

# Health Surveillance Co-ordinator (HSC)

September 2019

Version 1.2



## Version history

Version	Author(s)	Date	Comments
1.0	TB	September 2019	First version of Client User Manual – Health Surveillance Coordinator
1.1	TB	September 2019	Updated screenshots and formatting
1.2	TB	September 2019	Updated screenshots and formatting

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## Purpose

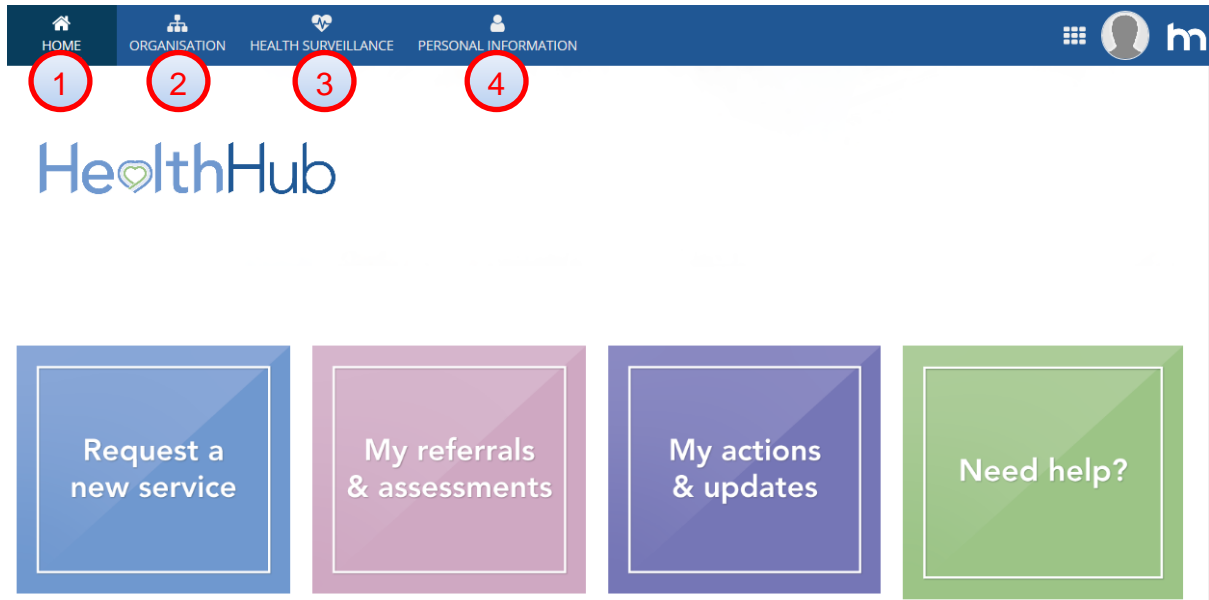
The purpose of the health surveillance co-ordinator role (HSC) is to support the delivery of the Health surveillance programme.

For each planned visit a client HSC is required to support the planning and scheduling of employees. Tasks will include reviewing the employee list, allocating employees to an appointment slot, providing site details and submission of the schedule to the Clinical Delivery Coordinator.

## HealthHub homepage

HealthHub has been designed to be as simple to use as possible. This section will guide you through your homepage and how to navigate to the key parts of HealthHub.

There are several navigation options on your homepage:



#	Area	Purpose
1	<b>Home button</b>	Use this button at any time to return to your homepage
2	<b>Organisation</b>	<p>This button will take you to your organisational set up section. Depending on your access rights (see Page 3), in this section you will be able to:</p> <ul style="list-style-type: none"> <li>• Create new referring managers</li> <li>• See your organisational structure</li> <li>• See a list of your employees that have been referred on HealthHub</li> <li>• Track cases within your hierarchy structure</li> </ul>
3	<b>Health Surveillance</b>	<p>This button will take you to the Health Surveillance (HS) page, where you can see:</p> <ul style="list-style-type: none"> <li>• Your employees HS record</li> <li>• Outcome and Compliance</li> <li>• Outstanding Questionnaires for HS that require completion</li> <li>• New employees who require HS can be created</li> <li>• Management of HS for employees'</li> </ul>

4	<b>Personal Information</b>	<p>This button will take you to your own account page, where you can see:</p> <ul style="list-style-type: none"><li>• Your tasks</li><li>• Your referrals</li><li>• Your personal details</li></ul>
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## Viewing Health Surveillance

Within your home page you will be able to access the Health Surveillance record of your employees who are assigned to HealthHub. To load the Health Surveillance page, select the Health Surveillance button.

Within the Health Surveillance page you will be able to view or action the following:

1. Site Visit Management
2. Create a new employee record for Health Surveillance
3. Enable or disable Health Surveillance for existing employees
4. View screening locations
5. Enable screening locations to be applied to a Health Surveillance Coordinator
6. View Assessment Groups available to your Client

HOME HEALTH SURVEILLANCE

EMPLOYEES SITE VISIT OVERDUE QUESTIONNAIRES OUTCOME AND COMPLIANCE

CREATE EMPLOYEE RECORD | ENABLE HEALTH SURVEILLANCE | VIEW SCREENING LOCATIONS | ENABLE SCREENING LOCATION FOR HS COORDINATOR

Health Surveillance Employees

> Show Filters

Name	Job Title	Division	Department	Location	Assessment Group	Screening Location
No individuals available that you have the security to view.						

