

Recording medical results in Sentinel

This section is designed to outline how you can simply **record medical results** in the Sentinel system. As a Medical Provider, you should already have access to the Sentinel system here: <https://www.railsentinel.co.uk/Sentinel/Account/LogOn> however if you do not then please call the Sentinel helpdesk on **0330 726 2222**

Once you have logged in, you should be able to see a tab called 'Medicals' and this is where you can record results and view certificates, restrictions and failures. This should be self-explanatory, however below is a 'step-by-step' guide if you are unsure. **Always double-check the Sentinel number, National Insurance number and DOB with the individual to ensure you are inputting results against the correct Sentinel record - incorrect data will affect someone's Authority to Work.**

1. Record medical result and complete the certificate questions

- Select 'Record Medical Result' and enter the individual's details with their Sentinel number, National Insurance number, first name, or surname
- Once identified, double-click on the correct individual
- Now you need to complete the online certificate by following these actions:
 1. Check you have selected the correct record – double-check the DOB with the individual
 2. Check the Examination Date (defaults to today, but you can amend this if required)
 3. Check the Expiry Date (calculated as per the individual's age, but you can amend this if required)
 4. Complete the Medical Provider's Reference (non-mandatory field, use for internal reference if needed)
 5. Complete the Examiner's Name (please capitalise the first name and surname)
 6. Complete the Occupational Physician name (please capitalise the first name and surname)
 7. Enter any relevant Notes (N.B. these will appear on the certificate and be visible to anyone)

Please enter the results in accordance with the requirements of Network Rail Standard: NR/L2/OHS.

There are 6 questions to the online medical certificate, plus the opportunity to add restrictions, and then finally confirm the Medical Level:

- **General Health** - select either 'Satisfactory' or 'Unsatisfactory'
- **Visual Acuity** - when 'Satisfactory' is selected, the Category must also be selected from the drop down list. Use the blue 'i' icon to see the Category definitions
- **Colour Vision** – 'Normal' or 'Defective'
- **Hearing** - when 'Satisfactory' is selected, the Category must also be selected from the drop down list. Use the blue "i" icon to see the Category definitions
- **Must be accompanied** - this is new information required which is not on the previous Wilsons certificate. Please choose 'Yes' or 'No.'
- **Risk Assessment Required** - This is a new field. Please choose 'Yes' or 'No.' If 'Yes' is selected then the individual is not able to work until their Sponsor has carried out the appropriate risk assessment and updated the system. Please note that you are able to complete the certificate without the need to wait for a risk assessment to take place.

2. Record medical restrictions

This information was not on the previous Wilsons paper certificate.

- You should start by selecting the 'Medical Certificate' section and clicking 'Add Restriction'
- Select the 'Restriction' from the drop-down list
- 'Restriction Type' - select Permanent or Temporary from the drop-down list (N.B. A Permanent restriction will last the length of the certificate; a Temporary restriction will not affect the expiry date of the certificate). If you select 'Temporary' you will need to input an 'Until date'
- The expiry date will be displayed on the completed version of the certificate
- Add any further comments in the 'Notes' section and click 'Save'

3. Record medical levels

There are various Medical Levels for each competency, which medical providers are informed about when they join the Sentinel Scheme. In the system, this is the information that you are required to complete:

- **Suggested Medical Level** - this is a new feature of the online certificate and is calculated based on the information you have inserted into the form. If someone has been requested to achieve a lower Medical Level than they attain, then the higher level should be used because this opens up the opportunities for the individual to work in more roles
- **Results** - Use the drop down to select if the individual has 'Met,' 'Met with Restrictions' or 'Doesn't meet a Level'
- **Medical Level** - You can use this field to confirm / override the suggested level. It must be used with caution and should only be used if you feel that there is a more appropriate level.

4. Save and print the medical certificate

- After filling in all the necessary fields click 'Save'
- A pop-up box will appear and ask you to confirm the Medical Level selected
- Click 'OK' to generate the certificate
- You can print off the certificate and hand it to the individual at the end of appointment, which gives the clinician an opportunity to talk through the outcome and ensure all information is correct and understood
- The Medical Certificate is shown on screen and you have the option to print the Medical Certificate or record a Drugs & Alcohol event for the individual