



CLIENT USER INSTRUCTIONS

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1. Home Page

Users can access Fit4Jobs from any computer or laptop with an internet connection.

Fit4Jobs is compatible with IE6 upwards and can be found by entering www.fit4jobs.co.uk

Client Information

- Services
- Features
- Benefits
- Take a Tour
- Buy Now
- Client Login
- Call 0845 643 0355

Welcome to Fit4jobs employment health screening service.

Fit4jobs is a comprehensive employment health screening service to assess candidates' fitness to work safely and effectively, and ensures you comply with your duty of care and recognise any potential health risks when recruiting.

Key Benefits of the Fit4jobs employment health screening service are:

- **Latest edition** compliant with new Equality Act 2010
- **Web or telephone based assessments** - no more paper
- **Speedy response** - results available by e-mail within 1 hour of completion
- **Lowest costs** - all-inclusive pricing structure, no additional costs for referrals or third party reports
- **Follow-up discussions** by qualified clinical staff included in the assessment price
- **Comprehensive Reports** - advising on health, attendance predictor and implications of the DDA
- **On-line access** for client managers to view real time results and generate reports
- **Bespoke question sets** that reflect job risks and requirements - improves focus and defensibility

For further details on your employment health screening needs buy on line or call 0845 643 0355.

Fit4jobs "The employment health screening service"

Candidates

If you are a candidate who has been directed to Fit4jobs employment health screening service, please click the link below to login to the candidate area.

CANDIDATE LOGIN

www.people-am.com
Providers of Occupational Health Services, Employment Law and Human Resource Management Services

www.pamhealthcare.co.uk
Specialists in Occupational Health Recruitment

2. Client Login

Access is via the Client Login button on the left.

Client Login
Please enter in your details below and click the 'Login' button:

Email Address:

Password:

Login

To login enter your email address and password and press the Login button

3. Client Menu

The Client Menu page allows the user to create Job Profiles, View and Update existing Job Profiles and Manage Candidate Login Details.

Client Menu
Use the tools below to manage your job profiles and candidate details

Create Job Profile
Create new job profile details

View Job Profile
View existing job profile details

Candidate Login Details
Manage the candidate questionnaire account details

4. Create Job Profile

Before a candidate can be given login details the Client must create an appropriate job profile. This is an assessment of the risks associated with each role.

It is recommended that where ever possible 'generic' profiles are used. For example the risks associated with a clerical admin role are likely to be the same as that of an accounts clerk or a manager. So a single profile called 'Admin' could cover a whole range of job titles.

Should further advice be required regarding risks please contact your People Asset Management representative. Jobs@oxfordshire.gov.uk

When prompted - Enter a suitable title for the Job Profile and press Next..

The default setting for each Risk Hazard is always No for every new job profile.

There are two mandatory sections on Medical History and Lifestyle which the client cannot see, but are always asked as part of any assessment.

The user must click in the Yes box for every Risk Hazard required for that particular Job Profile.

For example : a Warehouse Worker may need to be assessed for 'Manual Handling', 'Lone Working' and 'Shift Working'.

Below are a number of examples for generic roles within schools which you may want to create in your Fit4jobs site.

Job Profile Details Back to menu

Job Profile Name: Teacher
Health Qualifying Rate: 80%

Respiratory Questionnaire	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hand Arm Vibration Initial Screening	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Food Hygiene Questions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Freezer Medical Questions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing Questionnaire	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manual Handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working at Heights/ confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lone Working	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DSE User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shift Working	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile working / Vocational Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Flying or flying in Aircraft	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Foreign Travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Worker Screening	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Job Profile Details

Job Profile Name: Teaching Assistant
Health Qualifying Rate: 80%

Respiratory Questionnaire	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hand Arm Vibration Initial Screening	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Food Hygiene Questions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Freezer Medical Questions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing Questionnaire	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manual Handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working at Heights/ confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lone Working	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DSE User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shift Working	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile working / Vocational Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Flying or flying in Aircraft	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Foreign Travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Worker Screening	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Job Profile Details

