



Medical Intervention Policy

OFFICIAL

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Policy

Statement

Merseyside Police is committed to maintaining a healthy workforce in order to maximise its capability and sustain good levels of attendance. The aim of this Policy is to assist in the achievement of these goals by the provision of funding to pay for private medical treatment, under certain circumstances, to enable a speedy recovery and early return to work and or full duties.

This Policy is relevant where the National Health Service is unable to rehabilitate sick or injured members of staff to work as soon as is practicable, particularly where a surgical intervention is required this may include specialist consultation and scans.

Beneficial results for both members of staff and the Force can be achieved by providing funding to facilitate payment for private medical treatment to assist with an early return to work and /or full duties. The terms of such funding will be set out from time to time in the procedures accompanying this Policy.

This Policy will be subject to regular review to take account of changes in funding and NHS provision to maintain best practice.

The Grievance Policy and procedure is available to any member of staff having issues in relation to the application of this Policy.

This Policy is to be used in conjunction with the Restricted Duties Procedure and Sickness Absence Policy

The availability of funding is at the sole discretion of Merseyside Police and is not in any way a contractual right. The decision of whether to allow funding can also be made following consideration of available funding.

Aims

The aim of this policy is to ensure that individuals who are not fit to attend work or who are performing restricted duties whilst awaiting a medical procedure or diagnosis receive fair and reasonable treatment. It provides an opportunity, where appropriate, for medical treatment to be expedited on an individual's behalf with the help of a financial contribution from Merseyside Police, which will enable a return to work and help sustain good attendance.

This policy is intended to provide a consistent framework to assist individuals who require medical intervention and develop a culture where sustained attendance at work is valued and treatment/recovery from illness can be supported.

Objectives

- a) To develop a culture of good attendance that promotes the well-being of all and supports individuals who are absent from work or who are restricted from performing their roles due to sickness or injury.
- b) To ensure that all those involved in managing attendance are aware of their roles and responsibilities and also that supportive mechanisms are available to assist an individual to return to work and/or full duties at the earliest opportunity.
- c) To provide policy regarding medical intervention to support the expedited treatment and recovery from illness.

Application and Scope

All police officers and police staff must be aware of and are required to comply with all relevant policy and associated procedures.

Version History

17/07/2019	V2 – Change of format to Policy with additional information included
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Procedure

1. Introduction

1.1 Merseyside Police is striving to sustain the attendance of its workforce by reducing sickness absence. Our aim is to achieve this by following the attendance management procedures whilst supporting those who are absent, and could potentially return early, by contributing to private medical treatment which would assist with an early return to work and/or full duties.

2. Procedure

- 2.1 Where it is determined that the organisation and the individual will benefit from early low cost medical intervention, such as specialist consultation or MRI scan, the Force Medical Officer will make a direct referral to the Medical Intervention Panel as part of the Occupational Health process in conjunction with the Head of People Services.
- 2.2 Individuals who are not in the Occupational Health system can also request medical intervention via their Strand Lead by completing application form OHUMED1. Details of the cost of the medical treatment provided by their medical specialist will be required and completed applications should be forwarded to their Strand Lead for approval.
- 2.3 The individual must include all relevant medical information for their condition, including an endorsement from their specialist in support of the required intervention; confirmation of a positive prognosis; the likelihood of its success in achieving the outcome of expediting recovery and a return to work and/or full duties and NHS waiting times for such treatment Any applications submitted without specific medical information relating to their condition will not be considered.
- 2.4 The Strand Lead will ensure that the criteria set out below in Section 3 is met when considering the application. If the application is not approved, the Strand Lead will advise the individual in writing of the reason(s) for the decision.
- 2.5 Approved applications will be forwarded to the Head of People Services for consideration who will consult with the Force Medical Officer. The Strand Lead will be advised of the decision of the Head of People Services in writing and will inform the individual accordingly.
- 2.6 Where an application is not approved, the Head of People Services will state the reason(s) for the decision.
- 2.7 Where an application is approved, Merseyside Police will fund the cost of medical treatment up to a maximum of £4,000. In exceptional circumstances applications for funding in excess of £4000 will be approved. This will be undertaken on a case by case basis using a Cost Benefit Analysis approach.
- 2.8 Once the application is approved the applicant must provide an invoice for the treatment to the Head of People Services who will arrange payment.