Assessment Groups

Group Name	↑
Audio & Respiratory	
Food Handlers	
HAVS	
Safety Critical	

*If you are both a HSC and a Line Manager, please review the supporting document for line manager functions.*

*This will cover the following:*

1. View all employees
2. View Overdue Questionnaires that require employee completion for Health Surveillance
3. View the Outcome and Compliance for your employees

## Site Visit Management

A Site visit will be arranged by a Health Management Clinical Delivery Coordinator (CDA) within the HealthHub portal. Once these details have been input via the CDA, the role of the health surveillance co-ordinator (HSC) will be to confirm a site visit within their HealthHub portal.

### Process Steps – Agreeing a Site Visit

When the CDA team have scheduled a site visit, the HSC will receive an email notification that a task is available for them to action within the HealthHub portal.

From the home page (1) of the HSC’s portal. The HSC can access the Complete Appointment Schedule for Request..(2) task from their task list.

1

HealthHub

Request a new service    My referrals & assessments    My actions & updates    Need help?

Actions & Updates

Task: Search by Task  
Instance Reference: da/mmm/yyyy  
Created From: da/mmm/yyyy  
Created To: da/mmm/yyyy

Requested For: Please select  
Service Group: Please select  
Service: Please select

Show Items: 10

Task	Instance Reference	Requested For	Service	Created On	Deadline
2 <input checked="" type="checkbox"/> Complete Appointment Schedule for Request #50 - 2091-09-09-Castle Coole - 09/09/2019			Health Surveillance /Health Surveillance	02 September 2019 02:45 pm	
<input checked="" type="checkbox"/> Complete Appointment Schedule for Request #49 - 2019.09.19 Plymstock - 09/09/2019			Health Surveillance /Health Surveillance	02 September 2019 02:45 pm	

The HSC will be able to click on the blue wording to open this task and load the Confirm Employee List for Schedule... page. They will be able to action and complete the required steps for arranging the site visit.



Within the task, the HSC will need to 'accept' the task using the top right Accept button. This will allow the HSC to start to complete this activity.

The HSC can review the list of employees selected by the CDA that have been indicated for the Health Surveillance site visit. The HSC can review for accuracy of attendees. This provides an opportunity to keep the programme record up to date and ensure any leavers are removed. Equally, it will allow an opportunity to ensure that all new starters are included.

<input type="checkbox"/>	ID	Name	Assessment Group	Assessment Type	Duration	Email	Status
<input type="checkbox"/>	121	Miss Pam Halbert	HAVS	HAVS-1	10	Y	
<input type="checkbox"/>	120	Miss Jan Fitzgerald	HAVS	HAVS-1	10	Y	

### Removing an employee from a site visit schedule

By ticking the check box within the first column, the user is able to indicate which employee they wish to remove. Once ticked, the Remove button can be selected. Doing this will remove them from the list of employees; it will not, however remove them from the Health Surveillance programme.

Multiple employees can be removed by selecting multiple check boxes against multiple lines and then selecting the Remove button.

***Removing an employee from the overall programme must be done through the 'disable employee' process.***

<input type="checkbox"/>	ID	Name	Assessment Group	Assessment Type	Duration	Email	Status
<input type="checkbox"/>	121	Miss Pam Halbert	HAVS	HAVS-1	10	Y	
<input checked="" type="checkbox"/>	120	Miss Jan Fitzgerald	HAVS	HAVS-1	10	Y	

Removing of employees from the Health Surveillance program can only be completed by the HSC or CDA team. It is integral that this information is kept up to date.

### Adding an employee to a site visit schedule

If an employee needs to be added to the site schedule list from existing employees found in HealthHub, by clicking the Add button the Employee Search Filter box will show, allowing a search to be carried out.

**Confirm Employee List for Schedule - 2019-09-16 - Plymouth - 16/09/2019**

ID	Name	Assessment Group	Assessment Type	Duration	Email	Status
121	Miss Pam Halbert	HAVS	HAVS-1	10	Y	
120	Miss Jan Fitzgerald	HAVS	HAVS-1	10	Y	

**Employee Search Filter**

Employee ID:  Employee Name:  Assessment Group:

Buttons: SAVE FOR LATER, CANCEL, NEXT, ADD

Using the filters provided, a search can be made against the Employee ID, Name or Assessment Group. If the employee is in the programme their details will show.

**Confirm Employee List for Schedule - 2019-09-16 - Plymouth - 16/09/2019**

ID	Name	Assessment Group	Assessment Type	Duration	Email	Status
121	Miss Pam Halbert	HAVS	HAVS-1	10	Y	
120	Miss Jan Fitzgerald	HAVS	HAVS-1	10	Y	

**Employee Search Filter**

Employee ID:  Employee Name:  Assessment Group:

Buttons: SAVE FOR LATER, CANCEL, NEXT, ADD

On clicking the Select button they will be added to the current site plan list.

HOME HEALTH SURVEILLANCE m

### Confirm Employee List for Schedule - 2019-09-16 - Plymouth - 16/09/2019

<input type="checkbox"/>	ID	Name	Assessment Group	Assessment Type	Duration	Email	Status
<input type="checkbox"/>	121	Miss Pam Halbert	HAVS	HAVS-1	10	Y	✖
<input type="checkbox"/>	120	Miss Jan Fitzgerald	HAVS	HAVS-1	10	Y	✔

[ADD](#)

#### Employee Search Filter

Employee ID <input type="text" value="Please select"/>	Employee Name <input type="text" value="David Brown"/>	Assessment Group <input type="text" value="Audio &amp; Respiratory"/>
---	---	--

[CLEAR](#) [SEARCH](#)

Employee Details

<b>Code</b>	<b>Name</b> Mr David Brown
<b>Email</b> sian.hopkins@healthmanltd.com	<b>Screening Location</b> Devon Printing Studio
<b>Risk Group</b> Audio & Respiratory	<b>Assessment Type</b> <input type="text" value="Audiometry, Respiratory"/>
<b>Duration</b> 60	

