

## Pregnancy Checklist of Questions



This checklist aims to guide discussions with candidates during pregnancy and maternity. It should be printed of, completed and agreed with the candidate. It is not intended that the form should be completed in full at a first meeting as initially a candidate will be unable – and should not be expected – to respond to all the questions raised. However as much initial information as possible should be collected at the first meeting without applying any pressure on the candidate. The checklist is intended to be helpful not oppressive!

The form should be reviewed at key stages (e.g. 16 weeks pregnant, 24 weeks pregnant). If the candidate's circumstances change, the plan will also need to be reviewed.

<b>Contact details</b>		
<b>1</b>	<b>Candidate details</b>	
	Name	
	Telephone	
	Email address	
	Candidate ID	
<b>2</b>	<b>Emergency contact's details</b>	
	Relationship to candidate	
	Telephone	
<b>3</b>	<b>Test Details</b>	
	Programme title	Test of Competence Practical exam
	Faculty	Health & Society
	Responsible to	Test Centre Manager
	Date of test	
<b>4</b>	<b>Details of the candidates first point of contact within the CTC</b>	
	Name	Michelle Thompson
	Title	Test Centre Manager
	Location	University of Northampton Innovation Centre
	Telephone	01604 892066
	Email	ctc@northampton.ac.uk
<b>Key dates (to be reviewed &amp; added to over the course of pregnancy and maternity)</b>		
<b>5</b>	What is the candidates due date?	
<b>6</b>	How many weeks pregnant was the candidate when she notified CTC of pregnancy?	

<b>7</b>	What is the candidates preferred method of communication:	
	during pregnancy?	
<b>Informing other staff</b>		
<b>8</b>	Who will need to be informed about the candidate's pregnancy and when would the candidate like them to be informed?	
	<b>Name and title</b>	<b>Date</b>
	Michelle Thompson, CTC Centre Manager	
<b>Health &amp; Safety Risk Assessment (See Appendix 2) attach copy to this form when completed)</b>		
<b>9</b>	Has an H&S risk assessment been conducted by the Centre Manager in consultation with the candidate that covers (where relevant): Date when completed:..... Practical OSCE exam day.....	
	the candidates programme of study?	NMC OSCE
	examinations or other assessments?	OSCE
<b>10</b>	Where changes are required to alleviate or minimise risks, who is responsible for ensuring they are implemented?	CTC Test Centre Manager and Lead examiner, Invigilator
<b>Rest facilities</b>		
<b>11</b>	Has the candidate been informed about rest facilities within campus for use by pregnant candidates?	Detail waiting room, chairs within stations
<b>Pregnancy-related absence</b>		
<b>12</b>	Have you discussed any pregnancy-related illness that has affected the candidate's ability to undertake their OSCE test?	
<b>13</b>	If yes to above, can amendments be made to enable continuation of the OSCE on arranged date?	
<b>Extenuating circumstances</b>		
<b>14</b>	Has candidate been informed about the CTC's mitigating circumstances policy in the event that their pregnancy or maternity affects examinations and assessments?	Please refer to the candidate handbook
<b>Further information</b>		
<b>15</b>	Any other information or comments	Candidate will be attending for a single day exam.

## New and Expectant Mothers Risk Assessment



This form is provided for managers to undertake a risk assessment for the purpose of determining the additional hazards and risks likely to be experienced by a pregnant member of staff to enable suitable and sufficient risk control measures for the health and safety of the employee and her unborn child. The form can also be used as a guide to identify the requirement for any health and safety related adjustments in relation to a pregnant student and their studies.

