



**POSTGRADUATE DIPLOMA IN OCCUPATIONAL HEALTH  
PROGRAMME DOCUMENT**

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## PURPOSE AND RATIONALE OF THE QUALIFICATION

The Postgraduate Diploma in Occupational Health ((PGDip (Occupational Health)) is designed for independent medical practitioners registered with the Health Professions Council of South Africa (HPCSA) or licensing authority in the country of origin, who are working part-time or full-time in the practice of occupational health or who have an interest in occupational medicine and its interrelatedness to other branches of clinical medicine and disability assessment.

It is established to demonstrate that the holder has achieved a level of competence appropriate to the generalist working in occupational health as required by the Occupational Health and Safety Act (OHSA) and the Mine Health and Safety Act (MHSA) in South Africa. It is quite separate from another qualification, of an occupational medicine specialist, which is a registerable specialty with the Health Professions Council of South Africa (HPCSA).

The Postgraduate Diploma in Occupational Health is accredited by the Council on Higher Education, is [registered on the NQF](#) (NQF Level 08) and has been offered by the university over the past 30 years (South African Qualifications Authority (SAQA) ID: 4593). The programme is fully recognised by the University of Cape Town's Senate as contained in the Faculty of Health Science's Handbook 8b Rules and Curricular for Postgraduate Programmes.

## ADMISSION REQUIREMENTS

A medical degree (MBChB, MBBCh or equivalent qualification) awarded by this University or another university recognised by the Senate for the purpose.

Occupational health experience is considered an advantage.

## CURRICULUM OUTLINE

The Postgraduate Diploma in Occupational Health is delivered over 24-months. It offers four integrally linked courses that each have a combined contact block week (in-person or online) coupled with online quizzes and assignments during the semester. The four courses run in February/March and July/August of Year 1 (PPH4072F & PPH4071S) and Year 2 (PPH4070F & PPH4069W) of the programme. The four courses include the following:

Code	Course	NQF Credits	NQF Level
PPH4072F	Occupational health risk assessment and management	20	8
PPH4071S	Occupational medicine and work ability	20	8
PPH4070F	Occupational health services management, ethics and legislation	20	8
PPH4069W	Practising integrated occupational health in context	60	8

## **EXIT LEVEL COMPETENCIES**

On completion of the Postgraduate Diploma in Occupational Health, candidates should be competent in the four main areas of focus of this programme viz. Occupational health risk assessment and management, Occupational medicine and work ability, Occupational health services management, ethics and legislation; and Practising integrated occupational health in context.

### **1. OCCUPATIONAL HEALTH RISK ASSESSMENT AND MANAGEMENT (PPH4072F)**

The aim of this course is to provide candidates with the knowledge and skills to conduct a comprehensive health risk assessment in a workplace, to prioritise risks and identify appropriate control measures to mitigate risks for the protection of working populations, in accordance with laws/regulations responsible for the prevention of occupational injury and disease.

**The candidate has special competence in Health Risk Assessment, and is able to:**

- Understand definitions of “risk assessment” as used in different contexts, viz. individual, workplace, epidemiological, toxicological, accident/disaster and environmental contexts.
- Describe the occupational risk exposure profile of the workforce in terms of physical, chemical, biological and organisational (ergonomics and psychosocial stresses) occupational hazards.
- Understand social, behavioural and biological (host) characteristics that influence susceptibility to workplace exposures.
- Conduct a workplace health risk assessment in a workplace, characterise types and levels of exposures and integrate relevant data from a variety of sources including employer records, job descriptions, occupational titles, lengths of service, and company exposure records.
- Understand the concept of occupational exposure limits for a range of hazards and be able to apply these critically to workplace conditions taking into consideration relevant standards and regulations.

**Is familiar with the discipline of Occupational Hygiene and Exposure Assessment, and is able to:**

- Apply the basic principles of occupational hygiene, including measurement, control and evaluation.
- Understand how exposure data is obtained for individual exposures (current and cumulative dose) and summarised for group exposures (mean, median and standard deviation, geometric mean and geometric standard deviation).

- Interpret and apply data and recommendations from occupational hygiene reports.
- Characterise the common hazards in a wide range of production processes found in South Africa.
- Design a practical comprehensive hazard control program and present multiple strategies for hazard control given relevant economic, psychosocial, political and industrial relations factors.
- Advise on practical control systems for air pollutants, skin irritants, noise, heat etc.
- Advise on personal protective equipment, its appropriate application and its limitations.

