any questions please contact a member of the Nottingham City Council Employee Wellbeing Team on 0115 8762953.  
Kind regards  
Occupational Health Service  
Employee Wellbeing  
Nottingham City Council  
A red arrow points from the text above to the 'here' link in the email body.

The applicant will need to navigate through the medical questionnaire and complete their details. They will need to select **submit** at the end of the questionnaire, where they will be given the option of downloading the completed questionnaire as a PDF.

**Medical Questionnaire**

Your Details | Employment History | Sickness Absence History | Health Information | Submission

**Your Details**

Forename \*  ✓

Surname \*  ✓

Address 1 \*  ✓

Address 2  ✓

Address 3  ✓

Address 4

Postcode \*  ✓

Telephone \*  ✓

Email Address \*  ✓

Post Title

Date Of Birth \*

Gender \*  Male  Female

If we need to contact you further, would you prefer us to contact you by: \*  Telephone  Email

From the responses submitted by the applicant, should **no concerns be identified** that require further investigation by Employee Wellbeing and subject to any health surveillance that may be required, you will be emailed automatically with a PDF version of the medical clearance form.

**From:** No Reply  
**Sent:** 20 September 2017 12:28  
**To:** Sheena Yadav-Staples <Sheena.Yadav-Staples@nottinghamcity.gov.uk>  
**Subject:** Occupational Health Questionnaire - Sheena Yadav-Staples

Dear Sheena Yadav-Staples

We have received a completed medical questionnaire from Steve Sidde for the post of Employee Wellbeing Technician. From the responses given, there are no concerns that need to be investigated further by Employee Wellbeing, subject to any health surveillance requirements that need to be undertaken.

Kind regards

The Employee Wellbeing Team

If however, some of the responses submitted by the applicant require further investigation by Employee Wellbeing, you will not receive an automatic notification. The completed medical questionnaire will be triaged by a member of the Employee Wellbeing team.

This process may involve a telephone call to the applicant, a request for a GP report or depending on the nature of the medical condition may require a face to face appointment with a clinician.

The Employee Wellbeing Team will send the medical clearance and/or advice on any adjustments or health surveillance that may be required to you by automated email.

If you have any questions over this process, please do not hesitate to contact a member of the Employee Wellbeing Team, where we will be happy to help.

**Tel: 0115 8762953**  
**ew.admin@nottinghamcity.gov.uk**