

Workplace Health & Wellbeing e-OPAS Portal
Pre-Placement Applicant Guide
West Suffolk Hospital NHS Trust

Email queries to - WSFT.WHWBmailbox@nnuh.nhs.uk

PRE-PLACEMENT FORM :

When your recruitment team or manager have initiated the Occupational Health pre-placement process you will receive an email from Workplace Health called 'portal online form assignment notification'.

Subject: FW: Portal Online Form Assignment Notification

From: Workplace Health
Sent: [REDACTED]
To: [REDACTED]
Subject: Portal Online Form Assignment Notification

Portal Notification

For attention of: _____

An Online Form has been assigned to you.

The type of the Form to complete is Pre-Placement Health Questionnaire

You can access this Form by connecting to the Portal application by using the following link:

[Connect to Portal](#)

If you are not the intended recipient of this email, please inform the sender and delete this email.

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Please click the link in the email to connect you to the portal.

Or The Workplace Health & Wellbeing Self Service Portal can be accessed via the following link:
<https://nnuh.eopas.co.uk>



When setting up an account please be aware that you can't use a tablet or a smart phone. Also, in our experience the best browsers to use are Internet Explorer 8, Chrome or Firefox.

**If you already have an West Suffolk portal account you can login with your existing account details.*

If you already have a portal account under a different organisation (not West Suffolk) you will need to sign up again using a different email address. Or contact WHWB to delete you current account. Email - WSFT.WHWBmailbox@nnuh.nhs.uk

STEP 1 – CREATING YOUR ACCOUNT:

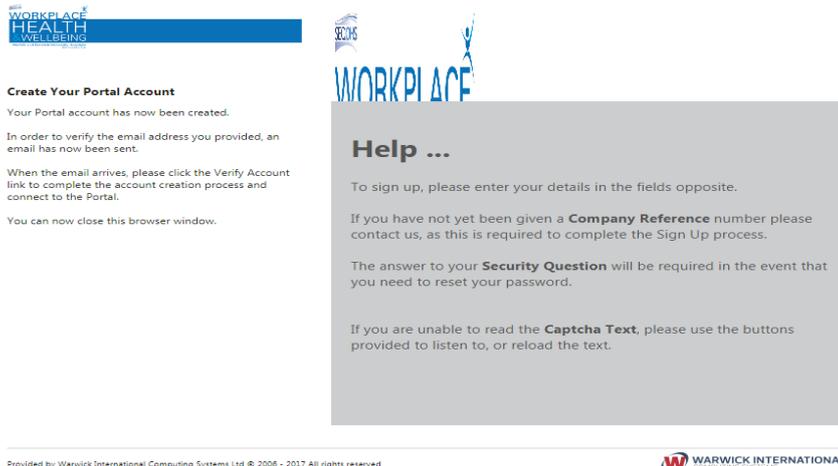
This section explains how to set up Portal user accounts:

1. Navigate to the Portal Homepage via the link above
2. Click on the on-screen 'sign up now' box
3. The Portal Account creation screen will be displayed;
 - Enter email address into the section provided (NNUH work email address if you already have one, otherwise personal email)
 - Enter your Company reference **W2301458**
 - Enter your desired password, which should contain a minimum of 6 characters including 1 special character (a number is not classed as a special character)
 - Confirm your password
4. Select a security question from the drop-down menu
① Please ensure that you remember the question / answer since we are unable to reset this
5. Captcha verification is required for the account creation. Enter the sequence of characters displayed in the centre of the window into the space provided
6. Once you have completed all fields on the Portal account form, click the 'Continue' button to verify your account

Step 2 – PORTAL ACCOUNT VERIFICATION:

This section guides you through verifying your Portal account:

The Portal Account completion screen will be displayed



When an account has been created, an email will be sent to you for you to verify your email address.



Emails are sent almost immediately, but if the email takes longer to get to you than you would expect check your Junk/Spam folders to see if it is in there.

Open the email and click on the 'Verify Account' link to activate your account.



