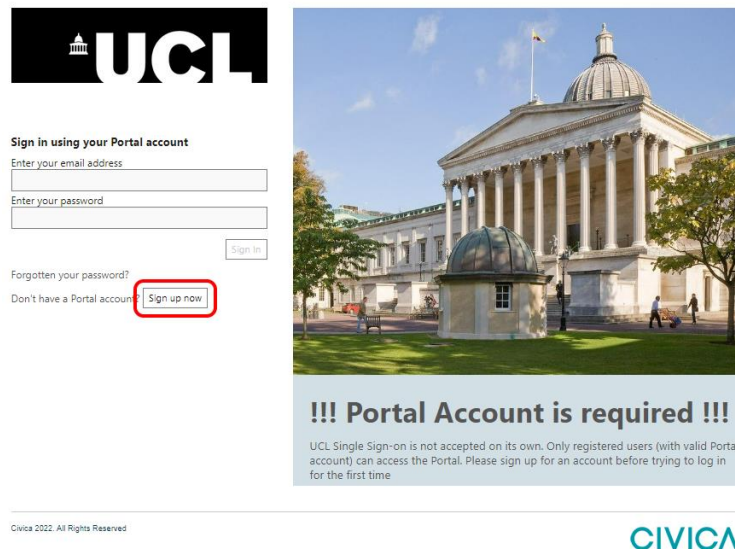


PART 1. REGISTERING FOR AN ACCOUNT ON THE WORKPLACE HEALTH PORTAL

Your health declaration questionnaire and any relevant immunisation evidence must be submitted for Workplace Health's review on the Workplace Health Portal (WH Portal). WH Portal is a secure and efficient client's interface into Workplace Health systems and you should follow the process as outlined below. If you experience any difficulties with your Portal account, please contact us on: tel. 0207 679 2802 or email uclstudentoh@ucl.ac.uk for assistance.

***NOTE:** The WH Portal is compatible with all major browsers, including mobile, however, certain versions of Safari may not be fully supported by the WH Portal software. If that is the case with you, we would recommend using Google Chrome as an alternative to Safari.*

1. If you have received an email from the Medical School Admissions regarding your Occupational Health clearance please read it carefully, then click on the link to the WH Portal: <https://eopas.ucl.ac.uk/Portal/login.aspx>





2. Click on the 'Sign up now' button.

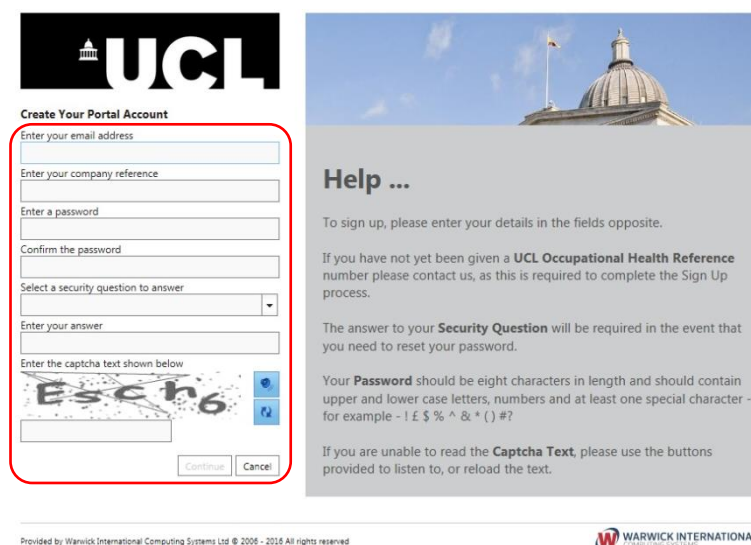
***NOTE:** Please note that you will require your personal account to access WH Portal. Therefore, please be sure to sign up and verify your account before you attempt to log in.*

3. Enter the information as required:

Your email address – it **must be** the one you have provided to the Medical School.

NOTE: You may require access to your WH Portal account at a later stage, for example when you graduate and if you need to obtain a copy of your immunisations to bring with you to your placement. It is therefore advisable to provide us with your personal email address as opposed to your school email you may have, which will become invalid soon after you finish your school. If you wish to change your login email address, please contact us at any time.

- Type in a password of your choice. The password should be eight characters in length and should contain upper and lower case letters, numbers and at least one special character - for example - ! £ \$ % ^ & * () #?
- Choose a security question from drop-down menu and type in an answer.
- Finally, type in the Captcha. If the Captcha symbols are unclear, please re-load them by clicking , or click  to listen to them. Then click on 'Continue'.



