



PERSONAL LEARNING CPD

Certificate of Engagement

Date of issue: 21 May 2026

OH Report Writing July 2019, London,
Thursday 4 July 2019

Personal Learning Statement

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

The course broadened my understanding of the key issues in producing a good report. Reports need to be compiled with accuracy and attention to detail. More knowledge was gained in that a good report begins depends on the quality of the referral and the issues of consent were discussed underlining that it needs to be informed and that it can be verbal or written and it can be withdrawn at any time with the understanding that the manager can then proceed on the information they already have.

The implications for my practice are as follows:

Reflection on the style of OH reports and the importance of managing employee expectations with the report having a description of the findings, summary of the issues answering of specific questions, conclusion and recommendations with dating and signing. Being mindful that the records and report are a permanent record and provide information for decision making. Have refreshed the procedure for history taking and the style of the OH reports taking into consideration GDPR and consent.

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*

*General Data Protection Regulation
<https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>*

Time spent reflecting on the course content and learning objectives*

3 hour(s)

* You are accountable for recording your own learning time.