

Youth Worker, Youth Detention Information Sheet

Please note as of the 1st July 2016 the cost of the medical has now increased to \$294.80 inc GST. Due to set I.T. rollout dates we are unable to reflect this amount in all our communications but will have this amended ASAP. If you have any questions call UHG 1300 144 143.

How do I book my pre-employment medical?

Please visit our website <u>www.UHG.com.au</u> to book your pre-employment medical assessment.

What do I need to complete my booking?

Pre-payment of \$294.80 (inc GST) is required via credit card to confirm your booking. We accept VISA and MasterCard.

You will be asked your preferred dates of assessment, with appointments only available Monday through Friday.

Whilst we will endeavour to meet your requirements during the booking process, it is preferable to organise an appointment 5 days prior to your preferred appointment date.

What happens once I complete my booking?

A customer service officer will confirm your appointment within 24-48 hours.

A confirmation email will be sent to your nominated email address, which will include an information pack and checklist which must be completed <u>prior</u> to your medical assessment.

Any questions?

Please call UHG on 1300 144 143 and speak to one of our friendly customer service officers.

Checklist

Please ensure that you have the following prior to visiting our website to book your medical.

A valid VISA or MasterCard to make prepayment of \$294.80 (inc GST)
Three preferred dates for your medical
A valid email address

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Youth Worker, Youth Detention

The Youth Justice Services, Department of Justice and Attorney General take the health and safety of all our employees seriously. We want our people to be serious about their own and their co-workers health and safety. It is important to be aware that whilst your health and safety are important, your ability to perform your duties effectively can also have a serious impact on fellow workers as well as the young people in detention.

It is necessary to assess each applicant individually to consider each person's medical status and the risk of injury when performing the requirements of the position.

As part of the application process, you are required to undergo a pre-employment medical assessment. This will require you to read the attached information carefully and complete the attached questionnaire PRIOR to attending your appointment. This medical information will be used to assess your medical fitness to perform the position of youth worker.

At the time of the assessment, the doctor will review your answers and will examine you. You may be required to undress to your underclothes, so please wear appropriate loose fitting clothing.

At the completion of your appointment, the medical assessment will be forwarded to a Senior Occupational Doctor who will review the information. You may be contacted to provide further information or undergo further assessments to determine your suitability.

At the completion of this process, a determination will be made whether you are low, medium or high risk of injury if undertaking the inherent requirements of the role.

Department of Justice and Attorney General will be provided a copy of the medical assessment and the outcome. The information will be held securely and confidentially adhering to legal requirements regarding collection, access and storage of personal information.

It is important to realise that the medical assessment is one component in the selection process and that you will be considered on an individual basis taking other factors into account regarding your suitability.

Checklist

Read the included documents including the Critical Job Demands, Psychological Tolerances and Other Critical Information
Completed the medical questionnaire from pages 5 to 13 inclusive to the best of your ability including as much detail as possible such as dates, details of condition, treatment and if appropriate, when you fully recovered from the condition to take to your appointment.
Provided correct contact details
Provide copy of your photo identification for your appointment, e.g. driver's license, passport or proof of identity card

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Critical Job Demands – Youth Worker, Youth Detention

For more comprehensive report of physical job demands a full report is available

Physical Demands

- R = Rare (0% to 4) of the time)
- O = Occasional (5% to 33% of the time)

F = Frequent (34% to 66% of the time)

C = Constant (>66% of the time)

