What happens if I don’t complete my Occupational Health Questionnaire?
If you fail to complete your Occupational Health Questionnaire the following consequences will occur:
① Your Occupational Health clearance will be considerably delayed
② You will be prevented from attending placement
③ Your bursary payments will be delayed (if applicable)
④ You may ultimately be withdrawn from your programme

I need to complete an Occupational Health Questionnaire. Where can I get one from?
Please use the link below to complete and submit your health questionnaire online.

https://www.healthquestionnaire.co.uk/cccustudents2019/

I am late in submitting in my Occupational Health Questionnaire. Will it delay my Occupational Health clearance?
Yes. The Occupational Health team is consistently busy throughout the year. Occupational Health should receive your Occupational Health Questionnaire at least 3 months before your registration date but no more than 1 year before. Your academic department may dictate a more specific timeframe – please refer to your offer letter.

I want to know if my online Occupation Health Questionnaire has been received. Who do I contact?
When you submit your online questionnaire, you will receive an email notification that it has been received. So there is no need to contact OH. If you do not receive an email, please check your Spam/Junk folder.

What happens once my Occupational Health Questionnaire has been submitted?
Once your Questionnaire has been received by Occupational Health, an OH Advisor will screen the content of your Questionnaire, and you will be notified by email of the outcome of this screening. Depending on the nature of its contents, you may be cleared to enrol immediately; alternatively, you may need to have a telephone consultation or face to face appointment with an OH Advisor or Physician or Psychiatrist (if mental health conditions are declared).
If this is the case, the Occupational Health team may consider whether to request a report from your GP/hospital specialist for further information. You will be notified if a report has been requested.

I have submitted my Occupational Health Questionnaire; how long will the whole clearance process take?
Some clearances can be completed on the same day the questionnaire is submitted (depending on the answers given)
If a telephone consultation is needed, you will be contacted usually within five days.
If a face to face appointment is required with an OH Advisor or Physician, you will be contacted within five days and a convenient date and time will be agreed with you. It may be necessary for the OH team to first obtain a report from your GP or specialist. Obtaining reports can sometimes take 4 to 6 weeks.

Occupational Health has requested a report from my GP/specialist. How long will it take Occupational Health Doctor to clear my Questionnaire?
The time it takes for a report to be sent from your GP/specialist to Occupational Health depends on several factors:
① Whether you have requested to see the completed report before it is sent to Occupational Health
② Whether payment is requested from your GP/specialist prior to the report being written
③ The length of time it takes for your GP/specialist to send the report
④ Whether, after receiving the report, Occupational Health requires further information

Occupational Health have received the report requested from my GP/specialist. What happens next?
There are several decisions Occupational Health could make following the receipt of a report. For instance:
① Unconditional Occupational Health clearance could be given
② Occupational Health clearance could be given but with reasonable adjustments
Occupational Health could request a further report
You could be asked to attend an Occupational Health appointment
Occupational Health could request a second opinion
You may be advised that a deferral is required for a period of time
You may be advised to transfer to a more suitable programme

I have been asked to attend an appointment with Occupational Health. Why is this?
You will have declared information in your Occupational Health Questionnaire that needs to be investigated further in a one-to-one appointment with the Occupational Health Advisor or Physician. The appointment should last no longer than 60 minutes.

I have been asked to attend an appointment with Occupational Health but the date isn’t convenient. What should I do?
You should send an email to cccustudents@ohworks.co.uk

Please note: Failure to attend an appointment without informing occupational health of your unavailability will result in a fee being charged. Appointments cancelled within 24 hours of the appointment time will also result in a fee being charged.

I am unable to attend my appointment with Occupational Health as I am out on placement. What should I do?
You must not attend placement until you are cleared to enrol at CCCU and also cleared for placement. Occupational Health appointments take precedence over any University based learning or placements.

I want to find out if I have Occupational Health clearance. Who do I contact?
You will receive a notification email when you have been OH cleared.

How long will it take for me to gain Occupational Health clearance?
The time it takes to gain Occupational Health clearance varies from person to person and is dependent on many factors including:
- The date your Occupational Health Questionnaire (completed in full) is submitted.
- Your medical history
- Whether one (or more) reports are requested from a GP/Specialist
- Whether you require immunisations and blood tests for your programme (Health and Social Care students only; not Social Work or Education students)

I require Occupational Health clearance for my programme. Is it really necessary?
Yes. The University has a duty of care to ensure you are fit to attend your placement and to ensure the safety of others in your care.

Since receiving Occupational Health clearance, there has been a change to my health. What should I do?
You should notify cccu@ohworks.co.uk giving full details of this change. Occupational Health will then assess whether your Occupational Health clearance status needs to change.

I am a returning student having interrupted my studies. Do I need to complete the Occupational Health clearance process again?
Yes. You must submit a new Occupational Health Questionnaire. Your Occupational Health Questionnaire will then be processed in the usual way.