**Is familiar with the discipline of Toxicology, and is able to:**

- Apply the basic principles of occupational toxicology including the relationship between environmental exposure, biological monitoring and biological effect monitoring as measured along a continuum from exposure to disease.
- Extract and use toxicological information.
- Interpret material safety data sheets.
- Communicate relevant toxicological information to a lay audience.

**Is familiar with the discipline of Ergonomics, and is able to:**

- Apply the basic principles of ergonomics.
- Carry out a basic ergonomic risk assessment.
- Advise on common control strategies to prevent ergonomically related injuries or ill health.

**Has an understanding of Environmental Management, and is able to:**

- Have sufficient knowledge of the impact of work production processes on the environment and how to prevent or mitigate the associated risks to the surrounding community (e.g. air quality management).
- Be familiar with the legal framework for environmental health in South Africa.
- Contribute to the environmental component of a safety, health and environment policy for workplaces.
- Communicate with representatives of residents / third party groups affected by workplace operations.

**Has special competence in Occupational Health and Safety law, and is able to:**

- Have sufficient knowledge of the main laws/regulations and the role of government agencies responsible for the prevention of occupational injury and disease. These include among others:
  - The Occupational Health and Safety Act, 1993 and its regulations
  - The Mine Health and Safety Act, 1996 and its regulations
- Advise others on and apply the main laws in occupational health and safety, and other laws of relevance to occupational health.
- Be familiar with the international standards and conventions that pertain to occupational health (e.g. ILO conventions).
- Work with lawyers on matters of civil law pertaining to occupational health.

## **2. OCCUPATIONAL MEDICINE AND WORK ABILITY (PPH4071S)**

The aim of this course is to provide candidates with the knowledge and skills to evaluate patients with work-related health problems (occupational injury/disease), develop a workplace medical surveillance programme, and the ability to assess health problems and disease in relation to fitness for work and work ability.

The candidate is clinically able to:

Exercise competence in all aspects, including history, examination, diagnosis, management and/or appropriate referral, of work-related disease or disability or threats to health and well-being:

- Have a thorough understanding of the concept of work-relatedness of disease, the principal of adverse health outcomes associated with occupational exposures and how to diagnose and measure these outcomes in individuals and groups.
- Investigate and diagnose the broad spectrum of occupational disease ranging from *work-related* respiratory, dermatology, musculoskeletal, ENT, infectious and mental health conditions.
- Interpret chest radiology, lung function testing, bronchial challenge testing, audiograms, vision screening, toxicological tests, biochemical testing, testing for infection and immune status, respiratory allergy testing, and skin patch testing.
- Refer appropriately those conditions requiring further investigation and management.
- Assess, manage and/or refer occupational trauma and workplace emergencies.
- Identify, counsel and/or refer employees with substance abuse and other

psychosocial problems affecting work capacity.

- Advise on immunisation and prophylaxis against infectious disease arising from or affecting work, including employee travel and migrant labour.
- Assess, manage and/or refer common communicable (e.g. TB, HIV) and non-communicable diseases (e.g. hypertension, diabetes, obstructive lung disease) among adults at a primary care level.

**Has special competence in biological monitoring and medical surveillance and is able to:**

- Design effective biological monitoring and medical surveillance protocols in consultation with relevant stakeholders.
- Set up biological monitoring and medical programmes, including liaison with laboratories.
- Apply and interpret specific tests used in biological monitoring and medical surveillance.
- Evaluate cost-effectiveness of medical surveillance and biological monitoring protocols.

**Has special competence in fitness, impairment and disability assessment and workplace accommodation and disability management, and is able to:**

- Have a thorough understanding of the process of impairment and disability assessment as used in occupational health practice and the role of various role players such as human resource department, line managers, worker representatives, statutory bodies and private insurers.
- Have sufficient knowledge and an approach to assessing the fitness of a worker for a particular job and being familiar with various available guidelines.
- Assess and advise on fitness requirements for a specific job with a special focus on high risk jobs, viz. miners, drivers, firefighters, seafarers, pilots and divers.
- Assess or arrange assessment and /or management of workers with impairment and/or disability, including problems related to drug and alcohol dependency, psychotropic medication use, psychiatric problems and post-traumatic stress disorder.
- Counsel, advise and assist with job accommodation, if necessary, of pregnant workers.
- Initiate and manage processes for rehabilitation of disabled workers.
- Apply understanding of the impact of any chronic or recurrent condition on work

ability and advise on any accommodation required.