Job Profile Name: Administration
Health Qualifying Rate: 80%

Respiratory Questionnaire	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hand Arm Vibration Initial Screening	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Food Hygiene Questions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Freezer Medical Questions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing Questionnaire	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manual Handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working at Heights/ confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lone Working	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DSE User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shift Working	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile working / Vocational Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Flying or flying in Aircraft	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Foreign Travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Job Profile Details

Job Profile Name: Cleaner/Caretaker
Health Qualifying Rate: 80%

Respiratory Questionnaire	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hand Arm Vibration Initial Screening	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Food Hygiene Questions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Freezer Medical Questions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing Questionnaire	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manual Handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working at Heights/ confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lone Working	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DSE User	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Working	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mobile working / Vocational Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Flying or flying in Aircraft	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Foreign Travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Worker Screening	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Job Profile Details

Job Profile Name: Caterer
Health Qualifying Rate: 80%

Respiratory Questionnaire	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hand Arm Vibration Initial Screening	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Food Hygiene Questions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Freezer Medical Questions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing Questionnaire	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manual Handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working at Heights/ confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lone Working	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DSE User	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Working	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile working / Vocational Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Flying or flying in Aircraft	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Foreign Travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Worker Screening	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Once the user is satisfied with the selection, clicking Add will save the Job Profile.

5. View Job Profile

The user is able to select a Job Profile from the drop down list which displays the Risk Hazards for that profile.

If amendments are required the user can 'tick' or 'un-tick' Risk Hazards and save the changes by pressing the Update button at the bottom of the screen.

6. Candidate Login Details

From this screen the user can see the status of questionnaires allocated to clients and the number of questionnaires remaining.

No.	Status	Username & Password	Candidate Details
1	Completed (Suitable)	Username: PAM 1010 Password: RG1RHEPC	Test 01 Nov <input type="button" value="View Vaccination Report"/>
2	Completed (Suitable)	Username: PAM 1011 Password: W9PRPLTJ	Test 08 Nov
3	Selected	Username: PAM 1012 Password: IO3BVCKJ	fred bloggs
4	Completed (Suitable)	Username: PAM 1013 Password: 6QQDY361	test monday
5	Available	Username: PAM 1014 Password: SWT6TLRC	<input type="button" value="Save"/>
6	Available	Username: PAM 1015 Password: EK89CH8O	<input type="button" value="Save"/>

Candidate No 1 has completed their questionnaire and has been deemed suitable. Because this particular risk assessment included 'Medical Worker Screening' a separate PDF document containing details of the candidates Vaccination status is available to view, by clicking the button to the right of the screen.

Candidate 3 has been allocated a username and password but has yet to complete the screening.

Candidate No 5 is the next available to use. The candidates name should be typed in the box to the right and then Saved. Care must be taken when entering candidate details as once these are saved the details cannot be changed or removed.

The candidate must be told the Username and password and the name of the job profile to select.

When the candidate logs into Fit4Jobs they are show an instructional video and then asked to fill in their contact details and confirm they have read and understood the disclaimer statements. In doing so they are confirming that the details they give are true and correct to the best of their knowledge

Once the candidate has completed the questionnaire - if the candidate is Suitable or Suitable with adjustments the client will receive an email containing a copy of the Suitability report (Appendix 1) and if applicable a Vaccination report.(Appendix 2)

The Fit4jobs service is a 'screening tool' administered by a screening nurse hence the cost of less than £10 per referral. The list below explains a variety of circumstances and possible outcomes.

1. The form is processed automatically by the system as it is a 'nil' response and a suitability report is generated – (Status – Completed)

Any of the following outcomes will not have been automatically deemed suitable. These will have a temporary status of "Referred" pending Nurse intervention.