To complete the creation of your new account please click the following link, [Verify Account](#)

The Portal Account creation screen will be displayed

Enter your password details into the section provided



The Account Verification step is essential. Without this step you will not be able to proceed.

The following screen will appear, please add your password into the 'Enter your password' box



Sign in using your Portal account

Your account email address has now been verified, please enter your password and sign in

Enter your email address

a.nother@anycompany.co.uk

Enter your password

●●●●●●●●

Sign In

Forgotten your password?

Don't have a Portal account? Sign up now

Alternatively, you can Sign In using:



Welcome ...

to your Occupational Health portal.

Then click the 'Sign In' button.

You have created your portal account!

The first time you log into your e-OPAS account, you will be asked to complete the mandatory fields within the following 3 personal details screens:

Options Settings

Personal Details

In order to access the Portal, your User account needs to be linked to a Personnel record held in the system. Please enter your details in the fields below, and click on Next to continue.

Warning: Closing the browser or signing out before clicking 'Save Changes' on the last screen will result in all entered data being lost.

Company Reference*

Secondary Reference

Title

Forename* Please enter your Forename

Surname* Please enter your Surname

Date Of Birth* Please enter your Date Of Birth

Gender

National Insurance

Marital Status

Nationality

Ethnic Origin

Fields marked with * are required

Options Settings

Contact Details

Please enter your contact details in the fields below, and then click on Next to continue.

Home Address

Number/Name

Street

Locality

Town

County

Post Code

Country

Home Telephone Number

Mobile Telephone Number

Options

Settings

Employment Details

Please enter your employment details in the fields below, and then click on Save Changes to confirm.

Organisation*

Site

Fields marked with * are required

Once you completed the personal details screens and clicked on 'Save Changes' as shown in the picture above, you will be taken to the 'Home Screen' below:

The home screen is where you will be taken to each time you log on to the portal:

You will have a Pre-placement form on your homepage that you need to complete. Double click on the form to open it.

Options

Create New Online Form

My Forms - 10 records found

Form Type	Ref	Name: Given Na...	Name: Family N...	Status	Date Created	Appointment Da...	Appointm...
Pre-Placement Health Quest...	QD525...			New	Tue 14/01/2020 1...		

Current View

My Forms ▾

Date Created

From: 15/01/2019 ▾

To: 15/01/2020 ▾

Completed Date

From: 15/01/2019 ▾

To: 15/01/2020 ▾

Options

Online Form Help

Navigation

Use the Current View option on the left hand side to display your online forms.

If configured against a specific view, further refinement can be made using the filter options on the left hand side. Use the Refresh Results option to apply any changes made to the filter.

Double click on an existing online form to bring up the details.

If authorised, click Create New on the left hand side to begin filling out a new form.

IMPORTANT! – DO NOT COMPLETE PAGES CALLED PART 1 RECRUITING OFFICER - SKIP THEM BY CLICKING NEXT

RECRUITING OFFICER TO COMPLETE PART 1 ONLY

Form Progress

APPLICANT IGNORE PART 1 AND GO STRAIGHT TO PART 2 FOR APPLICANT

< Previous Page

Next Page >

Fields marked with * are required

YOU CAN START COMPLETEING THE FORM WHEN YOU REACH THIS PAGE – PART 2 APPLICANT TO COMPLETE

Part 2 - Applicant to Complete - Personal Details

Form Progress

1 to 5 6 to 10

<>

1. This Pre-Placement Form will comprise part of your Occupational Health record once submitted. If you do not take up the post your completed form will be destroyed within 12 months. All Occupational Health records are held in accordance with the Data Protection Regulation (GDPR) and Access to Medical Reports Act (1988). Electronic Occupational Health records are stored on a secure server which can only be accessed by the Occupational Health team using log in / passwords. Paper records are stored securely in locked cabinets and only the Occupational Health team have access to the keys. Access to the office is restricted to Occupational Health or authorised staff only. The office is locked during out of office hours so no one can access any information. If you wish to view or receive a copy of your Occupational Health records held by Workplace Health & Wellbeing, we require a formal request and we will respond to your request within one month.