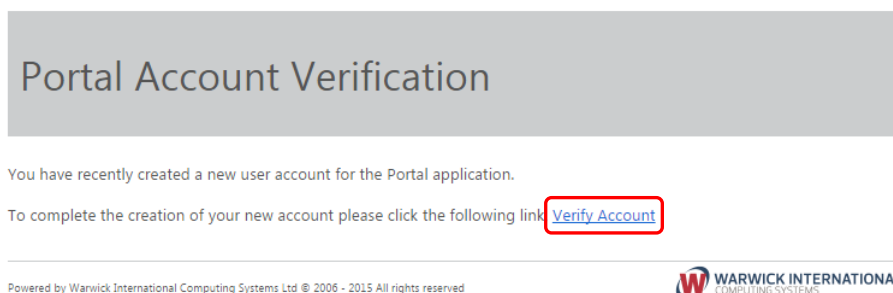
The screenshot shows the 'Create Your Portal Account' form on the left, which includes fields for email address, company reference, password, password confirmation, a security question dropdown, answer, and a captcha. A red box highlights the captcha area. To the right is a 'Help ...' section with instructions: 'To sign up, please enter your details in the fields opposite.', 'If you have not yet been given a UCL Occupational Health Reference number please contact us, as this is required to complete the Sign Up process.', 'The answer to your Security Question will be required in the event that you need to reset your password.', 'Your Password should be eight characters in length and should contain upper and lower case letters, numbers and at least one special character - for example - ! £ \$ % ^ & * () #?', and 'If you are unable to read the Captcha Text, please use the buttons provided to listen to, or reload the text.'

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4. The WH Portal will send you an automatic verification email - please be sure to click on the link in this email to verify your identity. You will not be able to access your account if it has not been verified.

NOTE: Occasionally verification emails may be filtered into Spam/Junk folder. If the verification email does not show up in your inbox 5 minutes after clicking the 'Continue' button, please check your Spam/Junk folders. If you cannot find the verification email, please get in touch with us.



The screenshot shows an email titled 'Portal Account Verification'. The text reads: 'You have recently created a new user account for the Portal application. To complete the creation of your new account please click the following link [Verify Account](#)'. The 'Verify Account' link is highlighted with a red box.

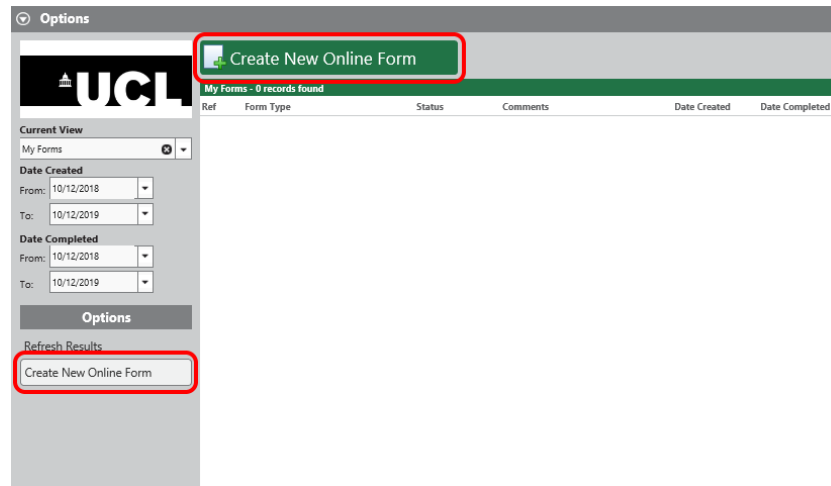
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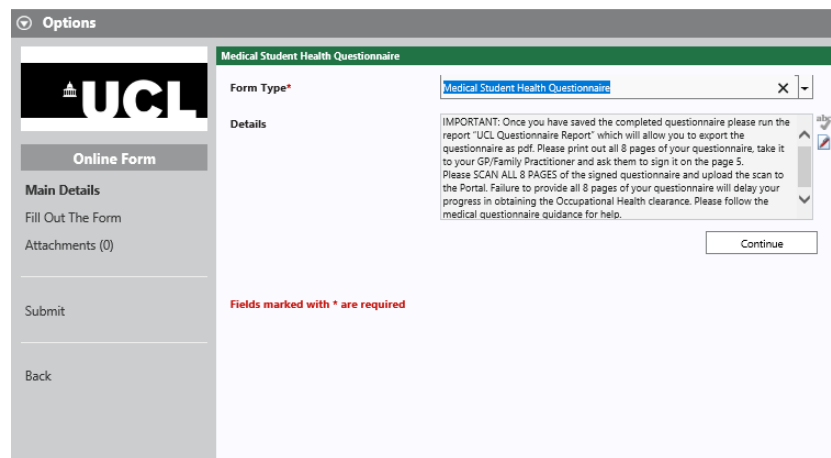
5. This will automatically take you back to the WH Portal. Your account has now been created and verified. You can now log in to your account and complete a questionnaire.