Position	R	0	F	С	Weight (Kg) / Force Weight height		R	0	F	С
Standing				\checkmark	Abo	ve shoulder		\checkmark		
Sitting		\checkmark			C	Chest height		\checkmark		
Walking over even ground			\checkmark			Waist level			\checkmark	
Walking over uneven ground				\checkmark		Floor			\checkmark	
Stairs			\checkmark		Lift floor	5kg-10kg			\checkmark	
Bending			\checkmark			10kg-25kg		\checkmark		
Balancing	\checkmark					25kg-50kg		\checkmark		
Climbing	\checkmark				Lift waist	5kg-10kg			\checkmark	
Climbing up ladder	\checkmark					10kg-25kg		\checkmark		
Twisting			\checkmark			25kg-50kg	\checkmark			
Squatting		\checkmark			Lift chest	5kg-10kg			\checkmark	
Kneeling		\checkmark				10kg-25kg		\checkmark		
Stooping		\checkmark				25kg-50kg		\checkmark		
Crouching		\checkmark			Lift above head	5kg-10kg		\checkmark		
Neck flexion		\checkmark				10kg-25kg	\checkmark			
Neck extension		\checkmark				25kg-50kg	\checkmark			
Upper limb			\checkmark		Carrying	Left			~	
Overhead		\checkmark				Right			~	
Reach >30°		\checkmark				Pulling		\checkmark		
Forward Reach			✓			Pushing		✓		
Gripping			\checkmark]					

Assistive Equipment & Work Practices:

- Gator Electric Utility Vehicle and Utilities can be used to transport heaving equipment and supplies
- Trolleys are available to lift and transport some items.

Additional Considerations

Protective actions require staff to maintain awkward positions, potentially for long periods of time. Level of effort various depending on size and nature of young person.

Assessed February/March 2010 by Sven Roehrs, Occupational Therapist, FOCUS REHABILITATION

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Psychological Tolerances

Situation	Tolerance	Required Characteristics
Threatened by one or more detainees May take place at anytime and anywhere within the facility. Threats may be towards themselves, other staff or their own family and friends.	Occasional	 Robust & Strong mental aptitude Resilient character Remain calm under challenging circumstances
Crime, Suicide & Attempted Suicide Events and Scenes Exposed to potential violent behavior and acts between detainees Exposed to potential violent behavior and acts towards staff members (including self) May be exposed to: Cadaver Major trauma injuries Large quantities of blood and other bodily fluids and tissue	Occasional	 Robust & Strong mental aptitude Resilient character Remain calm under challenging circumstances Remain calm under exposure to graphic scenes of violence
 Exposure to Highly Emotional Offender/s May take place at anytime and anywhere within the facility Scenario may be, but not limited to: Suicidal acts and thoughts States of extreme aggression/anxiety States of extreme depression/hopelessness 	Occasional	 Robust & Strong mental aptitude Resilient character Remain calm under challenging circumstances Remain calm under exposure to graphic scenes of violence

Additionally, Youth Workers may be exposed to violent and traumatic scenes at times (e.g. Hangings, suicide attempts, riots), although this is rare. This requires a certain level of psychological fitness and resilience to be able to deal with these situations. If an applicant has a history of trauma, anxiety or depression this should be considered by their medical practitioner when completing this form.

Other Critical Information

- 8 and 12 hour roster (generally) 8hrs shifts: 6am-2pm, 2pm-10pm and 10pm-6am; 12hrs shifts: 7am to 7pm, or 7pm to 7am (over 7 days).
- Management of young offenders includes regular face to face interaction.
- Immediate response to various contingency calls, including critical incidents and emergencies.
- The physical demands required for a Youth Worker are required to meet the challenging and demanding circumstances of most emergency activities.
- Youth Workers must therefore be able to rapidly respond to any incident within the detention environment and to be able to physically attend to various and potentially challenging circumstances.
- Challenging circumstances may not be encountered daily; however the Youth Workers should prepare for these situations by maintaining a certain level of agility, strength and overall fitness combined with high skill levels gained from continual training.
- Youth Workers work in an environment that is continually exposed to potential risk of injury and is reliant on skills, alertness and fitness in order to reduce those risks. In response to these demands, a Youth Worker requires:
 - an above average aerobic fitness
 - good upper and lower body strength
 - good range of motion of all joints
 - good balance responses
 - an above average shoulder and torso stability and core strength
- Safety regulations and public expectations dictate that a Youth Worker must be able to respond from the farthest part of the detention centre to the other, within a reasonable time frame, and to perform approved and trained techniques that may be required to diffuse the situation.
- This response distance could potentially be 350-500m including stairs
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Youth Worker, Youth DetentionMedical Assessment

Instructions

- 1. This questionnaire will be used to assist in assessing your medical fitness in connection with your application for employment.
- 2. Answer all questions by ticking "Yes" or "No" and complete the "Explanatory Notes" section for any "Yes" box ticked. If there is insufficient space, attach a separate sheet.
- 3. Failing to supply full information or answering incorrectly may affect your employment.