2. Surname *

This form has multiple pages and you can navigate through the pages using 'Next Page' and 'Previous Page' buttons

- 4 Fill in all the details requested on the pages by either entering free text or selecting the relevant options. **PLEASE ONLY COMPLETE PART 2 FOR APPLICANT.**

- 5 At this point you will be prompted to save the Form as completed. If you are ready to send the Pre-Placement form to Workplace Health & Wellbeing please click yes.

Please Note: that once you have clicked yes, you will not be able to make any changes to the form

If you are not ready to submit the form simply click 'no' and then return to the questionnaire at a later date. (See section titled AMENDING PORTAL FORMS)

 Pre-placement forms are only sent to Workplace Health & Wellbeing when you have set the questionnaire as complete

Message ID (1575)

Do you wish to set this Form as completed?



Note: Once set as completed, the Form will be sent to Workplace Health & Wellbeing and cannot be updated in the future. Please ensure that you have added your contact number to the form as the Occupational Health team may need to contact you if further information is required.

- 6 You will be returned to the online form screen.

A completed form is given a status of 'Ready for promotion' until reviewed by a member of the Workplace Health & Wellbeing Team. Once it has been processed the completed form will be given a status of 'Promoted'.

Once processed by Workplace Health and Wellbeing an outcome certificate will be generated and sent back to the recruitment team/manager who will then contact you should you require an appointment or any follow up.

COMPLETING INCOMPLETE FORMS:

This section shows you how to complete incomplete forms within the Portal:

1. Double-click on the form record displayed in the middle of the screen or select it and click on 'Open Online Form' in Options on Left hand side of screen

Form Type	Status	Comments	Date Completed	Date Created	Appointment Da...	Appointment Ti...
Management Referral	Ready for Promo...		Tue 31/10/2017	Tue 31/10/2017 1...		

Note: You may need to change the 'current view' option to "my forms" to display the form on screen

2. Use the Previous page / Next Page buttons to navigate through the pages of the form and complete the relevant entries
3. Continue to complete all questions until the Next Page button becomes disabled and then select the 'Complete option'
4. At this point you will be prompted to save the Form as completed. If you are ready to send the form to Workplace Health & Wellbeing please click 'yes'

Please note: that once you have clicked yes, you will not be able to make any changes to the referral

If you are not ready to submit the referral simply click 'no' and then return to the questionnaire at a later date. (See section titled AMENDING PORTAL FORMS)

 Questionnaires are only sent to us when you set the questionnaire as complete

Message ID (1575)

Do you wish to set this Form as completed?



Note: Once set as completed, the Form will be sent to Workplace Health & Wellbeing and cannot be updated in the future. Please ensure that you have added your contact number to the form as the Occupational Health team may need to contact you if further information is required.

Yes

No

You will be returned to the online form screen.

The screenshot shows a web interface for 'My Forms'. On the left is a sidebar with filters for 'Current View' (set to 'My Forms'), 'Date Created' (From: 31/10/2016, To: 31/10/2017), and 'Completed Date' (From: 31/10/2016, To: 31/10/2017). Below the filters is an 'Options' menu with 'Refresh Results' and 'Create New Online Form' (circled in red). The main area shows a table with the heading 'My Forms - 1 record found'.

Form Type	Status	Comments	Date Completed	Date Created	Appointment Da...	Appointment Ti...
Management Referral	Ready for Promo...		Tue 31/10/2017	Tue 31/10/2017 1...		

A completed form is given a status of 'Ready for promotion' until reviewed by a member of Workplace Health and Wellbeing. Once it is processed the completed form will be given a status of Promoted.