PART 2. CREATING AND COMPLETING A QUESTIONNAIRE

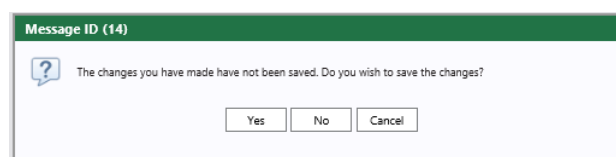
1. Log in to your account on WH Portal. Click on 'Create New Online Form' as shown:



2. Select the 'Medical Student Health questionnaire' from the 'Form Type' drop-down menu.



3. Answer all the questions fully, please do not leave any questions unanswered. If you wish to come back to your questionnaire later, you can save the progress of your questionnaire. Click 'Back' option and select 'Yes' when you are offered to save the changes:



4. Once you have answered all the questions, please submit your questionnaire to us by clicking on 'Submit'

be restrictions on your clinical experience if you are not EPP cleared. EPP screening will be undertaken for you by UCL OHS on enrolment. If you have any questions regarding restrictions on clinical practice, please contact your Faculty Tutor to discuss.*

13. You will need vaccination against Hepatitis B. Since the course of three injections may take six months to complete, we recommend that you start this as soon as possible.*

14. Failure to declare any significant health problem may result in your referral under the Medical School Fitness to Practise procedures.*

< Previous Page

Fields marked with * are required

5. Confirm your intention to submit your questionnaire by clicking 'Yes', alternatively, click 'No' if you wish to save the draft and come back to it later.

Message ID (1575)

You are about to submit your questionnaire to OHW for review. If you have answered all questions fully and you wish to proceed please click: **Yes**.
Once you have submitted your questionnaire no further changes are possible.
If you wish to revisit your questionnaire to amend any information please click: **No**.
NOTE You will be unable to submit your questionnaire if you have left any questions unanswered.

6. When successfully submitted, your questionnaire status will change to 'Accepted'.

NOTE: *Once your questionnaire has been submitted, no further changes to the answers given are possible. Please only complete the questionnaire once! If you need to notify us of an error in your questionnaire, please email us at uclstudentoh@ucl.ac.uk and describe your correction. We will make a note on your record and the clinical team will take your correction into account. Submitting an additional questionnaire may delay your clearance.*

PART 3. UPLOADING YOUR IMMUNISATION EVIDENCE

Suitable evidence would be:

- Childhood Immunisation (Personal Child Health Record or 'Red book')
- GP printout of your immunisation history

When uploading your vaccination history please make sure this includes your **COVID-19 vaccinations**. Please see the following link for more information; including recognised evidence of COVID-19 vaccinations, if you were vaccinated abroad and if you are exempt:

<https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2021/12/C1470-vcod-for-healthcare-workers-planning-and-preparation-guidance.pdf>

IMPORTANT! Please ensure your name is clearly stated on your evidence document. If needed, also provide a page where your name is visible, i.e. first page of your red book.

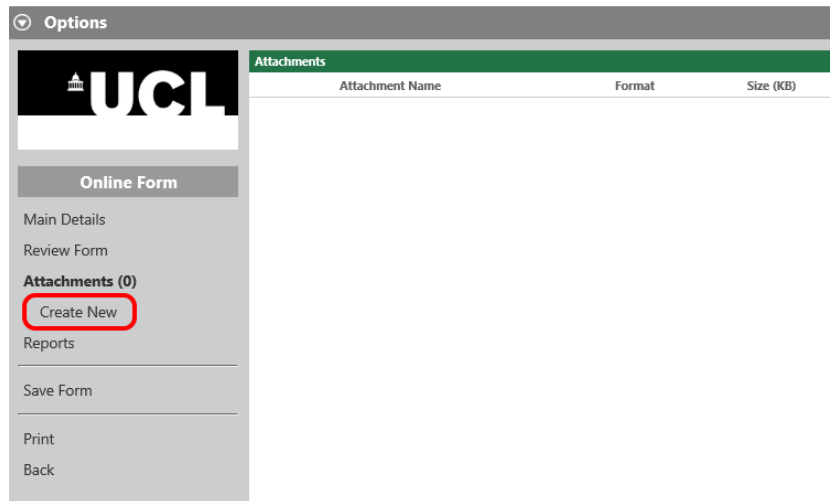
Preferable format for the attachments is pdf, however, if you are only able to submit photographs we will accept them providing they are of a good, readable quality.