<b>Name</b>		<b>Estimated Due Date</b>	
<b>Programme of Study</b>	OSCE exam	<b>Faculty/Department</b>	CTC
<b>Manager</b>		<b>Assessor</b>	
<b>Assessment Date</b>		<b>Is the woman:</b>	<b>New mother/Expectant mother/breast feeding</b>

<b>Physical Hazards</b>	<b>Risk (H/M/L)</b>	<b>Identified Risk</b>	<b>Control Measure Guidance</b>	<b>Assessor Comments / Adjustments Made</b>
Manual Handling	L	Pregnant candidates may be at risk from manual handling injury.	<ul style="list-style-type: none"> <li>Manual Handling Operations Regulations 1992 apply to all employees required to undertake manual handling duties</li> <li>Restrictions on manual handling as the pregnancy progresses may be required</li> <li>Colleagues to support if any risk involved</li> </ul>	No manual handling will be undertaken
Ergonomics / Posture	L	Pregnant candidates are more at risk from fatigue caused by study demands such as standing, sitting for long periods. Postural problems can occur due to increasing size. Dexterity coordination and balance may be impaired increasing the risk of accidents for example from slips trips and falls.	<ul style="list-style-type: none"> <li>Breaks from a seated position can help promote good circulation and posture</li> <li>More frequent breaks may help reduce fatigue</li> <li>The comfort of the individual should be reviewed regularly, and adjustments made as required</li> <li>Seek advice from OHS office as required</li> </ul>	Seat will be available in each exam station, and regular rests offered if needed

Vibration	L	Regular exposure may affect the pregnancy.	<ul style="list-style-type: none"> <li>Avoid excessive exposure.</li> </ul>	Not relevant
Extremes of cold and heat	L	Heat and cold tolerance reduces with pregnancy.	<ul style="list-style-type: none"> <li>Rest facilities and access to refreshments should be available.</li> <li>Avoid prolonged exposure to excessive heat;</li> <li>Avoid dehydration</li> </ul>	Exam area temperature can be adjusted to ensure comfort. Water will be available during exam
Night working	L	There are no specific known risks to pregnant or breastfeeding candidates from studying at night although levels of fatigue need to be considered	<ul style="list-style-type: none"> <li>Advise of need to monitor fatigue levels;</li> <li>In the event that medical advice indicates that a pregnant worker is unfit for night study, suitable alternative daytime study should be sought</li> </ul>	Exam during day time
Lone Working	L	Pregnant women are more likely to need urgent medical attention.	<ul style="list-style-type: none"> <li>If individual undertakes lone working/studying medical condition should be reviewed and control measures advised</li> </ul>	Will not be lone working
Psychological Wellbeing	L	Excessive physical or mental pressure may lead to stress which may affect the pregnancy by resulting in raised blood pressure and interfere with breast feeding.	<ul style="list-style-type: none"> <li>Discuss study hours with student</li> <li>Pregnant students should be allowed greater control over their timetable if reasonable.</li> <li>Consideration should be given to workload and work demands</li> <li>Avoid excessive study hours</li> <li>Encourage good time management</li> </ul>	Candidate exam will be over one day (am or PM) with rest between each station
Noise	L	Prolonged exposure to loud noise can lead to increased blood pressures and stress	<ul style="list-style-type: none"> <li>The Control of Noise at Work Regulations, 2005 should be applied to all workers exposed to loud noise where there is a risk to hearing.</li> <li>Noise is likely to be too loud if you are unable to hold a conversation 1m apart without shouting</li> <li>Further advice can be obtained from the OHS office</li> </ul>	Low noise levels in the exam rooms with 2 stations sitting involving quiet and writing