[SELECT](#)

[SAVE FOR LATER](#)
[CANCEL](#) [NEXT](#)

HOME HEALTH SURVEILLANCE m

### Confirm Employee List for Schedule - 2019-09-16 - Plymouth - 16/09/2019

<input type="checkbox"/>	ID	Name	Assessment Group	Assessment Type	Duration	Email	Status
<input type="checkbox"/>	121	Miss Pam Halbert	HAVS	HAVS-1	10	Y	✖
<input type="checkbox"/>	120	Miss Jan Fitzgerald	HAVS	HAVS-1	10	Y	✔
<input type="checkbox"/>		Mr David Brown	Audio & Respiratory	AUDIO,RESP	60	Y	✔

[ADD](#)

[SAVE FOR LATER](#)
[CANCEL](#) [NEXT](#)

Once all employees have been added or removed from the site schedule by the HSC, the next button can be selected to proceed. Within the next page, the Site Visit Schedule will be displayed.

This confirms the available times set within the schedule for each day e.g. 08:30-10.00 am then 10:10 to 12:30 pm – any gap in the schedule is due to a rest break/unavailable appointment time with the Occupational Health Technician or Occupational Health Advisor.

Below the schedule is the list of employees to be scheduled (1) (carried over from the previous page). Each of these employees will need adding to the site visit. Using the Add button (2), the listed employees can be allocated a time slot within the site visit. Once allocated, the listed employees will reduce as they are added to the schedule of appointment slots.

HOME HEALTH SURVEILLANCE
m

### Confirm Schedule for Each Employee - 2091-09-09-Castle Coole - 09/09/2019

Site Visit Schedule

Day	From	To
1	09 September 2019 02:00 pm	09 September 2019 06:00 pm
2	10 September 2019 09:30 am	10 September 2019 06:00 pm
3	11 September 2019 09:00 am	11 September 2019 10:30 am
3	11 September 2019 10:50 am	11 September 2019 12:30 pm

Employees not yet added to schedule

Employee ID	Employee Name	Date of Birth
<b>1</b> BOOK/01545486	Mrs Samantha Cook	04 July 1978

Walk-in	Employee	Date	Time	Duration
<input type="checkbox"/>	Mr Barret Wallace <b>3</b>	09 September 2019	02:00 PM	10

**2** + Add

BACK
SAVE FOR LATER
CANCEL
NEXT

By clicking the Add button, the HSC will be able to allocate the appropriate employee by selecting from the drop down (3). This will reduce the list displayed above.

### Increased visibility of the available times

By continuing to click on the Add button this will add more lines, to improve visibility of the schedule. *Please note, the appointment slots will show in 10 minute durations until an employee has been selected within the dropdown list. These durations will the update to correctly reflect the length of their appointment type.*

Employees not yet added to schedule

Employee ID	Employee Name	Date of Birth
	Mr David Brown	05 August 1965
120	Miss Jan Fitzgerald	
121	Miss Pam Halbert	

Walk-in	Employee	Date	Time	Duration			
<input type="checkbox"/>	Please select	16 September 2019	08:30 AM	10	↑	↓	×
<input type="checkbox"/>	Please select	16 September 2019	08:40 AM	10	↑	↓	×
<input type="checkbox"/>	Please select	16 September 2019	08:50 AM	10	↑	↓	×

Add

BACK
SAVE FOR LATER
CANCEL
NEXT

### Moving appointments

An employee can be moved up and down a schedule using the arrows on the right, or can be removed by clicking on the X. The former is helpful to support the planning of the time available. When an employee is removed by clicking on the X this will simply move the employee back into the list of those yet to be scheduled

Walk-in	Employee	Date	Time	Duration			
<input type="checkbox"/>	Mr David Brown	16 September 2019	08:30 AM	60	↑	↓	×
<input type="checkbox"/>	Miss Pam Halbert	16 September 2019	09:30 AM	10	↑	↓	×
<input type="checkbox"/>	Miss Jan Fitzgerald	16 September 2019	09:40 AM	10	↑	↓	×

Add

### Understanding the red box error messages

Error messages will be displayed to ensure the schedule is completed correctly. If the employee cannot be booked in due to the duration of the appointment and the time available being incompatible, an error message will be displayed to explain this, such as : 'The appointment duration is greater than the available time for this slot by 25 minutes' (see diagram below)

If this does happen, employees can be moved up or down using the arrows to enable the appointment to be allocated in a suitable slot

An error message will also be displayed to prevent an employee having two appointments.

<input type="checkbox"/>	CTilum WTLKER	02 September 2019	12:10 PM	15	↑	↓	×
<input type="checkbox"/>	HTsmik STMRELYTN	02 September 2019	01:00 PM	10	↑	↓	×
<input type="checkbox"/>	Lynne WILLITMS	02 September 2019	01:10 PM	60	↑	↓	×
<input type="checkbox"/>	YoITndT GIBSON	02 September 2019	02:10 PM	15	↑	↓	×
<input type="checkbox"/>	STYTh TLLMTGHRTBI	02 September 2019	02:25 PM	60	↑	↓	×
<input type="checkbox"/>	Luke TTTTERSTLL	02 September 2019	02:25 PM	60	↑	↓	×
<input type="checkbox"/>	Chris BINNY	03 September 2019	02:25 PM	60	↑	↓	×
<input type="checkbox"/>	Please select	03 September 2019	09:30 AM	10	↑	↓	×

⊕ Add

BACK SAVE FOR LATER CANCEL NEXT

### Supporting Walk-ins:

If there is a need to keep a slot available for a walk-in appointment this can be selected by ticking the appropriate box on the left. As the exact requirement is unclear when a walk-in is booked, duration of 45 minutes will be allocated.


