

Memo to University Health Service Doctor or staff member/student's own treating Doctor/GP

Subject: Request for review of medical risks for international traveller

Dear Doctor,

The staff member (or student) of the University has been asked to attend a medical appointment to help ensure that they do not have any medical conditions that may increase their risks during their intended overseas travel, and are aware of vaccination requirements for the intended destination.

In general, the assessment will involve providing information of specific health risks for their destination, ensuring that appropriate vaccines are current, and that they do not have increased risk factors that may lead to a recommendation for them not to travel.

The patient has been asked to bring any relevant information such as vaccine records or medical history if this information is not already in your records.

Please complete the details below for our records, and provide a copy for the staff member/student to forward to the University via email to local-safety-review@newcastle.edu.au or fax to 49215935

If you have any questions, please do not hesitate to contact me or one of the Health and Safety team – contact details are available at <http://www.newcastle.edu.au/current-staff/working-here/work-health-and-safety>.

Thankyou for your assistance.

Kind regards,

Safety Review Team

Dear University Health and Safety reviewer.

I have met with _____ on _____, assessed their medical condition and discussed the risks associated with their planned travel to _____.

Regards,

Please place GP Stamp or details here: 