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**Occupational Health Clearance for RP Applications**

**The Occupational Health Process**

The initial OH contacts for your queries are:-

* If your questions relate to the administrative process and/or payment, then contact occupational health for guidance: ohu@admin.gla.ac.uk or 0141 330 7171.

* If you have questions about how to complete details within the forms, or about your immunisations, contact occupational health on 0141 330 7171 or ohu@admin.gla.ac.uk where a clinician can provide support.
* When you are contacting OH, please put “**Your Name: Research Passport”** in the Subject line of the email.

Members of University staff and/or students requiring a Research Passport must fully complete all the relevant documentation. Information about this and links to the required forms can be found on the University of Glasgow Human Resources web pages at:-

<http://www.gla.ac.uk/services/humanresources/medical/researchpassport/>

On the Human Resources page you will find a flow chart which outlines the process.

**When you have been told that need a research passport, occupational health will require the following from you:-**

1. **An email to you from HR** confirming that you require the RP.
2. **Fully completed job analysis** **form** (link from HR web pages) – send paperwork to OH at 63 Oakfield Avenue
3. **Fully completed health questionnaire** (link from HR web pages) – send paperwork to OH at 63 Oakfield Avenue
4. **An** **email from the project budget holder stating the following: I confirm that I am the budget holder for budget code 1XXXXX-01 and I authorise use of this budget code to charge the cost for processing OH clearance (£50.00) to** – send email to ohu@admin.gla.ac.uk

***Failure to provide any of the above information will mean a delay in processing your RP application.***

* On receipt of your ***fully completed paperwork***, it will be passed to a clinician for review and completion.

* If there are no questions arising from your paperwork, and all information has been received, then **Occupational health shall provide evidence of Occupational Health clearance**.

* If there are any questions relating to your paperwork, the clinician will contact you directly about this – normally by email. **Once any outstanding queries have been dealt with, occupational health shall provide evidence of Occupational Health clearance**.

* If occupational health determines that you require immunisation, then you will be emailed to make an appointment (or series of appointments for this to be done). **It is imperative that you complete any advised course of immunisations** and you should note that your project/budget will be charged regardless of whether or not you complete your immunisations.
* Please note: anyone requiring Hep B immunisations - your RP outcome form will not be signed off by Occupational health until you have received dose 1 of a primary course of immunisation.

* Applicants and the supervisor/line manager/budget holder should be aware, that if occupational health identifies the need for any immunisation to be carried out, there will be additional costs. The costs will be charged to the same project as the RP unless we are advised to the contrary.