- Follow procedures for compensating occupational disease and injury and advise on medical aspects of claims procedures.
- Follow and/or facilitate procedures required for disability retirement processes and contribute medical advice and expertise to assist resolution of claims.
- Has a basic knowledge of private care options and the various insurance options available so as to give advice to employers buying such services.

**Has special competence in the main laws and agencies responsible for the provision of workers' compensation and the management of disability. These include:**

- The Compensation for Occupational Injuries and Disease Act, 1993
- The Occupational Diseases in Mines and Works Act, 1974
- The Labour Relations Act, 1996
- The Employment Equity Act, 1998
- The Basic Conditions of Employment Act, 1997

### **3. OCCUPATIONAL HEALTH SERVICES MANAGEMENT, ETHICS AND LEGISLATION (PPH4070F)**

The aim of this course is to provide candidates with the knowledge and skills to establish and comprehensively manage an occupational health service, have sufficient knowledge of relevant occupational health and safety legislation, and have the appropriate knowledge and skills to deal with ethical issues that occur in occupational health and safety practice.

The candidate:

**Demonstrates in practice an interdisciplinary or holistic perspective, and is able to:**

- Integrate perspectives and skills from a variety of disciplines in medicine, public health, management, law and social sciences, in problem solving at individual, group or organisational level.
- Work effectively with a range of professionals and practitioners engaged in occupational health.
- Reflect in problem solving an in-depth understanding of the institutional, legal, and ethical context of occupational medical and occupational health problems.

**Has special competence in occupational health service design and audit, and is able to:**

- Understand basic principles underpinning the organisation of occupational health

services, the different levels of prevention and care provided.

- Understand the array of potential functions of a workplace-based health service and to design and organise an optimal mix for different contexts, including first aid, primary care, and occupational health components.
- Link the occupational health service to existing safety, environment, human resources and other management subsystems in the organisation.
- Apply quality assurance methods to occupational health services.
- Apply common audit procedures to occupational health and safety systems and assist in preparation for such audits.
- Evaluate these services for efficacy, effectiveness, utilisation and cost-efficiency.

**Has a sound knowledge of health promotion and management of common community and lifestyle diseases in the workplace, and is able to:**

- Apply the principles and techniques of health promotion and disease prevention at primary (pre-exposure and pre-effect screening), secondary (periodic monitoring for early diagnosis) and tertiary (rehabilitation and limitation of disability) level. Understand the special importance of subclinical abnormalities detected by the screening process.
- Develop health promotion programmes for specific communicable and non-communicable conditions, including HIV, TB, SARS-Cov-2, STDs, tobacco and alcohol related conditions.
- Manage, in collaboration with other services, conditions requiring an interdisciplinary approach such as substance abuse, mental ill-health, and cardiovascular disease.

**Has an understanding of Industrial Relations, and is able to:**

- Apply the basic principles of industrial relations within the relevant institutional and workplace framework.
- Contribute constructively and ethically to the resolution of industrial relations conflicts involving health matters.
- Advise employers on the appropriate accommodation of disabled workers taking cognisance of codes of good practice and other legal considerations.

**Has special competence in ethics in occupational health, and is able to:**

- Assert the importance of ethical approaches in occupational medicine in the face of

conflicts of interest.

- Advise others on ethical principles and practice with regard to subjects such as confidentiality, sickness certification, HIV screening, drug and alcohol screening and consent for surveillance.
- Contribute practically to the resolution of potential or actual conflicts with medical ethical and medico-legal dimensions.
- Understand the peculiarities of ethical issues in occupational health, particularly in how to manage situations of dual loyalty in the provision of OHS.

**Is a competent communicator, and is able to:**

- Communicate individually and in group situations with all participants in workplace organisations and occupational health: management, employees, union representatives and fellow professionals.
- Write clear and concise documents: proposals, policies, reports.
- Communicate risk information.