Personal Details

Surname:	Given Names(s):
Drivers Licence or other photo id number:	
Date of Birth:	
Address:	
Phone number:	Mobile number:
Email address:	@

Our primary form of written contact with you will be by email. If there are any issues with your email address please let us know as soon as possible

Occupational History

Dates	Past Employer	Duties

If you have never been employed, please indicate 'none'

Sports/Recreation

From – To	Gentle, low, medium, or high intensity	e.g. times/week

If you do not perform any physical activity, please indicate 'none'

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Medical History		se elow
1. Do you think you are in good health?	🗌 Yes	🗌 No
2. Are you currently being treated for any medical condition/injury/illness?	🗌 Yes	🗌 No
3. Do you currently take any medication?	🗌 Yes	🗌 No
4. Have you ever had any injuries or conditions that were work related?	🗌 Yes	🗌 No
5. Have you ever been to hospital for any medical condition/injury/illness?	🗌 Yes	🗌 No
6. Do you have any allergies?	🗌 Yes	🗌 No
7. Do you smoke?	🗌 Yes	🗌 No
a. If yes, how many? When did you start?		
b. If no, have you ever smoked? When did you stop? How many did you smoke?		
8. Have you ever undergone a medical examination(s) or injury management process that has precluded you from working in an environment where you are required to carry out physical activities?	🗌 Yes	🗌 No
9. Have you or are you currently receiving a disability or medical pension or benefit?	🗌 Yes	🗌 No
10.Do you have any medical conditions that could affect your ability to do your job?	🗌 Yes	🗌 No

Please quote the question number when completing details on any "yes" answers above. Include approximate dates, condition, treatment and when the condition resolved.

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Musculoskeletal	If Yes, please comment below		
Do you currently have, or have you ever had:			
11.Any injuries to your spine, including your neck and back?	Yes	🗌 No	
12. Any pain, injury or condition affecting your upper limbs including shoulders, elbows, wrist and hands?	Yes	🗌 No	
13.Any pain, injury or condition affecting your lower limbs including hips, knees, ankles or feet?	Yes	🗌 No	
14.Any other muscular, tendon, ligament or skeletal problem(s) not covered above?	Yes	🗌 No	
15.Been advised to wear special footwear or orthotics?	Yes	🗌 No	
16.Been advised to wear special footwear or orthotics?	Yes	🗌 No	
17.Do you have any physical disabilities?	Yes	🗌 No	

Explanatory notes Please quote the question number when completing details on any "yes" answers above. Include approximate dates, condition, treatment and when the condition resolved.

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Respiratory	If Yes, please comment below		
Do you currently have, or have you ever had:			
18.Any breathing difficulties, asthma, emphysema, bronchitis or other respiratory condition?	🗌 Yes	🗌 No	
19.Any sleep problems or disorders such as sleep apnoea?	🗌 Yes	🗌 No	
<i>Explanatory notes</i> <i>Please quote the question number when completing details on any "yes" answers above.</i> <i>Include approximate dates, condition, treatment and when the condition resolved.</i>			
Psychological	If Yes, ple comment		
Do you currently have, or have you ever had:			
20. Any mood disorder (suspected or diagnosed) such as depression?	🗌 Yes	🗌 No	
21. Any anxiety disorder (suspected or diagnosed) such as obsessive compulsive disorder, PTSD, panic attacks or disorder?	🗌 Yes	🗌 No	
22.Any psychotic illness (suspected or diagnosed) e.g. hallucinations, delusions, schizophrenia?	Yes	🗌 No	
23.Any substance abuse disorder or addictive conditions e.g. alcohol/drug dependence/gambling/recreational drug use?	🗌 Yes	🗌 No	
24. Any attention deficit disorder/attention deficit hyperactivity disorder (suspected or diagnosed)?	🗌 Yes	🗌 No	
25.Any learning disorders?	🗌 Yes	🗌 No	
26.Have you ever attempted suicide or self harm?	🗌 Yes	🗌 No	
27. Have you ever used any antidepressant, anti-anxiety or other psychiatric medication?	Yes	🗌 No	
28.Have you ever consulted a psychologist, psychiatrist, counsellor or other mental health professional?	🗌 Yes	🗌 No	

Please quote the question number when completing details on any "yes" answers above. Include approximate dates, condition, treatment and when the condition resolved.

