Overview

The ESR Occupational Health (OH) module accommodates the recording of immunisations and checks and occupational health clearance for NHS employees. Once captured in ESR, the immunisations and checks can be transferred from one NHS employer to another via the pre-employment Inter-Authority Transfer process. This gives portability to the information and negates the need for NHS organisations to carry out duplicate inoculations or checks for NHS employees who move around the National Health Service.

Many organisations use a third party Occupational Health system to manage their Occupational Health processes. The functionality of these systems goes beyond the scope ESR’s capability and so these organisations are unable to use ESR to manage their end to end OH processes in isolation. To ensure the seamless flow of pre-employment data the Occupational Health Clearance interface enables the two systems to share employee, OH Clearance and Immunisation information.

Benefits

The benefits of using the Occupational Health Interface in collaboration with the IAT process are as follows:

- **Availability:** Occupational Health clearance data is available to HR and Recruitment Teams prior to employment;
- **Quality improvements:** Starter, leaver and OH Clearance information is transferred electronically therefore reducing data entry time and improving data quality;
- **Streamlining:** The electronic transfer of immunisation information reduces the necessity to repeat immunisation/vaccination checks, thereby reducing costs to NHS organisations, improving the working lives of staff, streamlining and speeding up the recruitment process;
- **Safety Improvements:** Portable data that is accurate, up to date and readily available, improves patient safety, streamlines the recruitment process, and improves the working lives of staff.
The Overall Business Process

In order to realise the greatest benefit from the ESR OH functionality, the OH module should be used in conjunction with the Pre-Employment IAT process and OH Clearance interface (also known as the ‘OH Bi-Directional’ or ‘OH Two Way’ interface). The business process flow is as set out in the diagram below:

The Pre-Employment IAT process facilitates the transfer of immunisations and checks data for an employee from one employer to another. The process updates the immunisations and checks forms within the OH Administrator User Responsibility Profile (URP). This allows an employer to use data captured at a previous Trust to determine the potential for clearance for a new employee to start work.

In order to support a streamlined recruitment process, the new employer should request the IAT dataset at the pre-employment (i.e. applicant) stage.
The OH Clearance Interface (Bi-Directional) transfers data about people, posts, immunisations and assessments between ESR and third party OH Management systems, in order to minimise data input duplication.

The OH Module

As Occupational Health information can often be personal and of a sensitive nature, access to this data is strictly controlled in a similar way to HR or Payroll Information. Occupational Health personnel who wish to access this data within ESR can only do this via the Occupational Health Administrator URP.

A read only version of the Medical Assessment form is available to the Recruitment and HR User Responsibilities. The immunisations and checks data is not visible to HR or other professionals within the organisation who do not require access to this information as part of their job role.

Occupational Health Administrator URP

This URP provides access to five key functional areas within ESR relevant to OH staff. It allows users to undertake a number of functions, as outlined below:

- **View person data** – This can be useful for providing information such as personal contact information so that the OH team can arrange appointments for the individual;
- **Record Health Assessment details** – This form can be used to keep a record of the progress of OH clearance process;
  - A read only version of the OH Assessment form is available via the Employment Checklist form within ESR, so that HR and Recruitment professionals can see more information relating to the clearance status of an individual (note this does not include the Occupational Health Notes section of the form);
  - The OH Clearance date captured in this form will also be transferred to the Employment Checklist form and creates a notification for the Employment Checklist Role Holder;
**View and update immunisation and test details** – These forms can capture information relating to the immunisations and checks for the individual:

- The forms can be updated manually within the OH Administrator URP or via the Pre-Employment IAT process, where immunisations and checks history was captured within ESR at a previous employer;
- ESR currently enables the user to capture information relating to the following tests and check:
Body Fluid and Inoculation Incidents
Diphtheria Tetanus and Polio Details
HIV Details
Hepatitis A Injections
Hepatitis B Details
Hepatitis B Injections
Hepatitis C Details
Influenza Details
Latex Sensitivity
MMR Details
Tuberculosis Details
Typhoid Details

- View OH notifications about Employment Checklist updates and information transfer via the IAT process – These notifications relate to the update of the Employment Checklist form and transfer of immunisations and checks information transferred by the pre-employment IAT.
How the OH Clearance Interface Works

Where implemented, the OH Clearance Interface process operates on a daily basis; updating the third party OH system and ESR with information relating to OH Clearance.

The interface has outbound and inbound information flows; hence it is often referred to as the ‘OH Bi-directional interface’ or ‘OH Two Way’ interface process.
Occupational Health

ESR Outbound Flow

The interface transfers data for applicants (captured within ESR) at the Preferred Applicant stage (blue arrow in the diagram above) into the third party Occupational Health system. Subsequent changes to the applicant and employee data are also transferred via this route.

If the Pre-Employment IAT process has been run and immunisations and checks are transferred into the new employer’s ESR VPD, this data will also be transferred to the OH system via the interface process (red arrow in the diagram above).

These above aspects of the interface process allows the OH Teams begin the OH Checks process within their own system, without having to input all of the person and position data for the Applicant.

ESR Inbound Flow

Subsequent updates to the immunisations and checks and the OH Assessments forms made within the OH system are then transferred back to ESR (green arrow in the diagram above).

This aspect of the interface process updates the OH Assessment and immunisations records within ESR. Where the OH Clearance Date is provided, this will prompt an update on the Employment Checklist in ESR and the relevant role holder will receive a notification.

Further Information

Further information can be obtained from the links below:

<table>
<thead>
<tr>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESR Website</td>
</tr>
<tr>
<td>ESR User Manual (N3 Only)</td>
</tr>
<tr>
<td>KBase</td>
</tr>
</tbody>
</table>

Or email the Systems Integration Team on ESR.interfaces@nhs.net for more information about the OH Clearance Interface process.