**Is competent in adult education and training, and is able to:**

- Apply the principles of adult education and learning.
- Contribute towards training materials for a variety of target audiences in the workplace taking cognisance of literacy issues when developing and evaluating the effectiveness of these materials.
- Conduct training seminars for a variety of audiences.

**Is a competent Manager of operations, and is able to:**

- Develop operational plans, including budgets and procedures, for occupational health services or operating units.
- To plan, organise, staff, finance, manage, monitor and control a small-scale occupational health service or operating unit.
- Participate in and contribute to the work of a special technical committees (e.g., chemical evaluation committee, disability committee) and statutory committees (e.g., health and safety committee).

**Has an understanding of information systems and resources, and is able to:**

- Demonstrate a high degree of computer literacy.

- Use the internet and electronic and paper databases, legislation databases and library resources for information retrieval.
- Conduct a critical appraisal of a journal article to enable the daily practice of evidence-based medicine.
- Design a clinic/workplace health information system for management, covering injuries and illnesses.
- Use an information system to evaluate health and safety performance or clinical service.

**Has an understanding of Disaster Management, and is able to:**

- Contribute to a disaster management plan tailored to the workplace, including provision for mass exposure and casualty scenarios.

**Has special competence in the main laws responsible for the provision and management of occupational health services. These include:**

- The Medicines and Related Substances Act, 1965
- The Occupational Health and Safety Act, 1993
- The Mine Health and Safety Act, 1996

**4. PRACTISING INTEGRATED OCCUPATIONAL HEALTH IN CONTEXT (PH4069W)**

The aim of this course is to equip candidates with the values, knowledge and skills to practice occupational health in an integrated, effective and ethical manner in a variety of clinical and workplace/industry contexts, as regulated by South African occupational health and safety legislation.

Upon completion of this course, the candidate will demonstrate the following competencies:

- Be able to conduct a health risk assessment and have an understanding of the occupational risk exposure profile of workers in a variety of workplace/industry contexts and sectors with unique occupational health and safety risks.
- Understand social, behavioural and biological (host) characteristics that influence susceptibility to workplace exposures in a variety of workplace/industry contexts.
- Apply the basic principles of occupational hygiene, including exposure measurement, control and evaluation to specific workplace/industry contexts.

- Have an understanding of managing the environmental health impact of work processes in a variety of industry contexts and understand how to mitigate risks to surrounding communities and the public.
- Able to exercise occupational medicine clinical competence in a variety of workplace/industry contexts, including history, examination, diagnosis, management and/or appropriate referral, of work-related disease or disability or threats to health and well-being of workers in these industries.
- Have sufficient knowledge of the main occupational health and safety laws/regulations and guidelines applicable to specific workplace/industry contexts and understand the role of local and international agencies responsible for the prevention of occupational injury and disease in these industries.
- Demonstrate an interdisciplinary or holistic approach to occupational health services management in a variety of workplace/industry contexts, in accordance to ethical and legal prescripts.

### **TRAINING - Duration and attendance of the programme**

Every candidate must be registered for the programme for at least two years (part-time). Retrospective registration is not allowed.

A registered candidate is required to attend all four one-week blocks (the examination being included in the last block) over the two-year period and complete all in-course learning activities. Some of the blocks may be offered online only.

### **CURRICULUM AND CORE SYLLABUS**

The Postgraduate Diploma core syllabus requires a minimum of 1,200 notional hours (NQF credits: 120) of learning as detailed below. *Notional hours of learning* means the generally agreed estimate of the learning time that it would take an average candidate to meet the defined outcomes. This includes consideration of contact hours, self-study and assessment. To reach the required standard, candidates must undertake further private study that includes reading appropriate books and journals, attendance at professional meetings and visits to clinics and workplaces.

The course components of the programme include occupational health risk assessment and management, occupational medicine and work ability, occupational health services management, ethics and legislation, and practising integrated occupational health in context. Relevant legislation, ethics and standards pertaining to these four focus areas will be covered. The practical activities include work-place visits, special investigations and their interpretation and clinical case studies.