3. Criteria

3.1 The following criteria will be used by Strand Leads in determining whether or not funding is appropriate: -

- (i) The applicant is off sick or in a restricted role
- (ii) The provision of early medical treatment should ensure an early return to work or full duties
- (iii) Funding for medical treatment is required to avoid an absence or restriction in role
- (iv) The Force attendance criteria will be taken into consideration, with each case judged on its own merit.

3.2 The following criteria will be considered by the Head of People Services and the Force Medical Officer in determining the eligibility of applicants: -

- (i) The application must have the support of the Strand Lead
- (ii) Treatment should be cost effective
- (iii) The individual must have taken all reasonable steps to aid recovery

3.3 All of the above conditions must be met in order to qualify for funding

3.4 Conditions that will not be funded under the Policy include: - Cosmetic Surgery, Fertility Treatment, Vasectomy/Sterilisation, Orthodontic procedures.

3.5 In cases of sickness absence, it is essential that effective contact is maintained between individuals and their line manager (or nominated manager, if appropriate) to provide necessary support, to monitor the duration of the absence and to provide support in planning for your return to work. (Link to Home Contact letter)

4. Performance Measures

4.1 In order to accurately assess the impact of this Policy, the following performance measures will be used to demonstrate value for money: -

- (i) Length of absence if treated by NHS (months) and estimated salary cost of this absence (based on individual's full pay rate)
- (ii) Length of absence if treated privately (months) and estimated salary cost of this absence (based on individual's full pay rate)
- (iii) Total Saving (months) and salary saving (£) i.e. the difference between (i) and (ii) above
- (iv) Cost of treatment (£)

APPLICATION FOR PRIVATE MEDICAL INTERVENTION FUNDING	
TO BE COMPLETED BY APPLICANT	
NAME:	PAYROLL No
POST :	EXT:
PRIVATE REFERRAL FOR: (including diagnostic tests)	
<i>(medical condition)</i>	
DOES THIS RELATE TO AN INJURY ON DUTY?.....YES/NO	
IS THIS CONDITION THE SUBJECT OF CIVIL LITIGATION PROCEEDINGS?.....YES/NO	
IF YES, PLEASE PROVIDE THE NAME AND ADDRESS OF THE SOLICITOR ACTING ON YOUR BEHALF.....	
(Note: Merseyside Police reserves the right to recover medical costs from compensation awarded from a personal injury claim)	
SIGNED.....	DATE..... EXT.....
TO BE COMPLETED BY STRAND LEAD	
Length of Absence without early medical intervention.....	Salary Cost.....
Length of Absence with early medical intervention.....	Salary Cost.....
Savings (£).....	
I CAN CONFIRM THAT THE APPLICANT MEETS THE CRITERIA SET OUT IN SECTION 3.1 OF THE MEDICAL INTERVENTION POLICY. THIS APPLICATION IS APPROVED.	
SIGNED: DATE.....EXT.....	
TO BE COMPLETED BY THE HOSPITAL CONSULTANT	
COST OF FULL MEDICAL TREATMENT : £	
NAME AND ADDRESS OF PRIVATE HOSPITAL :	
WAITING TIME FOR NHS APPOINTMENT:	
WAITING TIME FOR TREATMENT AT THIS CLINIC/HOSPITAL	
SIGNED :	(consultant) DATE :
TO BE COMPLETED BY THE PANEL	
<input type="checkbox"/> THIS APPLICANT DOES MEET THE CRITERIA FOR MEDICAL FUNDING	
<input type="checkbox"/> THIS APPLICANT DOES NOT MEET THE CRITERIA FOR MEDICAL FUNDING FOR THE FOLLOWING REASON(S).....	
<input type="checkbox"/> THE STRAND LEAD HAS BEEN ADVISED OF THIS DECISION IN WRITING.	
SIGNED.....(HEAD OF PEOPLE SERVICES)	
DATE.....	