



Occupational Health Clearance for RP Applications The Occupational Checklist

Information about The Research Passport Scheme for non-clinical researchers can be found on the Human Resources web pages at:-

<http://www.gla.ac.uk/services/humanresources/medical/researchpassport/>

Occupational Health Clearance – Paperwork Checklist

In order for Occupational Health to be able to process your application as quickly as possible, here is a list of what we need you and/or your line manager or supervisor to provide.

You will find information about the Occupational Health part of the process from a link on our web pages:-

<http://www.gla.ac.uk/services/occupationalhealthunit/>

You may find it helpful to use this checklist while you are preparing the paperwork for your application for a research passport.

- 1 **An email to you from Emma-Jane Gault or Debra Stuart (1)** (copied to OH) confirming that you require the RP (Emma-Jane or Debbie or will copy me in to her email to you confirming that you require the RP to save time).
- 2 **Fully completed job analysis form (2)** – (link from HR web pages) send paperwork to OH at 63 Oakfield Avenue – **please write your name on this documents on the top right hand corner**
- 3 **Fully completed health questionnaire (3)** (link from HR web pages) – send paperwork to OH at 63 Oakfield Avenue
- 4 **An email from the project budget holder stating the following: I confirm that I am the budget holder for budget code 1XXXXX-01 and I authorise use of this budget code to charge the cost for processing OH clearance (£50.00) to – send email to ohu@admin.gla.ac.uk**

Failure to provide any of the above information WILL lead to a delay in processing your RP application.