Chemicals	L	Certain chemicals are potentially harmful to a pregnancy or may affect breastfeeding.	<ul style="list-style-type: none"> <li>Review COSHH assessments,</li> <li>Avoid exposure to chemicals, with the following risk phrases: <ul style="list-style-type: none"> <li><b>R40:</b> risk of irreversible effects</li> <li><b>R45:</b> may cause cancer</li> <li><b>R46:</b> may cause heritable genetic harm</li> <li><b>R47:</b> may cause birth defects</li> <li><b>R61:</b> may cause harm to the unborn child</li> <li><b>R63:</b> possible risk of harm to the unborn child</li> <li><b>R64:</b> may cause harm to breast fed babies.</li> </ul> </li> </ul>	No chemical exposure is envisaged and medications used in the exam are "sweets"
Biological agents	L	Exposure to certain bacteria and viruses e.g. Rubella and Cytomegaly can present an increased risk to pregnant workers and their unborn child.	<ul style="list-style-type: none"> <li>Review exposure and advise of increase in risk;</li> <li>Check if School's first aider is aware of good practice for first aiders;</li> <li>Avoid contact with chickenpox between weeks 13-20 of pregnancy</li> <li>Ensure good hygiene and infection control</li> <li>Contact OHS office/GP if there any concerns;</li> <li>Where exposure is likely as a direct result of their study, restrictions should be imposed to prevent the exposure</li> </ul>	Low risk but staff and other candidates are routinely asked to declare themselves free of illness
Other Related Factors				
Nausea / Sickness		Early shift work Exposure to nauseating smells	<ul style="list-style-type: none"> <li>Consider flexible study hours</li> <li>Remove from study involving smells until nausea ceases</li> </ul>	Exam day over 9-5 candidate can choose morning or afternoon session
Backache		Standing/ Sitting / Posture Manual Handling	<ul style="list-style-type: none"> <li>See above</li> </ul>	Chair available and beds can be adjusted to candidate's needs.
Increasing Size		Access / Egress Evacuation in emergency Manual Handling Protective Clothing	<ul style="list-style-type: none"> <li>Make arrangements to ensure emergency evacuation is not compromised;</li> <li>Consider impacts for DSE work and review as is required</li> </ul>	Normal evacuation policy exists
Frequent toilet visits		Difficulty in leaving job/site	<ul style="list-style-type: none"> <li>Ensure adequate welfare provision</li> </ul>	Administrator can escort to bathroom if and when required.
Breastfeeding		Difficulties associated with expressing breast milk	<ul style="list-style-type: none"> <li>Consider provision of suitable private room breastfeeding;</li> <li>Seek advice from OHS Office</li> </ul>	NA
Field trips		Travelling	<ul style="list-style-type: none"> <li>Seek advice from OHS office</li> </ul>	

	Accommodation Activities involved on field trip (dangerous?)	• Separate risk assessment for this activity required?	
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**Are there any particular concerns relating to university and/or pregnancy or breastfeeding at the university/test centre?**

Summary of significant risks:	Control measures to be implemented

**Signed**

Candidate		Assessor	
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**Recommended review times:**

Initial Assessment	Upon written notification of pregnancy
1 <sup>st</sup> Review	second trimester 3- 6 months or earlier if required
2 <sup>nd</sup> Review	third trimester 6-9 months or earlier if required
3 <sup>rd</sup> Review	prior to return to study
4 <sup>th</sup> Review	following return to study

**Date of Next Review**

## Support Plan (to completed prior to start of OSCE by named Registered Nursing Assessor)

<b>Proposed flexibilities to be investigated (or agreed by manager/Lead assessor)</b>	<b>Please document if the candidate agrees to the proposed flexibilities?</b>	<b>Please document amendments/additional information</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>• During OSCE the bed height and mannequins can be adjusted to suit the candidates own height and stature thus reducing physical stress to the candidate.</li> <li>• A chair will be available for the candidates use during and after the OSCE</li> <li>• Toilet breaks will be available between stations</li> <li>• Regular hydration to be encouraged during OSCE</li> <li>• The candidate must declare she is fit and well to take the OSCE prior to start</li> </ul>			

Signatures	
Plan to be reviewed on	
<b>Agreed by staff member</b>	
Name	
Signature	
Date	
<b>Agreed by candidate</b>	
Name	
Signature	
Date	

**A COPY OF THE COMPLETED ASSESSMENT SHOULD BE GIVEN TO THE EXPECTANT MOTHER AND A COPY ATTACHED TO THE CHECKLIST**