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Kessler Psychological Distress Scale (K10)

For all questions, please fill in the appropriate circle. Fill in the circles like this: • Please do not tick or cross the circles.

In the past 4 weeks	None of the time	A little of the time	Some of the time	Most of the time	All of the time
	1	2	3	4	5
1. About how often did you feel tired out for no good reason?	0	0	0	0	0
2. About how often did you feel nervous?	0	0	0	0	0
3. About how often did you feel so nervous that nothing could calm you down?	0	0	0	0	0
4. About how often did you feel hopeless?	0	0	0	0	0
5. About how often did you feel restless or fidgety?	0	0	0	0	0
6. About how often did you feel so restless you could not sit still?	0	0	0	0	0
7. About how often did you feel depressed?	0	0	0	0	0
8. About how often did you feel that everything was an effort?	0	0	0	0	0
9. About how often did you feel so sad that nothing could cheer you up?	0	0	0	0	0
10. About how often did you feel worthless?	0	0	0	0	0
Today's date: / /			Total S	Score:	

Explanatory Notes

What is the K10 and how is it scored?

The K10 is widely recommended as a simple measure of psychological distress and as a measure of outcomes following treatment for common mental health disorders. The K10 is in the public domain and is promoted on the Clinical Research Unit for Anxiety and Depression website (<u>www.crufad.org</u>) as a self report measure to identify need for treatment.

The K10 uses a five value response option for each question – all of the time, most of the time, some of the time, a little of the time and none of the time which can be scored from five through to one.

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Alcohol Screen (AUDIT)

For all questions, please fill in the appropriate circle. Fill in the circles like this: ●

		0	1	2	3	4	Score
		Never	Monthly or less	2-4 times a month	2-3 times a week	4 or more times a week	
1.	How often do you have a drink containing alcohol?	Go to Qs 9&10	0	0	0	0	
2.	How many standard drinks do you have on a typical day when you are drinking?	1 or 2	3 or 4	5 or 6	7 to 9	10 or more	
3.	How often do you have six or more standard drinks on one occasion?	Never	Less than monthly	Monthly		Daily or almost daily	
4.	How often during the last year have you found that you were not able to stop drinking once you had started?	0	0	0	0	0	
5.		0	0	0	0	0	
6.	How often during the last year have you needed a first drink in the morning to get yourself going after a heavy drinking session?	0	0	0	0	0	
7.	had a feeling of guilt or remorse after drinking?	0	0	0	0	0	
8.	How often during the last year have you been unable to remember what happened the night before because you had been drinking?	0	0	0	0	0	
9.	Have you or someone else been injured	Never		Yes, but not in the last year		Yes, during the last year	
	because of your drinking?	0		0		0	
10.	. Has a relative, friend, doctor, or other health care worker been concerned about your drinking or suggested you cut down?	0		0		0	
						TOTAL	
						Sum q 4,5,6	
	ementary Questions						
Do you drinking	u think you presently have a problem with g?	No	Probably not	Unsure	Possibly	Definitely	
	next 3 months, how difficult would you find it	Very easy	Fairly easy	Neither difficult nor easy	Fairly difficult	Very difficult	
to cut d	to cut down or stop drinking?		0	Ŏ	0	0	

Light Beer	Full Strength Beer	Wine	Fortified Wine	Spirits	Full Strength Can or Stubbi
425ml	285ml	100ml	60ml	30ml	375ml
2.9% Alcohol	4.9% Alcohol	12% Alcohol	20% Alcohol	40% Alcohol	4.9% Alcohol

The guide above contains examples of **one standard drink**.

A full strength can or stubbie contains one and a half standard drinks.