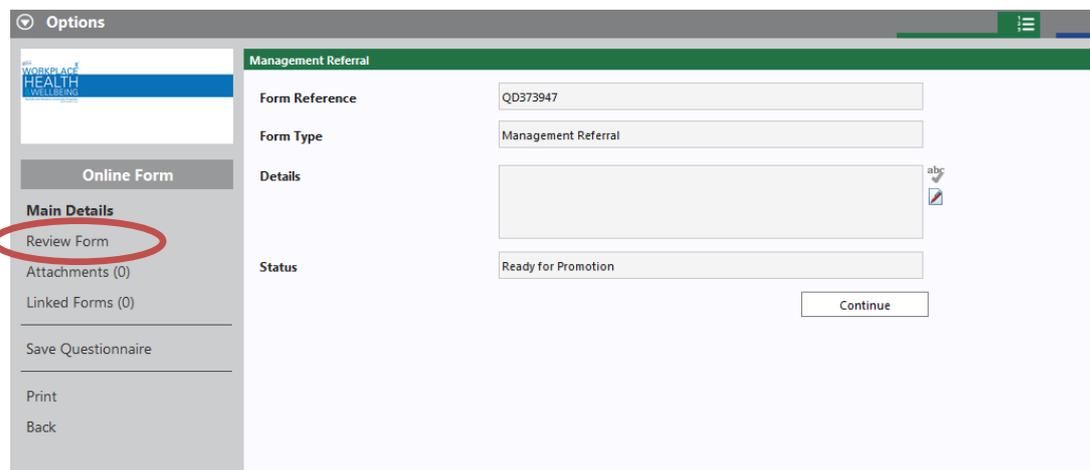
REVIEWING COMPLETED FORMS:

This section explains how to review completed forms within the Portal:

Previously completed forms will be displayed in the middle of the window



1. Double-click on the form record displayed in the middle of the screen or select it and click on 'Open Online Form' under Options on Left hand side of screen.
2. Select the 'Review Form' option



The Form details screen will be displayed.

- 3 Use the Previous page / Next Page buttons to navigate through the pages of the form to review the entries

Note: Answers given to previously completed forms are displayed in a grey box

Please note: previously given answers cannot be edited.

- Continue to review all the questions until the Next Page button becomes disabled. Select the 'back' option to return to the online forms window

Options

Management Referral

Declaration Form Progress

- I confirm that I am referring the above named employee to Workplace Health & Wellbeing for an Occupational Health assessment. I can confirm that the individual has been made fully aware of the purpose of the referral. Yes No
- I understand that under the General Data Protection Regulation (GDPR) employees may request access to their occupational health records*. Yes No
- I can confirm that the staff member has consented to this referral. Yes No
- I understand that Workplace Health & Wellbeing (WHWB) endeavour to prepare reports within five working days of an appointment. However I understand that, if additional detail from an individual's specialist or GP is required (with the employee's consent), there will be a delay in the report being prepared. Under these circumstances WHWB will write or e-mail you to inform you of a likely delay. Yes No

< Previous Page Save Questionnaire

Fields marked with * are required

Online Form

Main Details

Assignment

Fill Out The Form

Attachments (0)

Save Questionnaire

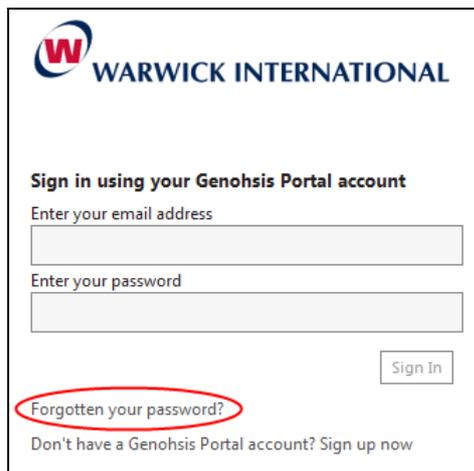
Save & submit form to WHWB

Back

PORTAL ACCOUNT RESET

This section guides you through resetting your Portal account password:

Navigate to your Portal Homepage and then:



- Click on the 'Forgotten Your password' Link

The password reset form will be displayed

- Enter your Email Address into the section provided
- Enter your Family Name into the section provided
- The Captcha verification will be required for the password reset. Enter the sequence of characters displayed in the centre of the window into the space provided, Click the 'Continue button'
- The Portal Account Security window will be displayed. At this point you will need to answer the security question that you selected on creating the account

An email is sent with the security details for portal account reset. Follow the instructions in the email



The email verification step is essential. Without this step you will not be able to proceed.