

## HEOPS OH Services Staff Resource Calculator - 2016

It is impossible to provide an exact formula for calculating the amount of staff resource required to meet an institution's occupational health needs as this depends on a large number of factors. The most important of these are the size of the institution, the volume and nature of research undertaken, the mix of courses offered and the range and responsiveness of the services and support expected.

Research-intensive universities require significant OH support to manage health and safety risks. Students on courses leading to a professional qualification in health care, or in other regulated professions, e.g. social work, teaching, veterinary medicine are likely to require OH services at several points during their training. Undergraduate medical and nursing courses have particularly high OH support needs. In the 2014 HEOPs survey of OH services in UK universities, the support required per student was estimated to be the equivalent of two full time staff.

### Calculating the staff resource required

*This guidance should be used in conjunction with the Guidance on the Provision of Occupational Health Services for Higher Education Institutions produced by HEOPs*

Calculations based on headcount should use the total FTE number of staff—faculty and support—employed plus the numbers of students on courses that will require OH support.

Students on courses leading to a professional qualification in healthcare or veterinary medicine should be counted as 2 FTE.

Taught students on other courses which routinely require some OH support e.g. pre-placement fitness assessments, vaccinations, health surveillance, should be counted as 1FTE.

Post-graduates undertaking research requiring OH support for the management of health & safety risks should also be counted as 1 FTE.

Student numbers on courses with no routine OH clinical support need can be discounted.

### Recommendation

The **Minimum Staffing Levels** to provide core OH clinical services are:

1 FTE Occupational Physician per 30,000 staff and the relevant student FTE

1 FTE OH Nurse per 3,000 staff and the relevant student FTE

1 FTE Administrative staff per 10,000 staff and the relevant student FTE

The **absolute minimum staffing** level for small institutions to operate a service will be 0.3 FTE OH nurse with the equivalent of 2 days admin support and 1/2 day physician support per month.

Additional staffing will be required to provide optional clinical services such as general health screening or for non-clinical services such as health & safety training or health promotion initiatives.

Additional staffing may also be necessary if services are to be locally delivered on several campuses

A summary of the findings of the 2014 survey of existing OH service provision undertaken by Janice Craggs, Newcastle University OH Service is available at:

[http://www.heops.org.uk/HEOPS\\_staffing\\_survey\\_executive\\_summary\\_Nov\\_2014\\_v5.pdf](http://www.heops.org.uk/HEOPS_staffing_survey_executive_summary_Nov_2014_v5.pdf)

The anonymised raw data is available at:

<http://www.heops.org.uk/HEOPS%202014%20Survey%20Anonymised%20Results%20V4.xlsx>