

Quick Reference Guide (QRG)

How to Book into a Monash Health Fit Test

This QRG is designed to show you how to:

- *Complete the Fit Testing Consent and Medical Clearance Form*
- *How to book into the Monash Health Respiratory Protection Program*

Completing the Fit Testing Consent and Medical Clearance Form

1. Visit the Monash Health RPE Fit Testing page via the Monash Health Coronavirus page at:

<https://coronavirus.monashhealth.org/fit-test/>

NOTE: Ensure you read all the information listed on the fit-test page including:

- What is Fit Testing?
- Why do we need Fit Testing?
- When will Fit Testing take place?
- What do I need to prepare for my Fit Test?
- How frequent is Fit Testing?
- What happens after Fit Test is completed?
- How do I book a Test?
- Fit Test Locations
- And additional [resources](#) available at the bottom of the RPE Fit Testing page

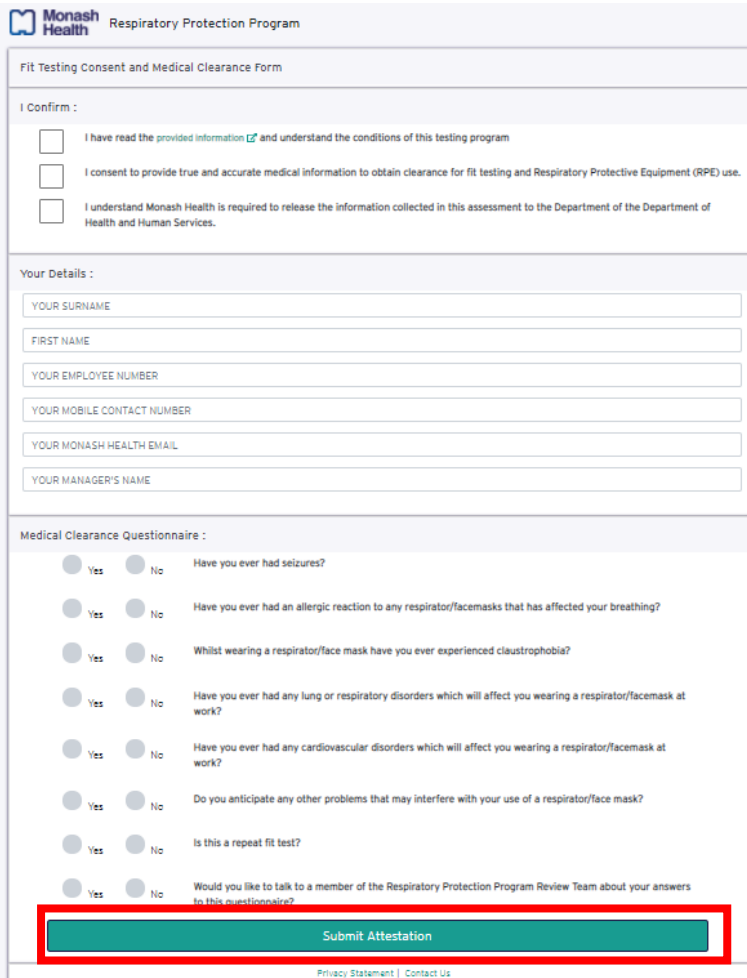
2. Navigate to the Consent and Booking section of the RPE Fit Testing page and click on '[Fit Testing Consent and Medical Clearance Form](#)'

[Fit Testing Consent and Medical Clearance Form >](#)

Online consent and medical clearance form/survey



3. Complete the Fit Testing Consent and Medical Clearance Form. You will need to complete all fields listed including the Medical Clearance Questionnaire
4. Once you have completed the form, select 'Submit Attestation'



Monash Health Respiratory Protection Program

Fit Testing Consent and Medical Clearance Form

I Confirm :

- I have read the [provided information](#) and understand the conditions of this testing program
- I consent to provide true and accurate medical information to obtain clearance for fit testing and Respiratory Protective Equipment (RPE) use.
- I understand Monash Health is required to release the information collected in this assessment to the Department of the Department of Health and Human Services.

Your Details :

YOUR SURNAME

FIRST NAME

YOUR EMPLOYEE NUMBER

YOUR MOBILE CONTACT NUMBER

YOUR MONASH HEALTH EMAIL

YOUR MANAGER'S NAME

Medical Clearance Questionnaire :

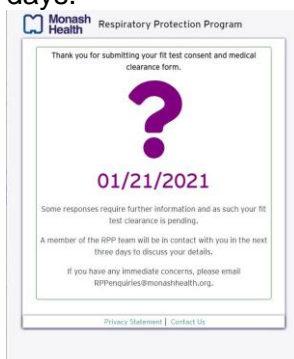
- Yes No Have you ever had seizures?
- Yes No Have you ever had an allergic reaction to any respirator/facemasks that has affected your breathing?
- Yes No Whilst wearing a respirator/face mask have you ever experienced claustrophobia?
- Yes No Have you ever had any lung or respiratory disorders which will affect you wearing a respirator/facemask at work?
- Yes No Have you ever had any cardiovascular disorders which will affect you wearing a respirator/facemask at work?
- Yes No Do you anticipate any other problems that may interfere with your use of a respirator/face mask?
- Yes No Is this a repeat fit test?
- Yes No Would you like to talk to a member of the Respiratory Protection Program Review Team about your answers to this questionnaire?

