

# **WORLD HEALTH ORGANIZATION**

**Information Note: 12/2016**

**Subject: Consultants – Medical clearances**

**Distribution: All WHO, IARC, ICC and UNAIDS Staff worldwide**

**Date: 17 March 2016**

1. The purpose of this Information Note is to announce new provisions regarding the medical clearance of Consultants holding contracts with the Organization.

## **Background**

2. In accordance with the current policy on Consultants (ref. eManual VI.2.4), Consultants holding a contract with WHO are requested to either undergo medical clearance if they travel, or provide a certificate of good health from their treating physician if travel is not required for the consultancy.

3. In order to regularize the clearance process, the Administration has decided to request only one process and one medical clearance document from Consultants.

## **Scope of application**

4. The provisions of this Information Note apply to all internationally-recruited Consultants and nil-remuneration consultants, whether expected to travel or not.

## **New process for assessing Consultants' general state of health**

5. Once a Consultant has been identified, the Technical Unit / Office responsible for the contract will send to him/her the form entitled "Medical Certificate of Fitness for Work" (the "Certificate") (see attached) to complete Part 1. Following Part 1, the Consultant will request his/her treating physician to complete Part 2. The Consultant will then complete and sign Part 3 of the form and return it to the Technical Unit / Office.

6. The receipt of a duly completed and signed Certificate is one of the essential conditions for the commencement of a Consultant contract. Accordingly, a consultant contract is not deemed in force until the duly completed and signed Certificate has been received by the Technical Unit / Office responsible for the contract.

7. The completed and signed Certificate is one of the supporting documents for Consultant contract. As it does not contain confidential data, it can be uploaded in the GSM / ECM.

## **Validity of the Medical Certificate of Fitness for Work**

8. The period of validity of a Certificate is one calendar year from the date of signature by the attending physician. However, if any new medical condition or a substantial change in an existing medical condition appears during the period of validity of the Certificate, or if the location of the work assignment changes, it is the Consultant's responsibility to inform his/her attending physician and provide the responsible WHO Technical Unit with a new Certificate.

**Entry into force**

9. This Information Note will apply to all new Consultant contracts worldwide as from 1 April 2016. The eManual will be updated accordingly.

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