



StaffCareServices

OPAS-G2 Pre-placement process

December 2024

Issue an Employment Health Questionnaire

Select Pre-placement from the left hand menu

The screenshot shows the OPA G2 dashboard. On the left, there is a dark sidebar menu with various options. A red arrow points to the 'Pre-Placement' option under the 'REFERRALS' section. The main content area shows a 'Homepage' with a 'Total Pre-Placements' card displaying the number 88. Below this is a pie chart titled 'Active Pre-placements by Status' with a legend:

- Awaiting OH Triage (11.86%)
- Issued To Applicant (11.86%)
- OH In Progress (66.1%)
- Pending (5.08%)
- Under OH Review

The screenshot shows the 'Pre-Placements Dashboard' with a 'Create' button highlighted by a red arrow. Below the dashboard, there is a table of records. The table has columns for 'Completed', 'Applicant', 'Status', 'Type', 'Referrer Name', and 'Actions'. A blue banner above the table indicates that records are ready for review.

Completed	Applicant	Status	Type	Referrer Name	Actions
02/02/2022 529 days 20 hours ago	Abril Willingale	Complete	New Starter Health Questionnaire	Leah Birchall	Open
02/02/2022					

Complete, as a minimum name, email address & job title, fields can be made mandatory to complete, mandatory questions appear with a red *

New Starter Health Questionnaire Save Issue To Applicant Close

Current Status: **Pending** [\(More Info\)](#)

Application Details IN PROGRESS

Applicant Details
Please enter the details of the applicant *

Given Name * Family Name *

Email Address *

Position Applied For

Job Title * x

Proposed start date

Shift type x

Employment Location 3 x

You are able to select any Risks and tasks associated with the job role here if applicable.

Job Risks & Tasks

Please select all the risks, occupational hazards and tasks which the applicant is likely to be exposed to during their working practice.

Duties

Driving 15,000 miles or more PA

Yes No

Shift Work

Yes No

Part Time

Yes No

Overseas Travel

Yes No

Occupational Driving

Light Vehicles

Yes No

Fork Lift Trucks

Yes No

Regular Night Work

Yes No

Full Time

Yes No

Mobile/Field Based Work

Yes No

PSV/ Large Goods Vehicles

Yes No

Company or Hire Car Driver

Yes No

Once completed the form is issued to the applicant by selecting 'Issue to Applicant'



Save

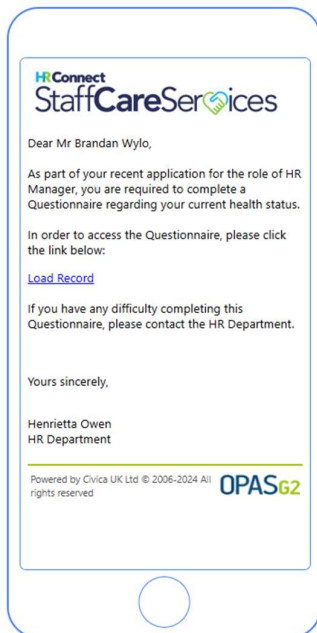
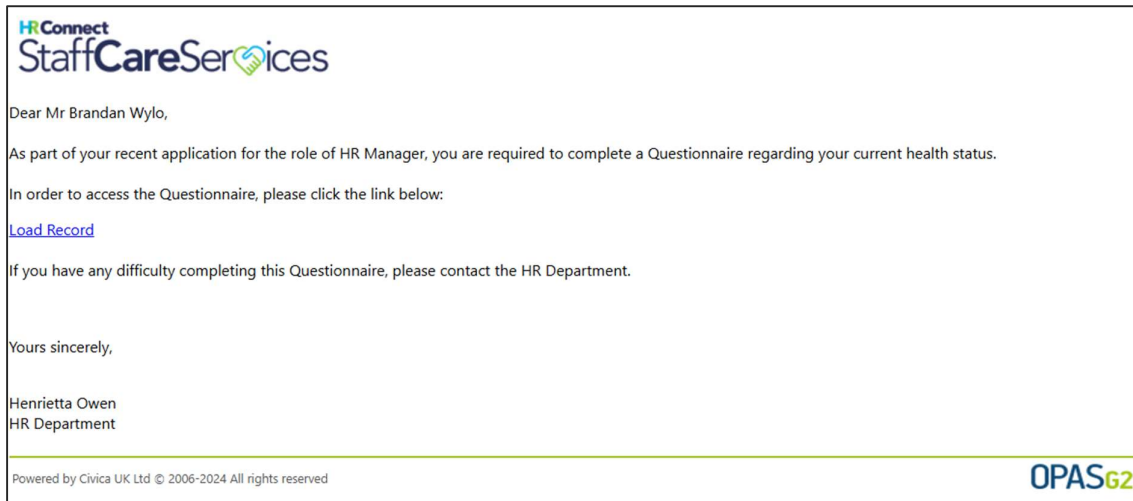


Issue To Applicant



Close

The applicant receives an automated email asking them to click on a link to complete their Employment Health questionnaire.



