

OCCUPATIONAL HEALTH SERVICE

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Dr Ian Brown OBE, FRCP, FFOM
Director/Consultant Occupational Physician



IB/sd

IN CONFIDENCE

12 January 2011

Dear Head of Department

Re: The Travel Clinic at Occupational Health, Oxford University

The Travel Clinic within the Occupational Health Service (OHS) has been providing travel advice to University employees and students for more than twenty years. During this time referrals from within the University have increased year on year due to confidence in the exceptionally high level of protection and expert advice that is dispensed by this clinic compared to any other locally available option.

PRAC has requested that the OHS review the steadily increasing cost of using this travel clinic, especially as the OHS has over the years absorbed all costs of providing this service within its general budget; a practice that in the present financial climate is no longer sustainable. The OHS has therefore been tasked to identify ways in which we can continue to provide the expected level of service, advice, drugs and vaccinations to our clients, whilst at the same time reduce overall costs, despite both referrals to the clinic and the costs of vaccines and other medications, increasing annually.

The OHS has been reliably informed that essential travel abroad for the purposes of research has an element included within the funding grant that is specifically for the provision of travel related medical advice, vaccinations and drugs. Therefore, one of the outcomes of the review identified the need to recharge departments for the research related travel work we perform.

As this financial element of the research funding has not previously been passed onto the OHS as it should have been, with the agreement of PRAC, we are with immediate effect intending to recharge departments for these travel related expenses.

Following the clinical consultation with the employee/ student we will provide you with a purchase order request outlining the total cost of treatment. Upon receipt of your Purchase Order we will arrange for an invoice to be sent to your department for payment.

Sadly, without these measures the OHS may not be able to continue to provide our comprehensive and expert travel clinic.

With kind regards,

Yours sincerely,

A handwritten signature in black ink, appearing to be 'I. Brown', written over the typed name.

Dr Ian Brown, OBE, FRCP, FFOM
Director/Consultant Occupational Physician