Walk-in	Employee	Date	Time	Duration	↑	↓	×
<input type="checkbox"/>	Miss Jan Fitzgerald	16 September 2019	08:30 AM	10	↑	↓	×
<input checked="" type="checkbox"/>		16 September 2019	08:40 AM	45	↑	↓	×
<input type="checkbox"/>	Mr David Brown	16 September 2019	09:25 AM	60	↑	↓	×

⊕ Add

***Please note, an employee can only be seen if they have been added to the programme within Health Hub. If they are not in the Health Surveillance programme as well as assigned to an assessment, we will be unable to see them during the visit.***

Once all the employees have been allocated an appointment time the final step is to click on the Next button to move to Confirm Screening Location Details. This page provides an opportunity to review the location details and add any additional useful information which will support the OHT/OHA on arrival.

### Confirm Screening Location Details - 2019-09-16 - Plymouth - 16/09/2019

<p><b>Name of Screening Location *</b></p> <input type="text" value="Plymouth"/>		<p><b>27 The Broadway</b> Plymouth Devon <b>PL9 7AF</b> United Kingdom <a href="#">Change address</a></p>
<p><b>Vehicle Access Details</b></p> <input type="text" value="Park in front of reception"/>		
<p><b>Health Surveillance Coordinator Telephone</b></p> <input type="text"/>		
<p><b>Additional information</b></p> <input type="text" value="Report to reception"/>		
<p><b>Is Wi-Fi Available at this screening location?</b>  <input checked="" type="radio"/> Yes <input type="radio"/> No</p>		

Once the Submit button is selected, the CDA will receive a notification to review the completed schedule. This provides an opportunity to ensure the schedule is fully utilised, or support the process further. The CDA can then confirm the schedule.

Following the completion of the schedule, the employees assigned will receive an email to log in to the HealthHub portal to complete the pre assessment questionnaire. This email will be issued 10 working days before their Assessment is due to take place and a reminder chase will be sent 5, 3 and 1 working day before the assessment if the questionnaire has not been completed.

The site visit will now show as Confirmed within the Site Visit tab found within the Health Surveillance tab on the HSC's HealthHub portal.

***It is the HSC's responsibility to make sure the employees are aware of their assessment dates and atimes.***

## Process Steps – Navigating Site Visit Button

After logging in to the HSC HealthHub portal, select the Health Surveillance button on the top bar, followed by the Site Visit tab. This will display the Health Surveillance Site Planner Request page.

This page provides visibility of all visits including those with a status of confirmed, pending or cancelled. Using the filters, the appropriate site visit can be located against the Screening Location and status. Once located, click the line to open the site schedule information.

**Health Surveillance Site Planner Request**

▼ Hide Filters

Screening Location:  Status: Pending, Confirmed

Site Visit Name	Start Date	Screening Location Name	Clinician Name	Status	MHU	Health Kit
2019-09-16 - Plymouth	16 September 2019	Plymouth	Mr HHTraining OHT1	Pending	✓	✗
2091-09-09-Castle Coole	09 September 2019	Devon Printing Studio	Mr HHTraining OHT1	Pending	✓	✗
2019.09.19 Plymstock	09 September 2019	Plymstock	Mr HHTraining OHT1	Pending	✓	✗
The Book Club - Sept 4th	04 September 2019	Devon Printing Studio	Mr HHTraining OHT1	Confirmed	✓	✗
The Book Club 3rd Sept	03 September 2019	London Printing Studio	Mr HHTraining OHT1	Confirmed	✓	✗



Within the Site Schedule, the summary information can be viewed within the Summary tab (1). The Appointments tab (2) will display the employees who will be attending the site visit (3), the duration for these assessments and appointment time. The employee lines can be selected to view further information regarding that employee. If any walk-ins have been allocated (4), these can also be seen.

It is important to note, if no information is displayed, use the filter functions to adjust the information. The filters can be cleared also by using the Clear Filter (5) button, this will display all employees assigned to the site visit schedule selected.

To manage the site visit, select the Manage Site Visit button (6).

← Back  
Devon Printing Studio

1 SUMMARY 2 APPOINTMENTS 6 MANAGE SITE VISIT 7 CANCEL SITE VISIT

Appointments

Health Surveillance Appointments

Hide Filters

Employee	Clinician	Client	Screening Location	Date From	Date To	Page Size
<input type="text"/>	Please select	Please select	<input type="text"/>	dd/mm/	dd/mm/	10

5 CLEAR FILTER

3 Assessment Type	Client	Employee Name	Appointment Date	Appointment Time ↑	Appointment Duration
HAVS-1	(TRAINING CLIENT) The Book Club LTD	Mr John Halbert	04 September 2019	09:55 AM	10 mins
HAVS-1	(TRAINING CLIENT) The Book Club LTD	Mr Jacob Johnson	04 September 2019	10:05 AM	10 mins
HAVS-1	(TRAINING CLIENT) The Book Club LTD	Mr Malcom Mattis	04 September 2019	11:35 AM	10 mins

Walkins

4 From	To
04 September 2019 09:10 am	04 September 2019 09:55 am
04 September 2019 10:50 am	04 September 2019 11:35 am

## **Process Steps – Managing a Site Visit**

Managing a site visit is very similar to Agreeing a Site Visit described on pages 8-17.

The HSC coordinator will see the ‘Confirm Employee List for Schedule...’ page. From here, the HSC will be able to add or remove employees from the site schedule, using the functions previously described.

The Schedule can then be reconfirmed within the ‘Confirm Schedule for Each Employee’ page, allowing for adjustment of times for the attendees as well as adding any additional walk-ins.

Within the ‘Confirm Screening Location Details’ page, adjustments can be made to better inform of the screening location details.