## **OCCUPATIONAL HEALTH RISK ASSESSMENT AND MANAGEMENT (PPH4072F)**

### **Theory**

- Definition of occupational health and its scope
- Integration between occupational health risk assessment and the practice of occupational medicine
- Law in occupational health: system, statutes and relevant regulations (OHSA, MHSA) Principles and application of:
  - Occupational health risk assessment and management (hierarchy of controls)
  - Occupational hygiene
  - Occupational toxicology, including carcinogenesis
  - Epidemiology and biostatistics
- Physical hazards in the work environment:
  - Noise
  - Temperature
  - Visual environment
  - Vibration
- Chemical hazards in the work environment
- Biological hazards in the work environment
- Ergonomic hazards in the work environment
- Psychosocial work environment (including workplace organisation, shift work and job stress)
- Instruments used for occupational hygiene assessments, their function and interpretation of results
- Exposure standards and their application
- Personal protective equipment (respirators, gloves)
- Environmental pollution and environmental impact assessments

### **Practicals**

Workplace visits:

- Types of hazards and their identification
  - The walk-through survey and basic hygiene screening techniques
  - Assessing and prioritising occupational health risks
  - Application of control measures
  - Monitoring outcome and feedback to workplace
  - Oral presentation
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- Occupational hygiene equipment demonstration and interpreting material safety data sheets and occupational hygiene reports
  - Production of a written portfolio on occupational health risk assessment in a

- workplace
- Critical appraisal of an article (focus on causation)
- Summarising occupational health data into meaningful statistics
- Searching electronic databases and legislation

## ***OCCUPATIONAL MEDICINE AND WORK ABILITY (PPH4071S)***

### ***Theory***

- i. The occupational and environmental history and examination**
  
- ii. Occupational disease diagnosis and management**
  - Evaluating the impact of hazardous work on specific organ systems viz. Respiratory system: rhinitis, asthma, pneumoconioses, PTB, COPD, asphyxiants, heavy metal induced lung disease, cancers
  - Skin: contact dermatitis, urticaria
  - Musculoskeletal system: upper-limb disorders, Low back pain
  - ENT: noise-induced hearing loss
  - Nervous system: PTSD, organic brain syndromes (solvents), peripheral neuropathy (metals and toxins)
  - Other systems: occupational infections (HIV, SARS-Cov-2, hepatitis), haematological, liver (toxic hepatitis), reproductive and eye disorders
  
- iii. Assessment of fitness to work - before/during employment:**
  - Work and work-environment analysis and adaptation
  - Special examinations: drivers, divers
  - Health screening and diagnostic medical examination
  - Management and impact of common conditions: hypertension, diabetes, epilepsy, TB and HIV
  - Travel medicine
  
- iv. Impairment and disability assessment**
  - Theory and legal framework:
  - Definition of terms - incapacity, impairment, disability, handicap WHO - ICF (all versions), functional ability
  - Definition of different models of disability - medical model, social model, bio- psychosocial model
  - Indices of independence and mobility - usefulness as status/outcome measures, activities of daily living, functional limitation profiles, sickness impact profiles
  - Work ability/disability-related legislation: Basic conditions of employment act, Employment equity act and Labour relations act

Assessment and return to work integration:

- Principles and practice - principles of impairment assessment, functional limitations, standardised measurement (indices and scales), overall functional capacity evaluation in relation to inherent job requirements, and ability to perform job related functions safely
- Understanding and application of compensation systems as it relates to occupational impairment, ill health and disability awards
- Rehabilitation, redeployment, resettlement and ill health retirement

**v. General occupational health topics**

- Medical surveillance and biological monitoring (principles and application)
- Diagnosis and reporting of occupational disease in terms of Worker's compensation-related legislation: COIDA, ODMWA
- Managing absence attributed to sickness
- Managing substance abuse

**Practicals**

- Approach to taking an occupational history
- Approach to clinical evaluation of certain organ systems e.g. wrist and back
- Special investigations for work-related diseases - technique and interpretation:
  - Audiometry Spirometry
  - Radiology (ILO system of classification)
  - Immunology (skin prick tests, specific IgE)
  - Vision testing
- Workplace visit: designing a workplace exposure and medical surveillance programme
- Critical appraisal of an article (focus on evidence-based interventions)
- Case studies on diagnosis and management of occupational diseases
- Case studies on tests for work ability
- Submitting a claim for worker's compensation
- Production of a written portfolio on a work-related clinical case

**OCCUPATIONAL HEALTH SERVICES MANAGEMENT, ETHICS AND LEGISLATION (PPH4070F)**

**Theory**

- Management concepts and occupational health: Planning, leading, organising, controlling Occupational Health Services: the OH team, functions and management
- Setting up occupational health services