OPAS-G2 can be accessed on a variety of different formats including mobile and tablets and will adjust according to screen size

The applicant clicks on the link & completes the Employment Health Questionnaire form
Information about why they are completing the questionnaire etc. is displayed.

OPAS G2

New Starter Health Questionnaire

Strictly Confidential

Important

The purpose of this questionnaire is to ensure the work you will be doing will not pose unreasonable risk to your health, to ensure you are fit for the role applied for and to advise the prospective employer of any reasonable adjustments that may be recommended. All information collected is treated in the strictest of confidence and processed and stored in accordance with the relevant legislation including the General Data Protection Regulations 2018.

Please ensure you answer all questions accurately and include as much information as possible, where required, in order to ensure the assessment can be carried out objectively and effectively. It is important for your own health and safety and also efficient operation of the business that your answers are truthful and complete. Failure to disclose information regarding your health may result in your employer terminating your employment.

If you have declared any health issues, Occupational Health may need to obtain further information from you, and if so, will contact you directly via email or offer you an appointment. For certain types of work further fitness, functional or health surveillance screening may be required and if so you will be advised.

Once you have clicked Continue below please review the contents of the form and ensure you have all of the relevant information before you begin as you will not be able to save it and return.

[Continue >](#)

[View Privacy Policy](#)

Our Privacy Notice can be viewed by selecting the blue hyperlink

The applicant completes the Employment Health questionnaire, including any mandatory questions appear with a red *

OPAS G2
New Starter Health Questionnaire

Personnel Details

Please enter your details.

Date Of Birth * 08/07/1986 National Insurance Number * NR08896V

Telephone Number * 000000000000

Home Address * A road, A city, A County, GT88 G22, England

GP Details

Occupational History

Medical History

Heart

Heart disease

Yes No

If Yes please provide details & dates

Angina

Yes No

If Yes please provide details * Since 2015

Sections

- Personnel Details
Started: 17/07/2023 12:59
- GP Details
Started: 17/07/2023 13:00
- Occupational History
- Medical History
Started: 17/07/2023 13:01
- Supporting Documentation
- Applicant Declaration

The form can be navigated using the blue hyperlinks.

Documents can be uploaded using this section of the form.

Supporting Documentation ▼

Supporting Documents

You can add any documents which contain information relevant to this New Starter Health Questionnaire by either dragging the documents to the area below, or by using the Browse for files button shown.

Drag your files here or... Browse for files

Once completed the applicant submits the form



Please ensure you have filled out the above information to the best of your ability as you will not be able to return to this form once it is submitted

Submit Form

OPAS-G2 will send out automated emails and/or text messages to the applicant and to let them know it's been submitted.

The recruiter can see from their dashboard that the pre-placement has been submitted and is awaiting OH triage.

Pre-Placements Dashboard Create

Key ✔ Auto-Triaged ⚠ Auto-Triage Failure Filters

18 Recently Finished 1 Pending 1 Issued To Applicant 11 Awaiting OH Triage 28 In Progress 7 Archived 1 Withdrawn

Recently Finished 28

Pending 1

Issued To Applicant 1

Awaiting OH Triage 11

Submitted To OH	Applicant	Status	Type	Referrer Name	Actions
03/06/2023 <small>44 days 10 hours ago</small>	Celeste Rifton	Awaiting OH Triage	New Starter Health Questionnaire	Henrietta Owen	Open
07/06/2023 <small>30 days 10 hours ago</small>	Bodie Hepner	Awaiting OH Triage	New Starter Health Questionnaire	Leah Birchall	Open
08/06/2023 <small>28 days 12 hours ago</small>	Elianna Fiedler	Awaiting OH Triage	New Starter Health Questionnaire	Leah Birchall	Open
17/06/2023 <small>30 days 10 hours ago</small>	Lara Kimes	Awaiting OH Triage	New Starter Health Questionnaire	Henrietta Owen	Open
17/06/2023 <small>30 days 4 hours ago</small>	Henry Halcikley	Awaiting OH Triage	New Starter Health Questionnaire	Henrietta Owen	Open
19/06/2023 <small>28 days 21 hours ago</small>	Melanie Tankridge	Awaiting OH Triage	New Starter Health Questionnaire	Leah Birchall	Open
02/06/2023 <small>45 days 0 hours ago</small>	Gaston Wayford	Under OH Review	New Starter Health Questionnaire	Henrietta Owen	Open
12/06/2023 <small>35 days 12 hours ago</small>	Landen Blackcarr	Under OH Review	New Starter Health Questionnaire	Henrietta Owen	Open
15/06/2023 <small>31 days 13 hours ago</small>	Eliana Roberge	Under OH Review	New Starter Health Questionnaire	Leah Birchall	Open
17/07/2023 <small>9 days 9 hours ago</small>	Neal Sooth	Awaiting Review	New Starter Health Questionnaire	Henrietta Owen	Open

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