Within the ‘Review Appointment Schedule for Client...’ the HSC will be able to move the employee’s positions within the schedule slots.

Finally a ‘Review Screening Location Detail summary’ page will be displayed. Once all amendments have been completed, the HSC can submit the action. This will notify the CDA of this change.

## Create a new employee record for Health Surveillance

A HSC will be able to create an employee for Health Surveillance purposes. It is important to ensure that the employee does not already exist within HealthHub to avoid any duplication. If the employee does exist, refer to section 'Enabling health Surveillance for employees'.

Before an employee record can be created for Health Surveillance, the appropriate Department, Division, Location, Assessment group and screening locations are required to have been formatted for the Client. This will allow these to be selected against the employee when creating. These will be configured by a Health Management Account Manager and the CDA team.

***NB: Upon Client onboarding, the CDA team will be able to work with the Client to bulk upload employees. A spreadsheet CSV will need to be completed as instructed by the CDA team to allow for this to be completed.***

## Process Steps

Within the Health Surveillance section of the HealthHub portal and under the 'Employees' tab, the 'Create Employee Record' button can be selected.

The screenshot shows the HealthHub portal interface. At the top, there is a navigation bar with 'HOME' and 'HEALTH SURVEILLANCE' (the latter is highlighted with a red box). Below this, the 'EMPLOYEES' tab is selected and highlighted with a red box. In the main content area, the 'CREATE EMPLOYEE RECORD' button is highlighted with a red box. Other buttons include 'ENABLE HEALTH SURVEILLANCE', 'VIEW SCREENING LOCATIONS', and 'ENABLE SCREENING LOCATION FOR HS COORDINATOR'. Below these buttons, there is a table titled 'Health Surveillance Employees' with columns for Name, Job Title, Division, Department, Location, Assessment Group, and Screening Location. The table is currently empty, displaying the message 'No individuals available that you have the security to view.'

The Employee Details page will load allowing the HSC to input the employee's details.

Input all of the details ensuring that all mandatory fields have been completed as indicated by a blue \* asterisk.

***NB: When entering a new employee, it is important to correctly enter the employees ID as HealthHub will use this information to validate whether the ID have previously been used. If you are unaware of the ID number then please discuss with the CDA team to discuss whether Client or Health Management IDs are applied.***

The employees Division, Department and Location (1) will need to be selected at the bottom of the form before clicking the 'Check to Enable' Health Surveillance check box (2). Once this has been input, an Assessment Group and Screening Location associated with the Division Department and Location can be selected.

Email addresses should be added for each employee (3) so they can gain access to their own HealthHub portal. This will allow them to action tasks electronically, such as the completion of questionnaires. The employee will also be able to view their own health recorded.

The screenshot shows the 'Employee Details' form in the HealthHub system. The form is divided into several sections: Employee, Location, Contact details, and Employee Details. Annotations are placed on the form to highlight key steps:

- Annotation 1:** Points to the 'Division' dropdown menu in the 'Employee Details' section.
- Annotation 2:** Points to the 'Health Surveillance' checkbox, which is checked and labeled 'Uncheck to Disable'.
- Annotation 3:** Points to the 'Add Email' button in the 'Contact details' section.

At the bottom of the form, there are 'CANCEL' and 'CREATE EMPLOYEE' buttons.

**NB: If you wish to add an email address to the employee's record in future, please contact the Clinical Delivery Administrator or Account Manager to add this.**

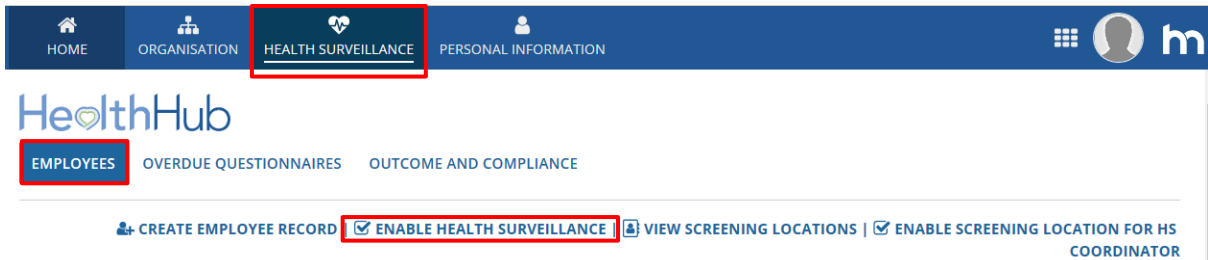
Once the employee details have been input, this can be submitted. The employee will be created within HealthHub and if an email address for the employee was inputted, a user login email will be issued to the employee. If step 2 has been missed, the employee will be created but they will not have been enabled for Health Surveillance.

## Enable or disable Health Surveillance for existing employees

An existing employee can have Health Surveillance enabled or disabled

### Process Steps

Within the Health Surveillance section of the HealthHub portal and within the 'Employees' tab, the 'Enable Health Surveillance' button can be selected to load the Screening Locations page.



The Enable Health Surveillance page will load. A list of all employees created within HealthHub and linked to the line manager will be displayed including those within a Health Surveillance program and those not yet enabled.

### To Enable Health Surveillance

Ensure that the radio button Enable Health Surveillance (1) has been selected. Check the tick boxes (2) against the employees that Health Surveillance is required to be enabled. Select the Division, Department, Location, Assessment Group and Screening Location (3) that is required for the employees being enabled. Then select the Submit button (4).