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Neurological		e elow
Have you ever had:		
29.Epilepsy/seizures/fits?	Yes	🗌 No
30.Blackouts, fainting or loss of consciousness?	Yes	🗌 No
31.Any dizziness, vertigo or problems with balance?	Yes	🗌 No
32. Migraine or other frequent headaches	Yes	🗌 No

Please quote the question number when completing details on any "yes" answers above. Include approximate dates, condition, treatment and when the condition resolved.

Cardiovascular	If Yes, please comment below	
Do you currently have, or have you ever had:		
33.Palpitations or irregular heartbeats?	🗌 Yes 🛛 No	
34.Chest pain on exertion or angina?	🗌 Yes 🛛 No	
35.Any other heart disease e.g. heart attack?	🗌 Yes 🛛 No	
36.High blood pressure?	🗌 Yes 🗌 No	
37.Family history of heart disease?	🗌 Yes 🛛 No	

Explanatory notes

Please quote the question number when completing details on any "yes" answers above. Include approximate dates, condition, treatment and when the condition resolved.

Endocrine	lf Yes, ple comment	
Have you ever been told you have:		
38.Diabetes?	🗌 Yes	🗌 No
39.Thyroid disease?	🗌 Yes	🗌 No
40.Other endocrine disorder?	🗌 Yes	🗌 No

Explanatory notes

Please quote the question number when completing details on any "yes" answers above. Include approximate dates, condition, treatment and when the condition resolved.

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Miscellaneous		se elow
Do you currently have, or have you ever had:		
41.Any infectious disease?	🗌 Yes	🗌 No
42.Kidney or bladder disease?	🗌 Yes	🗌 No
43.Gastrointestinal problems e.g. hernia, bowel or liver disorder?	🗌 Yes	🗌 No
44.Gynaecological/urological conditions	Yes	🗌 No
45.Are you pregnant (females only)?	🗌 Yes	🗌 No
46.Any history of cancer?	🗌 Yes	🗌 No
47.Do you suffer or have you ever suffered from any hearing difficulties or conditions?	🗌 Yes	🗌 No
48.Do you suffer from any eye conditions e.g. use of glasses, glaucoma, cataracts, squints, eye surgery?	Yes	🗌 No
49.Do you suffer from colour blindness?	🗌 Yes	🗌 No
50.Do you have any other conditions that have not been mentioned above?	Yes	🗌 No

Please quote the question number when completing details on any "yes" answers above. Include approximate dates, condition, treatment and when the condition resolved.

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Declaration

I declare that the above has been answered truthfully and without deception.

I understand that disciplinary action, including termination of my employment with the Department of Justice and Attorney General, may be taken if I have failed to answer any of the above questions truthfully or have omitted any details when answering each question.

I have read the job demands and have no concerns regarding my capacity to meet the physical requirements without risk to any pre-existing condition.

Signature:	 Date	/	//	/

Print Name: _____

Consent

- I authorise appropriate officers of the Department of Justice and Attorney General, or any other party acting at their request, to gain access, obtain or share any information concerning my health and medical history for the purposes of determining my medical suitability for position applied for.
 Yes
 No
- I consent to the use of my medical information for research purposes. Your information will be de-identified and you will remain anonymous for any research that is undertaken. This will have no effect on decisions regarding your suitability for the role you have applied for.
 Yes

Please ensure that both questions 1 and 2 have been answered.

Signature: _____ Date ____/____/

Print Name: _____

Medical Examination

Doctor's Notes on Medical History

Doctor must comment on each and every medical issue declared in worker's medical history

