

<b>FAST-TRACK HEALTHCARE SCHEME</b>	<b>Type: Policy</b>  <b>Register no: 04047</b> <b>Status: Public</b>
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Developed in response to:	Best Practice
CQC Fundamental Standards:	17

Consulted With	Post/Committee/Group	Date
Lisa Mellor	HR Operations Lead	April 2018
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Clive Edwards/Dee Hannis	JCNC Staff Side representatives	April 2018
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	MEHT Matrons	April 2018
	Health & Wellbeing Group	April 2018

<b>Professionally Approved By:</b>		
Dr Sofoluwe	Occupational Health Physician	April 2018

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Author/Contact for Information	Sue Freeman, Occupational Health Manager
Policy to be followed by (target staff)	All MEHT staff
Distribution Method	Intranet & website
Related Trust Policies (to be read in conjunction with)	04028 Sickness Policy 05009 Stress Policy

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2.0	HR	December 2007
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5.0	Sue Freeman – Full review	13 <sup>th</sup> June 2018

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## **1.0 Purpose**

- 1.1 The purpose of this policy is to provide a robust procedural system for the fast-tracking of MEHT staff to Trust services in support of staff health and well-being and reduction of health related absenteeism.
- 1.2 The Occupational Health department provides a fast-track service for MEHT staff members who have been referred to MEHT services.
- 1.3 In summary this scheme aims to offer staff members an Outpatient Consultation at the earliest opportunity from receipt of the Fast Track Application form. In-patient treatment dates will be booked as soon as reasonably practicable.

## **2.0 Introduction**

- 2.1 According to Dame Carol Black (2008) "In any given year, many employed people will become sick or ill and require some time off work to recover. Illness results in an average of 6-8 working days lost per employee. For most, it will be a brief absence for just a few days, for others it will be for much longer".
- 2.2 The Trust recognises that early intervention for those who develop a health condition should be provided by healthcare professionals who increasingly see retention in or return to work as a key outcome in the treatment and care of working age people.

## **3.0 Scope**

- 3.1 This policy will apply to all employees working for the Trust including bank and volunteers.
- 3.2 This policy applies to staff members who are currently absent from work due to ill health or at work and are waiting to be seen for treatment with a Trust specialty, having received an initial appointment date following GP referral. Staff may be fast tracking through the system if deemed appropriate by an Occupational Health practitioner. This is usually in circumstances where the waiting time of the initially offered appointment date is considered reducible.

## **4.0 Roles and Responsibilities**

### **4.1 The Managing Director**

- 4.1.1 The Trust's Managing Director has overall responsibility for the health, safety and welfare of all Trust staff in line with the Health & Safety at Work Act (1974). The Chief Executive will ensure that this policy is effectively implemented and supported by Directors and Managers.

### **4.2 The Director of Nursing**

- 4.2.1 The Director of Nursing will delegate responsibility for implementation and monitoring of this policy to Heads of Nursing, Matrons and the Occupational Health Department.

### 4.3 **All Employees**

4.3.1 All employees have a responsibility to protect their own health safety and wellbeing. To enable early intervention of treatments within the Trust they should:

- Initiate the referral process by visiting their GP. Acknowledgement of the referral will be made by E-referral at MEHT.
- Where the appointment date waiting period received for the above is considered lengthy, complete a Request for Fact Tracking Form (Appendix 1) and return it to the Occupational Health Department

### 4.4 **General Practitioner**

4.4.1 All GPs must make the hospital referral as normal but should identify in their referral letter that the person being referred is a member of MEHT staff.

4.4.2 To take advantage of the fast-tracking scheme the referral letter must be an 'open referral' to the relevant speciality rather than a request to be seen by a named Consultant.

### 4.5 **Occupational Health Department**

4.5.1 The Occupational Health Department is key to ensuring that all members of staff are supported by this policy. The service will:

- Liaise with the RBMS (Referral Booking Management Service) by telephone to initiate the fast-tracking process
- If the staff member has been seen by Trust services and is currently awaiting an appointment for surgery, then the Waiting List secretaries for the relevant speciality will be contacted

### 4.6 **Record Booking Management System (RBMS)**

4.6.1 On receipt of an appointment request for an MEHT staff member the RBMS centre will endeavour to offer an appointment as soon as possible.

4.6.2 Appointments will be booked in date and priority order. Urgent appointments will be booked before routine ones.

4.6.3 No (non-staff) patients should have an appointment cancelled as a result of the scheme.

4.6.4 No non-staff patient should breach the current 18 week target as a result of this scheme.

4.6.5 This scheme should fast-track through the normal GP referral process; it does not allow open access to Trust services.

4.6.6 The fast-tracking of staff members can only be initiated by the Occupational Health Department.

4.6.7 Decisions regarding priority for the fact tracking of staff will be made by Consultant staff and will ultimately be based on clinical priorities.

## **5.0 Monitoring and Review**

5.1 The Occupational Health department will keep a record of all fast-tracking requests and outcomes, and will feed-back to the Health and Safety Committee on a quarterly basis and to JCNC (Joint Consultative & Negotiating Council) on an annual basis.

## **6.0 Equality and Diversity**

6.1 Mid Essex Hospital Services NHS Trust is committed to the provision of a service that is fair accessible and meets the needs of all individuals.

## **7.0 Communication and Implementation**

7.1 Staff will be made aware of this policy through reference at local induction and dissemination via Staff Focus. The document will be stored for access to all on the MEHT Intranet under HR Policies.

## **8.0 References**

The Management of health safety and welfare issues for NHS staff.

BLACK, C.,2008 Review of the health of Britain's working age population [Online].  
TSO. Available from:

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachm entdata/file/209782/hwwb-working-for-a-healthier-tomorrow.pdf> [Accessed 12 April 2018]

### Request for Fast-Tracking

**To be completed by individual requesting Fast Track Appointment**

Name:	
Job Title:	
Ward / Department:	
Work Telephone Number:	
Home Address:	
Home Telephone Number:	
Mobile Telephone Number:	
Managers Name:	
Managers Job Title:	
Managers Signature:	
Medical Condition:	
Impact on work (comments)	
Date GP Referral Made:	
Date of initial appointment offer:	

**Please send form directly to the Occupational Health Department  
 Broomfield Hospital, West Wing 2, Second Floor**