- Auditing occupational health services
- Occupational health information systems
- Ethics, communication and relationships with professional colleagues and current guidelines Employment organisations, industrial relations and trade unions
- Health promotion and disease prevention approaches

### **Practicals**

- Workplace visit: Auditing an occupational health service
- Interpreting statistics from an occupational health information system Production of a written portfolio on setting up an occupational health service

## **PRACTISING INTEGRATED OCCUPATIONAL HEALTH IN CONTEXT (PPH4069W)**

### **Theory**

- Occupational health risk assessment and management in context (specific industries/workplaces): mining, oil and gas, chemical, radiation, electricity and energy, metals, construction, transport, agriculture, pharmaceutical, hospitality, health care, public service, shopping, military, clothing and textile
- Identification and management of occupational diseases and work ability specific to certain industries/workplaces
- Setting up and auditing occupational health services in various industries/workplaces
- Integrated occupational health management systems focused on specific industries/workplaces

### **Practicals**

- Workplace based assignment: integrated risk assessment, medical surveillance and occupational health service assignment
- Interpreting occupational hygiene measurements from various industries/workplaces
- Interpreting medical surveillance data from various industries
- Interpreting occupational injury and disease data from various industries/workplace

## **RECOMMENDED REFERENCE TEXTS**

Candidates are able to access electronic materials including the **UCT PGDOH Electronic Handbook (2007)** authored by academic staff in the Division of Occupational Medicine through links from the UCT Amathuba Website using their UCT student number details.

In addition, the following texts are recommended for further reading:

- LaDou J and Harrison R. Current Occupational and Environmental Medicine, 5th edition. Lange Medical Books/McGraw-Hill, 2014
- Kerry Gardiner, David Rees, Anil Adishes, David Zalk, J. Malcolm Harrington. Pocket Consultant: Occupational Health, 6th Edition. ISBN: 978-1-119-71861-1

- Koh D, Aw T-C, eds. Textbook of Occupational Medicine Practice, 4<sup>th</sup> edition, Singapore, World Scientific Publishing Co, 2018.
- Guild R, Ehrlich RI, Johnston JR, Ross MH, eds. Handbook of Occupational Health Practice in the South African Mining Industry, 1<sup>st</sup> edition, Johannesburg, South Africa, SIMRAC, 2001
- Hobson J, Smedley J (eds). Fitness for work: The Medical Aspects. 6th edition, Oxford University Press, 2019
- Gardiner and Harrington. Occupational Hygiene, 3<sup>rd</sup> edition, Blackwell, 2005.
- OHS and Labour Law standards: Jutas, Sabinet, Acts Online (<http://www.acts.co.za/>)
- South African Society of Occupational Medicine Guidelines. Available at [www.sasom.org](http://www.sasom.org) (free to members).
- Electronic web resources: e.g., International Labour Organisation (ILO) Encyclopaedia of OHS, National Institute for Occupational Safety and Health (NIOSH), Health and Safety Executive (HSE), American Conference of Government Industrial Hygienists (ACGIH), Wireless Information System for Emergency Responders (WISER), Wikipedia and Toxipedia
- Journals: Occupational and Environmental Medicine, American Journal of Industrial Medicine, Occupational Medicine (British), Scandinavian Journal of Work, Environment and Health, International Journal of Occupational and Environmental Health. Occupational Health Southern Africa

## **COMPUTER HARDWARE, SOFTWARE AND SKILLS REQUIRED OF CANDIDATES**

As this postgraduate programme contains course information and electronic resources and course notes/lectures on the UCT e-learning platform (currently Amathuba), it is imperative that the candidate understand the requirements for computer hardware, computer software and computer skills required. In short, candidates should have good and easy access to a reliable computer and have familiarity with computers, email, the internet and appropriate software.

### ***Important information for Candidates***

Candidates will have to bear Internet Service Provider subscription costs in order to view learning materials, to download these for printing and to do exercises from time to time.

Prospective candidates will have to undergo **tests** prior to registration that will establish whether they are able to meet all the necessary hardware and software requirements to enable participation in the course. If these are failed, they will be encouraged to upgrade their hardware and software and/or learn the necessary computer skills that will be required to enable participation in the distance learning aspects of the course. If the test is not passed and it is not possible to upgrade hardware, software or improve computer skills,

it will not be possible to be accepted into the course.