To attach your file(s), log into your portal account and double click on your questionnaire in the box labelled **'My Forms'** as you did when you run the report.

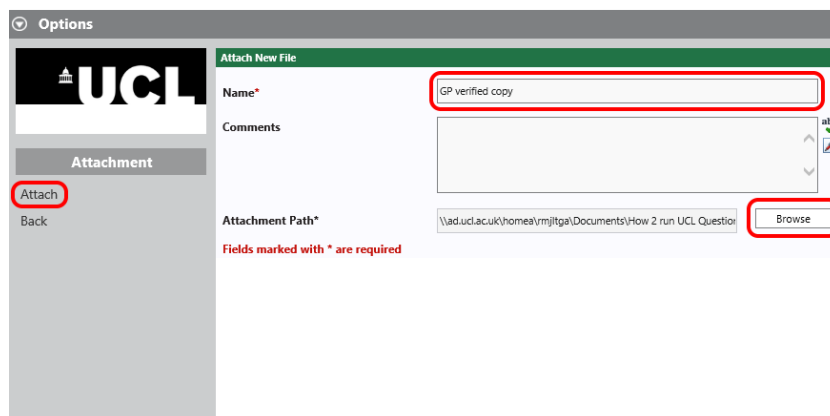


The screenshot shows a web interface for the 'Medical Student Health Questionnaire'. On the left, there is a sidebar with the UCL logo and a menu under 'Options' containing 'Online Form', 'Main Details', 'Review Form', 'Attachments (0)', 'Reports', 'Save Form', 'Print', and 'Back'. The 'Attachments (0)' item is circled in red. The main content area shows the questionnaire title, 'Form Type' (Medical Student Health Questionnaire), and 'Details' which include an important instruction: 'IMPORTANT: Once you have saved the completed questionnaire please run the report "UCL Questionnaire Report" which will allow you to export the questionnaire as pdf. Please print out all 8 pages of your questionnaire, take it to your GP/Family Practitioner and ask them to sign it on the page 5. Please SCAN ALL 8 PAGES of the signed questionnaire and upload the scan to the Portal. Failure to provide all 8 pages of your questionnaire will delay your progress in obtaining the Occupational Health clearance. Please follow the medical questionnaire guidance for help.' A 'Continue' button is located at the bottom right of the main content area.

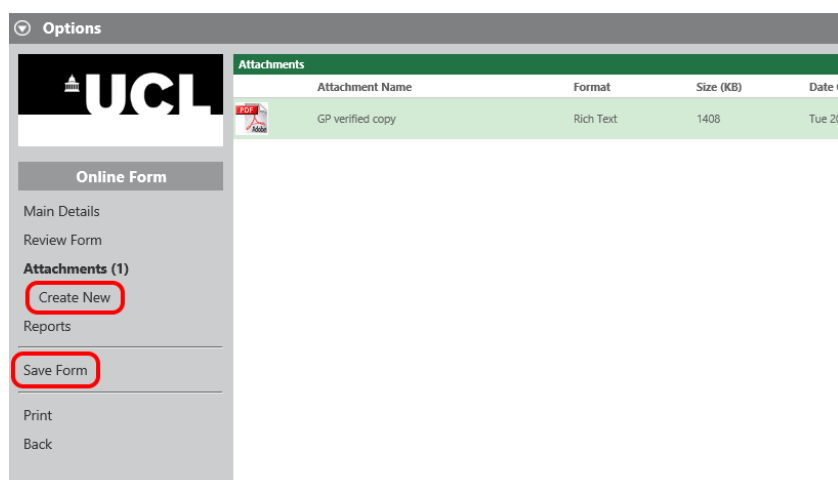
9. Select 'Attachments (0)' from the Options pane.



10. Click 'Create New'. Please name your attachment "[your name]-immunisation_evidence", browse for the file you wish to upload and select it. Finally, click 'Attach' as shown.



11. You can either keep adding more files by clicking 'Create New' and repeating the steps above or click 'Save Form' if you have finished.



Notice that 'Attachments (1)' is now showing 1 in the brackets to indicate that there is one file attached to the questionnaire.

Options

UCL

Medical Student Health Questionnaire

Form Type: Medical Student Health Questionnaire

Details:

IMPORTANT: Once you have saved the completed questionnaire please run the report "UCL Questionnaire Report" which will allow you to export the questionnaire as pdf. Please print out all 8 pages of your questionnaire, take it to your GP/Family Practitioner and ask them to sign it on the page 5. Please SCAN ALL 8 PAGES of the signed questionnaire and upload the scan to the Portal. Failure to provide all 8 pages of your questionnaire will delay your progress in obtaining the Occupational Health clearance. Please follow the medical questionnaire guidance for help.

Continue