Submit Attestation

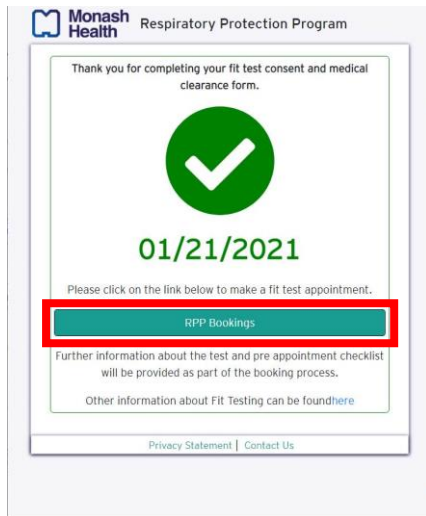
Privacy Statement | Contact us

5. If you:

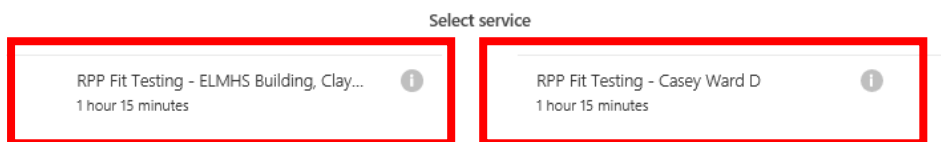
- 5.1. **Answered 'Yes' to any of the questions** in the Medical Clearance Questionnaire, a screen with a purple question mark will appear. This will indicate that you cannot book for your RPP yet. The Respiratory Protection Program will call you via phone within 3 working days.



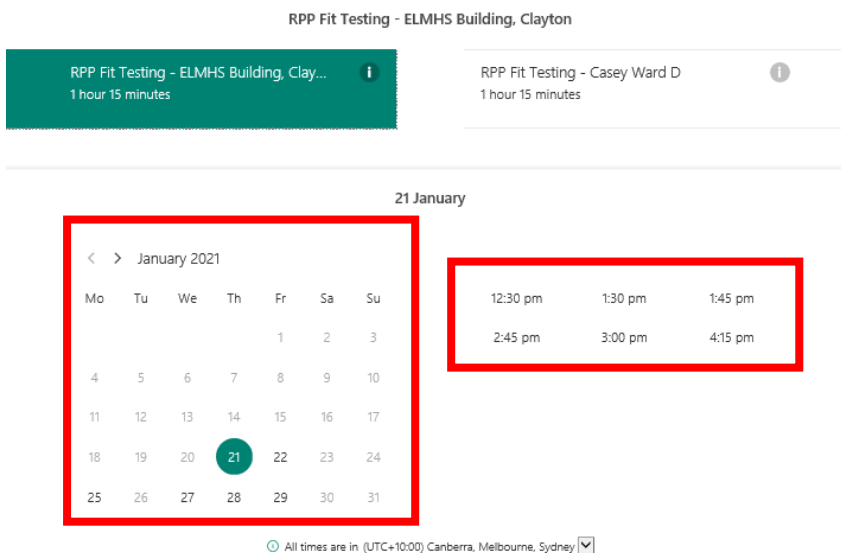
- 5.2. **Answered 'No' to all the questions** in the Medical Clearance Questionnaire, a screen with a green tick will appear. This will indicate that you can proceed and complete your RPP booking. Click on the green 'RPP Bookings' button to open the bookings page.



6. Ensure you first select your preferred service site:



7. Once you have selected your preferred service site, choose an appropriate date **and** time for your RPP booking



8. Complete your personal details, including your **Monash Health email address**. If you have any special requests, enter these into the notes box.

Add your details

Name

Email

Please let us know if you have any special requests. Thank you.

Notes (optional)

Provide additional information

Employee ID

Mobile Number

9. Once all the booking information has been entered, select 'book'

RPP Fit Testing - ELMHS Building, Clayton

RPP Fit Testing - ELMHS Building, Clay... i

1 hour 15 minutes

RPP Fit Testing - Casey Ward D i

1 hour 15 minutes

21 January, 3:00 pm

< > January 2021

Mo	Tu	We	Th	Fr	Sa	Su				
				1	2	3		12:30 pm	1:30 pm	1:45 pm
								2:45 pm	3:00 pm	4:15 pm
4	5	6	7	8	9	10				
11	12	13	14	15	16	17				
18	19	20	21	22	23	24				
25	26	27	28	29	30	31				

All times are in (UTC+10:00) Canberra, Melbourne, Sydney

Add your details

First Name Last Name

Employee@monashhealth.org

Please let us know if you have any special requests. Thank you.

Notes (optional)

Provide additional information

Employee ID

#####

Mobile Number

####-###-###

Book

10. You will receive a confirmation email to your Monash Health email account if the booking has been successful. An outlook diary appointment will also be entered into your Monash Health outlook account calendar. You do not need to action the confirmation email. If you need to change your appointment date/time, you will be able to do this from the email confirmation you will receive.

For any queries, concerns or difficulties with Fit Testing at Monash Health, or the Fit Testing booking process, contact RPPenquiries@monashhealth.org