If accepted into the course it is necessary to **register fully** including payment of fees and to make all necessary visa, travel and accommodation arrangements in Cape Town **before** the course begins so as to facilitate access to the UCT web server and to be able to devote all the time during the first contact block to academic work. If registration is not completed fully before the course begins, it will not be possible to access these learning activities.

## **FORMAT OF THE EXAMINATION**

Candidates will be assessed continuously through both in-course and summative assessments for each course.

The mark-breakdown for the courses on **occupational health risk assessment and management; occupational medicine and work ability; and occupational health services management, ethics and legislation** is as follows: 50% in-course assessment (40% for the portfolio assignments and 10% for the quizzes); and 50% final examination (summative assessment).

For the final course on **practicing integrated occupational health in context**, the mark-breakdown is as follows: 33.3% for the in-course assessment and 66.7% for the final examination covering subject matter covered in the ***entire 2-year postgraduate diploma*** (summative assessment).

The in-course assessment consists of a combination of a work-based practical portfolio assignment and quizzes for each course. Late submission of the portfolio assignment task for any course is subject to a penalty unless approval has been sought and received from the convener.

A candidate failing to obtain 50% will have one opportunity to repeat the portfolio assignment or course only once. The examination cannot be repeated and there is no supplementary examination.

### ***DP requirement***

Satisfactory attendance of the course contact block week (at least 80% attendance); and at least a 50% grade point average for the in-course assessments (portfolio assignments and quizzes).

### ***Progression and readmission rules***

The **first three courses** (occupational health risk assessment and management; occupational medicine and work ability; and occupational health services management, ethics and legislation) must be passed before a candidate is eligible to register for the fourth course and sit for the examination (practising integrated occupational health in context).

A candidate is allowed to repeat a course if they have failed only once. Where a candidate fails any course twice, or any two consecutive courses at first attempt, a recommendation will be made to the Faculty Examinations Committee to refuse readmission (If a failed course is repeated and passed on first attempt, it is still counted as one fail).

### ***Distinction***

The Postgraduate Diploma in Occupational Health may be awarded with distinction provided an overall average of more than 75% is obtained at first attempt, with a subminimum of 70% for each of the four courses. The student obtaining the highest mark in the final examination for that particular cohort, will receive the GEOFF CAMPBELL award.

### ***Award of the Postgraduate Diploma in Occupational Health***

This qualification meets the legal requirements for an occupational medicine practitioner (OMP) to perform occupational health-related activity in any South African workplace. It is however *not registerable* with the Health Professions Council of South Africa (HPCSA) as an additional ***specialist qualification***, but as an **additional qualification**.

### ***In-course assessments***

#### ***a) Portfolio reports***

Preparation of the portfolio should ideally commence after completion of the contact block related to the module and it must be submitted (electronic copy) ***prior to*** the commencement of the next contact module, which is generally scheduled 6 months later.

Four portfolio reports must be submitted covering the following areas:

- workplace assessment
- work-related clinical case
- needs assessment and design of an occupational health service
- integrated portfolio of occupational health practice dossier

The ***workplace assessment*** should demonstrate the process of hazard identification, risk reduction and continuing surveillance, including application of the relevant legislation. The ***clinical case*** must have been seen and examined personally by the candidate and should demonstrate an understanding of the principles of occupational medicine. The ***occupational health service needs assessment*** and design must have been conducted by the candidate and need not be within the service they are currently responsible for. The **integrated portfolio of occupational health practice** dossier should demonstrate the values, knowledge and skills to practice occupational health in an integrated, effective and ethical manner in a variety of clinical and workplace/industry contexts.

The portfolio must be submitted using the template provided, which contains further guidance on the content, length and layout. Each portfolio should be 1,500 – 2,000 words in length.

An important part of the practice of occupational medicine is good, clear and authoritative written communication with employers and medical colleagues and the portfolio provides a good opportunity to demonstrate these skills. As the portfolio is not produced under examination conditions, it is expected that it will be well structured and professionally presented. It is assumed that candidates have access to basic word processing resources and marks may be deducted for poor presentation.

Each portfolio will be assessed by the academic staff in the Occupational Medicine Division. Examiners are seeking evidence that the candidate has understood the principles of occupational health and can apply them in practice. Mentors will be assigned to candidates to provide support and advice in this regard.