**Enable Health Surveillance**

Enable Health Surveillance **1**  
 Disable Health Surveillance

**3** Division \* Hospitality  
 Department \* Relationship Management  
 Location \* London  
 Assessment Group \* Food Handlers  
 Screening Location \* London Printing Studio

**1** Please select one or more employees to enable their Health Surveillance services

**2**

<input type="checkbox"/>	Name	Job Title	Division	Department	Location	Assessment Group	Screening Location
<input type="checkbox"/>	Mr Thomas A Baird	Lead Author					
<input type="checkbox"/>	Mr Michael Kilbane	Artist	Publication	Authors	South East		
<input type="checkbox"/>	Mrs Angela Mitchell	Writer	Publication	Readers	South East		
<input type="checkbox"/>	Mr Herbert Desincos	HR Manager					
<input type="checkbox"/>	Mr John Halbert	Artist	Publication	Printing Press	South East	HAVS	London Printing Studio
<input type="checkbox"/>	Mr Kevin Malone	Writer	Publication	Printing Press	South East	HAVS	London Printing Studio
<input type="checkbox"/>	Miss Angela Gilbert	Editor	Hospitality	Relationship Management	London	Food Handlers	London Printing Studio
<input checked="" type="checkbox"/>	Miss Jan Fitzgerald	Administrator					
<input checked="" type="checkbox"/>	Miss Pam Halbert	Administrator					
<input type="checkbox"/>	Mr Mitchell Webb	Artist Support	Publication	Editor	South East		

< 1 - 10 of 49 >

**4** CANCEL SUBMIT

*It is possible to change an employee's Division, Department, Location, Assessment Group and screening location by selecting an employee who has been enabled for Health Surveillance previously but a change is required.*

Once submitted, a message will be displayed informing the line manager of how many employees have been selected. Once the 'Yes' button has been clicked, the 'Provide Last Recall Dates' page will load.

Within this page the line manager can indicate the last seen date for the employee against the type of assessment they last attended for Health Surveillance. These include Health Surveillance assessments, Fitness for work assessments and Audio assessments. The date added should be relevant to the Assessment group applied against the employees. If no date is added then a due date for 15 working days will be applied just to ensure that these employees get picked up as part of the next onsite clinic or MHU visit.

Provide Last Recall Dates

Please provide last assessment dates so that next recall dates can be calculated. A next recall date of 15 working days from today will be applied for any that are left blank.

Last HS Date		Last FFW Date		Last Audio Date	
dd/mm/yyyy		dd/mm/yyyy		dd/mm/yyyy	

<input type="checkbox"/>	#	Employee Name	Last HS Date	Last FFW Date	Last Audio Date
<input type="checkbox"/>	1	Miss Jan Fitzgerald	27/08/2019	26/08/2019	dd/mm/yyyy
<input type="checkbox"/>	2	Miss Pam Halbert	dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy

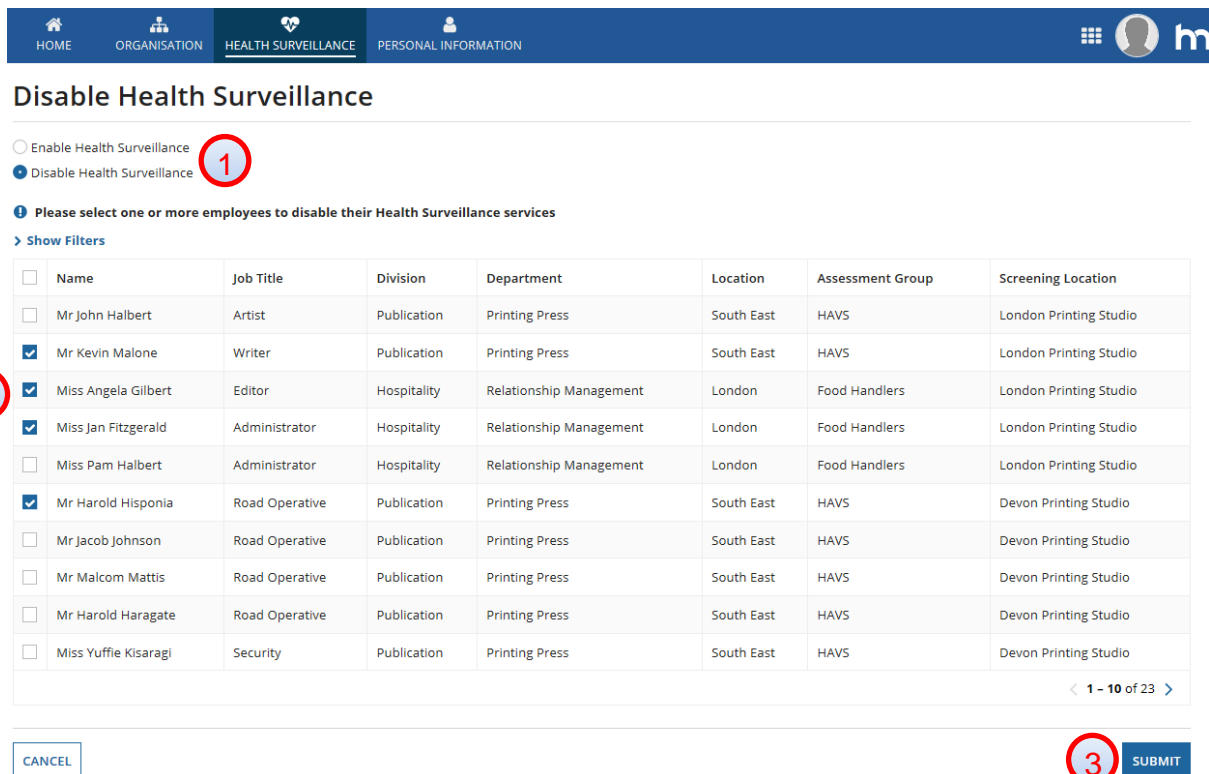
CANCEL SUBMIT

Once dates have been added or not, the Submit button can be selected to complete. This will enable Health Surveillance for those employees that were selected.