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Physical Examination

Height (m):	Weight (kg):		BMI (kg/m ²):			
Waist circumference(cm):			Hip measuremer	nt(cm):		
Urinalysis	Protein	Blood	Glucose	All negative		
Visual Acuity						
Uncorrected	Distance vision	R 6/	L 6/	Both 6/		
Corrected	Distance vision	R 6/	L 6/	Both 6/		
Uncorrected	Near vision	RN	LN	Both N		
Corrected	Near vision	RN	LN	Both N		
Colour vision: Ishihara 24 o	r 38 plate	Normal	Abnormal	No. of errors:		
Notes:						
Hearing						
Ear canals and tympanic membranes	Normal	🗌 Abno				
Whisper test passed:	Left Ormal	al Right	Normal Abnormal			
Notes:						
Cardiovascular Sys	tem					
Cardiovascular System	Normal	Abnormal	Notes:			
Blood Pressure:			Pulse rate:			
If BP > 140/90 please repeat Blood Pressure:			Pulse rate:			
Heart sounds	Normal	Abnormal	Notes:			
Heart rate	Normal	Abnormal	Notes:			
Chest auscultation	Normal	Abnormal	Notes:			
Abdominal examination	Normal	Abnormal	Notes:			
Musculoskeletal Ex	amination					
Spine (including) neck and back						
Appearance	Normal	Abnormal	Notes:			
Curvature	Normal	Abnormal	Notes:			
Symmetry	Normal	Abnormal	Notes:			
Forward flexion	Normal	Abnormal	Notes:			
Straight Leg Raise	Left leg:	0	Right leg:	0		
Overall examination	Normal	Abnormal	Notes:			

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Shoulders

Appearance	Normal	Abnormal	Notes:
Range of movement	Normal	Abnormal	Notes:
Power	Normal	Abnormal	Notes:
Overall examination	Normal	Abnormal	Notes:
Wrist and hands			
Appearance	Normal	Abnormal	Notes:
Range of movement	Normal	Abnormal	Notes:
Power	Normal	Abnormal	Notes:
Overall examination	Normal	Abnormal	Notes:
Hips			
Appearance	Normal	Abnormal	Notes:
Range of movement	Normal	Abnormal	Notes:
Power	Normal	Abnormal	Notes:
Overall examination	Normal	Abnormal	Notes:
Knees			
Appearance	Normal	Abnormal	Notes:
Range of movement	Normal	Abnormal	Notes:
Power	Normal	Abnormal	Notes:
Duck walk	Normal	Abnormal	Notes:
Signs of degenerative disease	🗌 No	Yes	Notes:
Overall examination	Normal	Abnormal	Notes:
Ankles/feet			
Appearance	Normal	Abnormal	Notes:
Range of movement	Normal	Abnormal	Notes:
Able to walk on heels/toes	Yes	🗌 No	Notes:
Overall examination	Normal	Abnormal	Notes:
Additional notes			

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Nervous System

Reflexes

Biceps	Normal	Abnormal	Notes:
Triceps	Normal	Abnormal	Notes:
Brachioradialis	Normal	Abnormal	Notes:
Knee	Normal	Abnormal	Notes:
Ankle	Normal	Abnormal	Notes:
Babinski	Normal	Abnormal	Notes:
Mental state	Normal	Abnormal	Notes:
Tremors	Normal	Abnormal	Notes:
Balance and Co-ordination	Normal	Abnormal	Notes:
Romberg's	Normal	Abnormal	Notes:
Squatting (repetitions x 5)	Normal	Abnormal	Notes:
Additional notes			



Youth Worker, Youth DetentionFitness for Employment

I certify that I have examined (name)	Photo ID Number:		
I have reviewed the critical job demands and other cr	itical information with the applicant.		
I have considered the Critical Job Demands for the p	osition of Youth Worker, Youth Detention.		
It is my opinion that the applicant has no significant:			
Medical history		🗌 Yes	🗌 No
Psychiatric/psychological history		🗌 Yes	🗌 No
Cardiac history		🗌 Yes	🗌 No
Vision abnormalities		🗌 Yes	🗌 No
Colour deficiency		🗌 Yes	🗌 No
Hearing abnormalities		🗌 Yes	🗌 No
Examination findings		🗌 Yes	🗌 No
Is this applicant able to perform the inherent requiren	nents of the position as Youth Worker?	🗌 Yes	🗌 No
Comments			
Do they have any condition that significantly increase injury?	e their risk of work related disease or	🗌 Yes	🗌 No
Comments			
Do they require any restrictions (please specify)?		🗌 Yes	🗌 No
Comments			
Based on this information, I have determined that the	applicant is:		
Low risk			
Medium Risk			
☐ High Risk			
I am unable to make a determination. (please provide details including what further informa	tion may be required)		
Signature: [Date// //		
Print Name: S	tamp:		

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