



PERSONAL LEARNING CPD

Certificate of Engagement

Date of issue: 21 May 2026

OH Report Writing 2018, Birmingham,
Monday 15 October 2018

Personal Learning Statement

Following my attendance at the above event, my key learning points are as follows:

The purpose of the OH report in facilitating management in decision making when dealing with a case. The need for establishing service level agreement to provide effective service for both the employee and the employer. The legal aspects that relate to the OH report and service with the importance of record keeping- data protection. This is taking into account the current legal frameworks i.e. GDPR & DPA 2018. The effectiveness of terminology, content and language in the reports.

The implications for my practice are as follows:

It has provided evidence base to enhance practice with the relevant update knowledge. It helps with providing safe practise and effectively. At the same time fulfilling registration requirements.

I have undertaken the following further reading and activities to consolidate my learning and reflected on its relevance to my practice:

*Williams, N. (2014) writing a good oh report: practical guidance for occupational health practice. Occupational Health [at work] vol.11 (1), pp 29-31
Williams, N. and Kloss, D (2016) Not Fit for a disciplinary. Occupational Health [at work] vol.12 (6), pp 25-28.
Agius, RM (2012) Audit or assessment tools for occupational health letters or reports. Occupational Medicine vol.62 (6), pp 469
Access to Medical reports Act 1988, Data Protection Act 2018, GDPR (EU) 2016/679*

Time spent reflecting on the course content and learning objectives*

6 hour(s)

* You are accountable for recording your own learning time.