## To Disable Health Surveillance

Within the Health Surveillance section of the HealthHub portal, the Enable Health Surveillance button can be selected to load the Screening Locations page.

Ensure that the Disable Health Surveillance (1) radio button has been selected. Click the check boxes (2) against the employees that require Health Surveillance to be disabled. Click the Submit button to proceed (3).



HOME ORGANISATION **HEALTH SURVEILLANCE** PERSONAL INFORMATION

### Disable Health Surveillance

Enable Health Surveillance  
 Disable Health Surveillance **1**

**!** Please select one or more employees to disable their Health Surveillance services

[Show Filters](#)

<input type="checkbox"/>	Name	Job Title	Division	Department	Location	Assessment Group	Screening Location
<input type="checkbox"/>	Mr John Halbert	Artist	Publication	Printing Press	South East	HAVS	London Printing Studio
<input checked="" type="checkbox"/>	Mr Kevin Malone	Writer	Publication	Printing Press	South East	HAVS	London Printing Studio
<input checked="" type="checkbox"/>	Miss Angela Gilbert	Editor	Hospitality	Relationship Management	London	Food Handlers	London Printing Studio
<input checked="" type="checkbox"/>	Miss Jan Fitzgerald	Administrator	Hospitality	Relationship Management	London	Food Handlers	London Printing Studio
<input type="checkbox"/>	Miss Pam Halbert	Administrator	Hospitality	Relationship Management	London	Food Handlers	London Printing Studio
<input checked="" type="checkbox"/>	Mr Harold Hisponia	Road Operative	Publication	Printing Press	South East	HAVS	Devon Printing Studio
<input type="checkbox"/>	Mr Jacob Johnson	Road Operative	Publication	Printing Press	South East	HAVS	Devon Printing Studio
<input type="checkbox"/>	Mr Malcom Mattis	Road Operative	Publication	Printing Press	South East	HAVS	Devon Printing Studio
<input type="checkbox"/>	Mr Harold Haragate	Road Operative	Publication	Printing Press	South East	HAVS	Devon Printing Studio
<input type="checkbox"/>	Miss Yuffie Kisaragi	Security	Publication	Printing Press	South East	HAVS	Devon Printing Studio

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**3**

Once submitted, a message will be displayed informing the line manager of how many employees have been selected. Once the 'Yes' button has been clicked, the 'Provide Last Recall Dates' page will load.

As these employees are being disabled from Health Surveillance the line manager can simply select the Submit button to complete the action. The selected employees will now be disabled from the Health Surveillance program.

This action will not remove their historical record; it will just remove the employee from the need of future Health Surveillance programmes.

## View screening locations

The screening locations will be displayed as agreed and created by the CDA team.

### Process Steps

Within the Health Surveillance section of the HealthHub portal and within the 'Employees' tab, the 'View Screening Locations' button can be selected to load the Screening Locations page.

HOME ORGANISATION **HEALTH SURVEILLANCE** PERSONAL INFORMATION

HealthHub

**EMPLOYEES** OVERDUE QUESTIONNAIRES OUTCOME AND COMPLIANCE

[+ CREATE EMPLOYEE RECORD](#) | [✓ ENABLE HEALTH SURVEILLANCE](#) | **[VIEW SCREENING LOCATIONS](#)** | [✓ ENABLE SCREENING LOCATION FOR HS COORDINATOR](#)

Within this page a list of the configured screening location for the client will be displayed.

### Configure Screening Locations

Screening Locations

Name	Address	Vehicle Access	Phone	Is Wi-fi Available	Is active?
Devon Printing Studio	The Cathedral Refectory, The Cloisters, Cathedral Close, Exeter, Devon, EX1 1HS, United Kingdom	Lots of onsite parking	1273818000	Yes	Yes
London Printing Studio	Heath Management Ltd, Boston House, 63-64 New Broad Street, London, Greater London, EC2M 1JJ, United Kingdom	Please park in bay C	01273976076	Yes	Yes
Castle Coole	Health Management, 2-3 Home Farm Courtyard, Meriden Road, Berkswell, Coventry, West Midlands, CV7 7SH, United Kingdom	Go to rear of building	07584523035	No	Yes
Plymstock	3 Tamar Villas, Plymstock, Plymouth, Devon, PL9 7PF, United Kingdom	Park in Visitors Bay		Yes	Yes
Plymouth	27 The Broadway, Plymouth, Devon, PL9 7AF, United Kingdom	Park in front of reception		Yes	Yes

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CANCEL

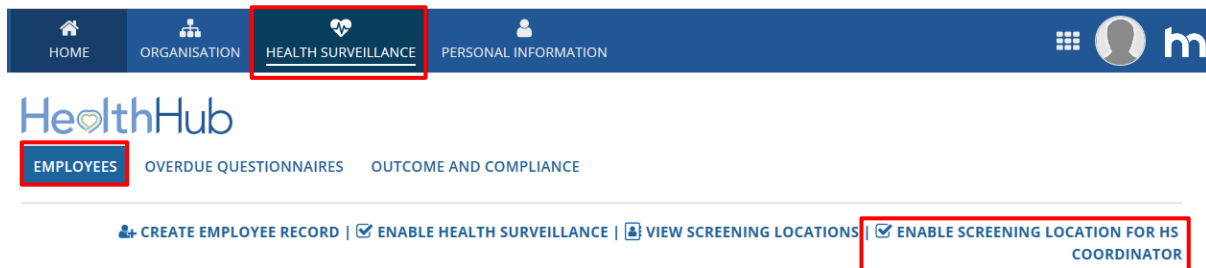


## Enable Screening Location for HSC

For the HSC to be able to manage a screening location, the HSC will need to have that screening location enabled for them. Multiple screening locations can be added to a HSC.