### **b) Inter-block Quizzes**

Regular quizzes will be assigned that can be completed online. Two quizzes between each block should be completed within given timeframes. This will be in multiple choice format.

## **MODERATION**

The University of Cape Town has a system of external peer review and evaluation of each course. One of the aspects of the system is an evaluation of the standards and assessment practices of the department.

## **CRITERIA FOR THE REGISTRATION OF EXAMINERS (ASSESSORS)**

The academic staff of the University of Cape Town are used in a manner which is consistent with the quality assurance system of the University.

Examiners are based in the candidate's own training institution, except for an external examiner for the final examination.

There is a panel of at least three examiners appointed for each cycle of written examinations and orals. At least one of these will be external to UCT.

### *Qualifications:*

All examiners should hold qualifications in occupational health or have an equivalent medical qualification with experience in occupational health.

### *Experience:*

Experience in occupational health practice and in teaching occupational health is a

necessity. Research experience is an advantage.

*Other criteria:*

All of the examiners should hold an academic appointment, which may be part-time or full-time.

**ACADEMIC TEACHING STAFF**

Occupational Medicine Division  
Level 4, Falmouth Building South

Professor and Head:

MF Jeebhay, MBChB Natal, PGDOH, MPhil (Epidemiology) Cape Town MPH (Occupational Medicine) PhD Michigan FCPHM (Occupational Medicine) SA

Associate Professor:

S Adams, MBChB, PGDOH, MMed PhD Cape Town MFamMed Stell FCPHM (Occupational Medicine) SA

Senior Lecturer:

I Ntatalama MBChB Dip Public Health UNISA MMed Cape Town MSc OH Birmingham Dip HIV Man FCPHM (Occupational Medicine) SA AHMP FPD/Yale University

Senior Lecturer:

R Baatjies, BTech MTech CPUT MPH Witwatersrand PhD Cape Town

Emeritus Professor and Senior Scholar:

R Ehrlich, BBusSc MBChB PhD Cape Town DOH Witwatersrand FFCH FCPHM (Occupational Medicine) SA

Emeritus Professor:

G Todd, BSc UKZN MBChB PhD Cape Town FCDerm SA

Adjunct Professor:

S Kisting-Cairncross, MBChB, PGDOH, Cape Town MFamMed Witwatersrand MCFP SA

Honorary Senior Lecturers:

- B Andrews, MBChB Cape Town, PGDOH, MMed Stell FCPHM (Occupational Medicine) SA
- AH Burdzik, MBChB MMed Cape Town Dip Occupational Medicine UK FCPHM (Occupational Medicine) SA
- D Knight, MBChB MMed Cape Town
- G Kew, MBChB DA SA, PGDOH, Cape Town
- S Manjra, MBChB Natal MMedSc Birmingham BScHons (Medicine), PGDOH, Cape Town

- A Raynal, MBChB Cape Town MSc LSHTM MPH M FOM UK
- J te Water Naude, MBChB MPhil Cape Town FCPHM SA

Honorary Lecturers:

- B Cloete, MBChB PGDOH MMed Cape Town FCPHM (Occupational Medicine) SA
- H de Wet, MBChB MMed NUS
- S Fakie, MBChB PGDOH Cape Town
- M Mothemela, MBChB Medunsa, MMed Cape Town, FCPHM (Occupational Medicine) SA
- H Mwangi, MD Tanzania, MMed PhD Cape Town, FCPHM (Occupational Medicine) SA
- D Ngajilo, MD Tanzania, MMed Cape Town, FCPHM (Occupational Medicine) SA
- H Williams, MBChB PGDOH MMed Cape Town FCPHM (Occupational Medicine) SA

Registrars:

- Y Williams-Mohamed
- T Muhamba

## **INTERNATIONAL COMPARABILITY**

This qualification is comparable to similar qualifications from around the world with regard to outcomes and assessment criteria, the level of depth and complexity involved in the study process, a range of competence in the learning content and with due regard to notional learning time.

## **ARTICULATION OPTIONS**

Title(s) of related qualification(s)

- Specialist qualification in Occupational Medicine (MMed (Occ Med))
- MPhil (Occupational Health)

This qualification provides credits for the related qualification(s).

- Specialist qualification in Public Health Medicine