

## MINDING YOUR HEALTH AND WELLBEING

**Do any of the following apply to you or are you aware of a colleague who may be experiencing difficulty:**

- Has your work performance been impaired as a result of a personal health issue?
- Repeatedly delaying seeking proper assistance for medical issues/symptoms
- Are you using alcohol, illicit substances or over eating in order to relieve stress?
- Are you taking prescribed medication (especially psychotropics) obtained in an irregular manner?
- Have you been crying or feeling seriously anxious for more than 5 days in the last month?
- Have you been repeatedly subjected to distressing antisocial behaviour during the last month?
- Have you repeatedly thought about going to talk to someone professionally during the last month?

If these circumstances apply to you, it is likely to be helpful for you to consider Occupational Health, the Employee Assistance and Counselling Service, The National Health in Practice Network for GPs or Health Practitioner Matters confidential services.

### Occupational Health

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#### What is Occupational Health Service?

The Occupational Health Service is a free service, which accepts confidential self-referrals to see an Occupational Health Practitioner. This is either a nurse or a doctor whose area of interest and qualification is work, health, ability and disability and any circumstances where work and health interfere with one another.

A full listing of OHS is available at

<http://www.hse.ie/eng/staff/workplacehealthwellbng/stfSuprts/Occhealth/occupational-health-listing-0207.pdf>

#### I have been referred to the OHS for an assessment. What does this entail?

You may have been referred to OHS for the purpose of an independent review of your health in relation to your work. The Occupational Health Practitioner will start the assessment by discussing your role in work, your occupational history and will then proceed to assess the reason for your referral, the nature of your medical complaints and associated work absence. Following this, if it's appropriate and with your consent you may undergo a physical examination.

#### What about the confidentiality of my medical history?

Everything that goes on in the assessment is **entirely confidential**. You can share any details you like with the Occupational Health Practitioner during this assessment and can be reassured that nothing will be disclosed to any other party without your consent. In the report to the manager the OHS will not disclose personal or confidential information but may provide an opinion including recommendations regarding your fitness for work, likely timescale of return to work and any adjustments/restrictions required so that your needs can be accommodated in the workplace. You are entitled to a copy of this report.

#### What do I need to bring with me to the appointment?

You should bring with you the name of any medication you are taking, details of your GP and hospital Specialist, copies of any letters written to your GP by the Specialist, if you have them. You are also welcome to take a friend or relative with you if you like.

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The EACS is a national independent service that is available free to all employees in HSE funded hospitals, community health organisations and divisions. These services include:

**\* Critical Incident Stress Management (CISM)** Individual & group staff support following a critical incident

**\*Pre Incident Critical Incident Stress Management training for staff, managers and teams**

**\*Staff Wellbeing Workshops**

**\*Counselling**

EACS provides free, confidential professional support and counselling to employees, at a time of difficulty with personal and or work related issues. Employees do not need to contact HR or their line manager to access this service. All practitioners within the service are accredited.

### How can I access the service?

Access the contact list at

<http://www.hse.ie/eng/staff/workplacehthwellbng/stfSuprts/eacounsel/EACS-providers-150617.pdf>

You can phone or email the service in your area directly. You do not need to discuss this with any one and you can access it at a time and place that suits you. The majority of staff who attend EACS phone directly to the service.

If you require urgent or out of hours assistance you should contact your GP immediately.

### What can I expect?

A respectful and professional service where your wellbeing is supported at a time of difficulty with guaranteed confidentiality by an accredited counsellor/EAC practitioner. At your first session the process will be outlined and if you wish to proceed you will be asked to sign a consent form relating to the process will be signed by you and the counsellor / EAC practitioner.

### How many appointments do I get?

The EAC is intended as a short – term service. For an internal EAC counsellor/practitioner the number of sessions is agreed between you and the counsellor directly; if you access an agency an upper limit of 4 sessions applies, which can be extended by a further 2 sessions, to a maximum of 6.

### Is there any charge / do I have to pay fees?

There is no charge or fees that you have to pay to avail of this service.

### Are my details given to anyone in the Health Service if I am attending EACS?

No, all arrangements, notes and information are maintained in complete confidence and not shared with management/HR. Your details are anonymised from the moment you access the service. Your counsellor / EACS practitioner may recommend that you avail of a specific service and will discuss this directly with you in the confines of your session.