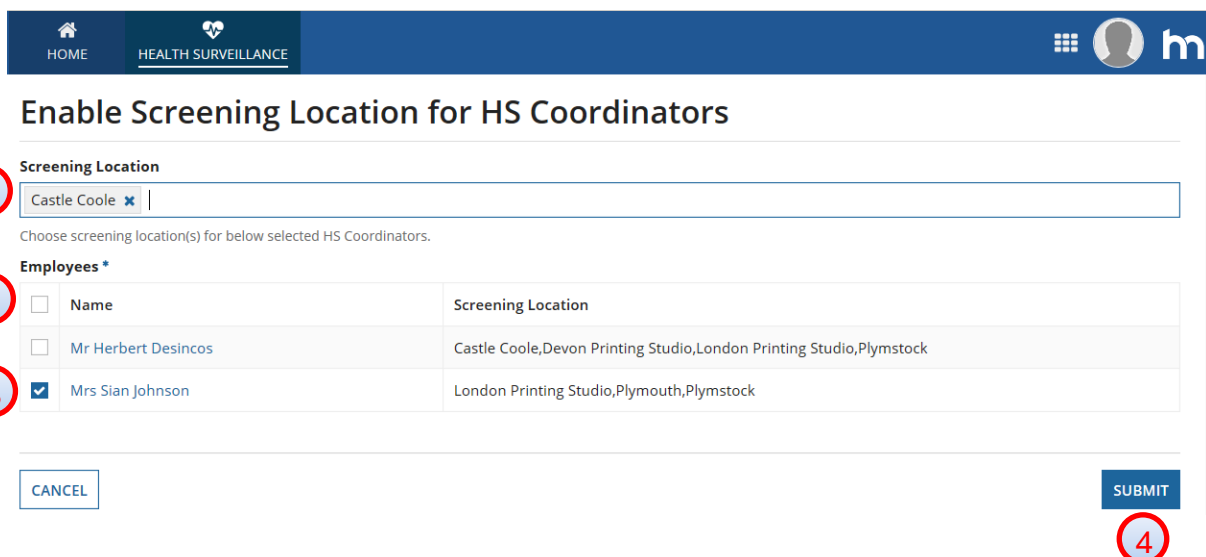
### Process Steps

Within the HSC HealthHub portal, select the Health Surveillance button and then and within the 'Employees' tab, the Enable Screening Locations for HS Coordinator button. This will load the appropriate page.



A list of all the HSCs for the client will be displayed along with the screening locations previously enabled for them. (1)

Within the Screening Location text box (2), type the location that is required. If this location has previously been created a drop down field will be displayed of the screening locations. Select the location to be added. The HSC that requires the location to be added can then be ticked using the check box (3) in column one. Finally, the Submit button (4) can be used to complete the enabling of the screening location against the selected HSC.



## View Assessment Groups available to your Client

The HSC will be able to see a list of any present Assessment groups. This will allow them to establish the Group Name and the Assessment Types that have been configured against the assessment name.

Within the Health Surveillance section of the HealthHub portal and located at the bottom of the site, the assessment groups can be viewed and selected. By selecting an Assessment Group, the Assessment type will be displayed on the right-hand side.

The screenshot shows the HealthHub portal interface. At the top, there is a navigation bar with 'HOME', 'ORGANISATION', 'HEALTH SURVEILLANCE', and 'PERSONAL INFORMATION'. Below this is the 'HealthHub' logo and a secondary navigation bar with 'EMPLOYEES', 'OVERDUE QUESTIONNAIRES', and 'OUTCOME AND COMPLIANCE'. A utility bar contains links for 'CREATE EMPLOYEE RECORD', 'ENABLE HEALTH SURVEILLANCE', 'VIEW SCREENING LOCATIONS', and 'ENABLE SCREENING LOCATION FOR HS COORDINATOR'. The main content area is titled 'Health Surveillance Employees' and features a table with 7 items. Below the table is a red-bordered box containing the 'Assessment Groups' selection interface, which has two columns: 'Group Name' and 'Assessment Types'. The 'Group Name' column lists 'Audio & Respiratory', 'Food Handlers', 'HAVS', and 'Safety Critical'. The 'Assessment Types' column lists 'Audiometry' and 'Respiratory'.

Name	Job Title	Division	Department	Location	Assessment Group	Screening Location
Miss Pam Halbert	Administrator	Hospitality	Relationship Management	London	Food Handlers	London Printing Studio
Mr Barret Wallace	Security	Publication	Printing Press	South East	HAVS	London Printing Studio
Mr David Brown	Author	Print House	Printing Press	Devon	Audio & Respiratory	Devon Printing Studio
Mr Harold Haragate	Road Operative	Publication	Printing Press	South East	HAVS	Devon Printing Studio
Mr Jacob Johnson	Road Operative	Publication	Printing Press	South East	HAVS	Devon Printing Studio
Mr John Halbert	Artist	Publication	Printing Press	South East	HAVS	London Printing Studio
Mr Malcom Mattis	Road Operative	Publication	Printing Press	South East	HAVS	Devon Printing Studio

7 Items

Group Name	Assessment Types
Audio & Respiratory	Audiometry
Food Handlers	Respiratory
HAVS	
Safety Critical	

*If you are both a HSC and a Line Manager, please review the supporting document for line manager functions.*

*This will cover the following:*

- 1. View all employees*
- 2. View Overdue Questionnaires that require employee completion for Health Surveillance*

*View the Outcome and Compliance for your employees*