Staff member and line manager discussion.

HR contact name added to referral form if advice sought.

Completed referral form emailed to [staffhealthandwellbeing@bournemouth.ac.uk](mailto:staffhealthandwellbeing@bournemouth.ac.uk) by the referring line manager, copied to staff member (and HR contact if applicable).

Health & Wellbeing referral form completed by line manager and staff member.

Advice sought from [HR Partnerships Employee Relations team](https://staffintranet.bournemouth.ac.uk/aboutbu/professionalservices/humanresources/hrcontacts/) where applicable (e.g. employment matters).

Referral content reviewed by Health, Safety & Wellbeing team (HSW) to identify appropriate pathway to support.

**Referral review outcome.**

Internal support.

Onwards referral to external Occupational Health (OH).

Staff member receives email from OH with individual access code and further details.

Notification of referral review outcome emailed to line manager and staff member (and HR contact if applicable), along with supplementary advice where relevant.

HSW facilitated support e.g.

* Specialist DSE Assessment.
* SportBU referral.
* ALS screening referral.
* External specialist service providers.
* Stress Risk Assessment (SRA).
* Individual wellbeing support.

OH appointment scheduled.

Staff member attends appointment. Report is prepared by OH.

Staff member receives opportunity for prior access to view report before this is made accessible (‘released’) to the university.

Staff member and line manager discussion.

HSW email staff member to confirm release of the occupational health report, copied to the referring line manager (and HR contact if applicable). Staff member will be advised to share/discuss content of report with line manager. This email will not include any confidential medical information however, where relevant, a summary of recommendations only and/or relevant signposting advice may also be provided.

OH report released to the university, accessible only to designated members of HSW team. HSW review OH report content.