The medical workplace can be a very stressful environment. From time to time this can affect our physical and psychological wellbeing which in turn can affect our ability to provide good quality and safe care to our patients.

If you have a concern about your own wellbeing or the wellbeing of a colleague, family member or friend you can receive confidential help from the programme.

## What support can we provide?

The Practitioner Health Matters Programme can offer support ranging from information and telephone advice to full assessment and referral.

We welcome contact from individuals whether you are the person in need of help or a concerned family member, colleague or friend. The programme is designed specifically for doctors, dentists and pharmacists and is staffed by experienced practitioners in the area of doctors' health.

We are available to take confidential referrals and to discreetly answer questions or provide guidance.

Call us today on 01 297 0356 or via email [confidential@practitionerhealth.ie](mailto:confidential@practitionerhealth.ie).

*You can be assured of the highest integrity and confidentiality in your dealings with the Practitioner Health Matters Programme.*

Further information at: [www.practitionerhealth.ie](http://www.practitionerhealth.ie)



Health in Practice



If you feel you may have a health issue that you feel is not primarily caused by work related or professional issues, you should discuss it with your own GP, if you have one. If you are unable for any reason to consult with your own GP, please consider identifying a GP locally who is on the **Health in Practice** Network (HIP). This is national network of GPs and allied health professionals who are skilled in the complexities of when a Doctor requires medical care. They are independent medical practitioners (general practitioners for the most part), who have a background and some training in caring for their own Colleagues, and you can attend them yourself should, you feel there is a need to.

You can access a directory of Doctors on this network at:

[https://www.icgp.ie/go/in\\_the\\_practice/doctors\\_health](https://www.icgp.ie/go/in_the_practice/doctors_health)



## HSE Support Contact Persons - Dignity at Work Policy

A support contact person is an employee of the HSE who has volunteered and received training to provide **information and support** on [the Dignity at Work policy](#) to colleagues who may feel that they are experiencing bullying, harassment and or sexual harassment. Discussions with the Support Contact are highly confidential, non-judgmental and off the record. This is also available for any employee against whom a complaint of workplace bullying or harassment has been made.

Please see list below for the names and contact numbers of the Support Contact People within the **former Dublin North East Area**. You can contact **any** of the Support Contacts for your area as listed below, **regardless of location**.

Elaine Birkett, National HR Division	(087) 7114090
Una McNulty, Louth PCCC, Drogheda	(087) 9064022
Rosaleen Harlin, Bective Street, Kells	(046) 9251318 or (087) 8291416
Ejiro O'Hare Stratton, Our Lady of Lourdes Hospital, Drogheda	(041) 9837601, extn 2440 or (087) 2646750
Avril Connolly, Park House, North Circular Road, D7	(087) 6832613
Noreen Naughton, Corduff Primary Care Centre, D15	(076) 6956768
Kim Senior, Ballymun Civic Centre	(086) 3835963
Jack Koers, Claremont Unit, Glasnevin, D11	(01) 7044417
Jackie Moody, North Circular Road, D1	(01)8566856
Shelia Hynes, Special Care Services	(01) 6305600 or (086) 7810496
Alva Paddle, PCRS, Junction 5 Business Park, Finglas, D11	(01) 8647100, extn 7642

### How can a Support Contact Person support me in these circumstances?

Their role is to enable you to better understand the Dignity at Work policy which explains bullying, harassment and sexual harassment. The policy provides information on a range of options available to you and the Support Contact can discuss these options with you to allow you to decide what course of action, if any, you wish to take.

### Who will know that I visited a Support Contact Person?

This support is available to all staff on a confidential basis. The only individual who will know about your visit is the support contact person.

### Will the Support Contact Person help me if I am accused of bullying, harassment or sexual harassment?

Yes, this support is available to both people who may feel they are being bullied, harassed and or sexually harassed, or by staff who may have an accusation of bullying, harassment or sexual harassment made against them.

### Will the Support Contact Person speak to the person who is bullying, or harassing me?

No, this is not their role. They will help you to better understand what is going on, but will not speak to anyone on your behalf.

### Do I have to visit a Support Contact Person in my work area?

No, you can choose any Support Contact Person. Support Contact Persons are there to assist you over a short period of time, i.e. 3-4 visits **if required or via telephone**.

Additionally you can contact your local HR or medical manpower department if you wish to discuss an issue.

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