2. The person reports health issues requiring scrutiny by the nurse who is able to conclude the assessment without calling the person as all the detail is consistent and makes sense with no occupational concerns – (Status – Completed)
3. The form requires scrutiny and the nurse needs clarification of a reported matter – a call is made to the person and the outcome is satisfactory – (Status – Completed)
4. The nurse makes 3 calls over a period of time and if no response the case is referred back to the manager as incomplete and needs re-referral – (Status – Completed)
5. The form requires scrutiny and the nurse is unable to establish enough information to make the decision – an OHA referral is required. (Status – Deferred)
6. The scrutiny reveals a disability is likely which may impact on the deployment – an OHA referral is required. (Status – Deferred)
7. The scrutiny reveals a condition which is potentially inconsistent with the proposed role – an OHA referral is required. (Status – Deferred)

The Fit4Jobs screening nurse can't make employment decisions as this requires an OHA who is the specialist and the decision on whether to make the further referral is a management one.

Appendix 1

Fit4Jobs

Employment Screening



Employment Suitability Report

Company Name	PAM Test Account	Location	Warrington
Client Account No	101	Company Contact	Ian Jones
Candidate Name	test monday	Role	blackburn assistant
Date of Birth	12/11/1999	Date Screening Completed	22/11/2010

This suitability report is provided to the employer above based upon the specific risks identified which relate to the role the candidate is being considered and the information provided by the candidate in answering any questions or providing further details during the screening. Should there be any concerns or new information made available please refer for a further screening to your occupational health provider or telephone 0845 643 0366

Absence Predictor

Solely based upon the health history and the information provided by the candidate we would expect the attendance of this candidate in the near future to be:

97% Absence Predictor = Good

Employer Considerations

Based on the role being considered, the health and information provided by the candidate we would advise that the following considerations may need to be taken in relation to this candidates employment:

DDA Predictor

We consider this applicant unlikely to be covered by the terms of the current Disability and Equality legislation.

Health Advice

There is no additional specific advice provided in respect to this candidate, should any health issues arise whilst the candidate is working please refer to an occupational health advisor.

Reasonable Adjustment

At this time no adjustments to the working environment are required for this candidate.

Suitability Report

Based on the information provided by the candidate and the risk profile associated with this position we advise that this candidate is Suitable.

In line with legislation or to ensure that as an employer you comply with your duty of care regular health surveillance may be required periodically please refer to your occupational health provider of contact 0845 643 0355.

Report Compiled by *Pam Newton*

Fit4jobs Employment health screening

This report is solely for the use of the client and is designed to ensure that applicant is suitably and safely deployed in relation to their job application. The report is an assessment based on the information provided by the applicant and the risks provided by the client. The Disability Discrimination Act (1995) prohibits any discrimination on the grounds of health or disability the advice provided should be considered as part of the overall employment decision and health issues should not be treated in isolation. If any specific adjustments are required please refer to an occupational health specialist who will advise of any reasonable adjustments required for the safe employment of this candidate. This screening may have been reviewed by a qualified health specialist. Fit4jobs accepts no liability for employment decisions and provides advice based on information supplied registered at 121 High Street Newton le Willows Merseyside WA12 9SL

Appendix 2

Fit4Jobs

Employment Screening



Vaccination Report

Employee's Name	Test Medical
Employers Name	PAM Test Account
Date of Completion	18/11/2010

Vaccination Record	Day	Month	Year
Vaccination for Hepatitis B expires on	12	12	2012
Vaccination for Tuberculosis (TB) expires on	12	12	2012
Vaccination for MMR expires on	12	12	2012
Vaccination for Tetanus expires on	12	12	2012
Vaccination for Polio expires on	12	12	2012
Vaccination for Diphtheria/Pertussis expires on	12	12	2012

Chicken Pox Status

This candidate has been vaccinated against Chicken Pox.

Chicken Pox Status

This candidate has not had Chicken Pox.

This report is solely for the use of the client and is designed to ensure that applicant is suitably and safely deployed in relation to their job application. The report is an assessment based on the information provided by the applicant and the risks provided by the client. Equality Act 2010 legislation prohibits any discrimination on the grounds of health or disability the advice provided should be considered as part of the overall employment decision and health issues should not be treated in isolation. If any specific adjustments are required please refer to an occupational health specialist who will advise of any reasonable adjustments required for the safe employment of this candidate. This screening may have been reviewed by a qualified health specialist. Fit4Jobs accepts no liability for employment decisions and provides advice based on information supplied registered at Palmyra Square Chambers, 13-15 Springfield Street Warrington Cheshire WA1 1BB