

## NHS Pension Schemes (Scotland)

### APPLICATION FOR RETIREMENT BENEFITS FOR AN ACTIVE MEMBER

**To be completed by the Occupational Health (OH) Doctor/Senior OH Nurse**  
*Where this is not possible, a GP or Specialist can complete this form*

*Further guidance on completing this form is available at [www.sppa.gov.uk](http://www.sppa.gov.uk).*

This is an ill health retirement application for a person, who, on ceasing to be an NHS scheme member, may be entitled to receive an annual pension provided that the applicant fulfils the criteria for payment of benefits.

Ill health retirement is to be considered in relation to the applicant's own job only and any regular employment of like duration<sup>1</sup>. In reaching a decision on infirmity under these regulations, the functional requirements of the applicant's occupation should be assessed against the functional limitations imposed by the applicant's ill health.

Permanency is where the infirmity affecting the applicant's present occupation exists and will continue to exist until normal pension age (NPA). The infirmity will not improve with time or treatment to allow the member to return to their present occupation before NPA.

**Lower tier condition and benefits** - members with at least 2 years membership who are permanently incapable of efficiently discharging the duties of their current employment because of physical or mental infirmity will receive the early payment of the pension they have earned up to the date of retirement.

**Upper tier condition and benefits** - members with at least 2 years membership who are permanently incapable of engaging in regular employment of like duration<sup>1</sup> will receive upper tier benefits. These benefits are based on accrued service plus a service enhancement of up to 2/3rds (1995 and 2008 sections) or 50% (2015 scheme) of the membership they would have completed if they had worked until NPA. NPA for each scheme is as follows:

- age 60 if the member is assessed under the amended 1995 Regulations
- age 65 if assessed under the 2008 Regulations
- State Pension Age under the 2015 Regulations

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<sup>1</sup> "regular employment of like duration" means, where prior to retiring from pensionable employment the member was employed—

- (a) on a whole-time basis, regular employment on a whole-time basis;
- (b) on a part-time basis, regular employment on a part-time basis,

regard being had to the number of hours, half-days and sessions the member worked in that pensionable employment.

## GUIDANCE AS TO INTERPRETATION AND APPLICATION OF REGULATIONS

- (1) Infirmary - the applicant's **own** infirmity should be considered.
- (2) Level of permanency is to be considered as on the balance of probabilities.
- (3) Permanently - until applicant's NPA, usually age 60, 65 or their state pension age.
- (4) Efficiently discharging duties - fulfilling competently the core requirements of their contracted occupation for the contracted number of hours.
- (5) The intention is for both access to and the level of benefits from each of the tiers to reflect that different levels of benefits should be dependant on the severity of the member's condition and the impact of that on their ability to work again.

### CONSENT FORM (TO BE COMPLETED BY THE APPLICANT)

I authorise disclosure of the following medical report to the Scottish Public Pensions Agency (SPPA) and to SPPA's appointed medical adviser.

Name of applicant

Signature of applicant

Date

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**FORM AW8/MED**

**Application for Ill Health retirement benefits from an active  
NHS Scotland pension scheme member**

**MEDICAL REPORT FORM (to be completed by Occupational Health Doctor/Senior  
Occupational Health Nurse)**

Applicant's name

SB number

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Date of birth

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Home address


Post code

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The above named has made an application for early payment of his/her retirement benefits on health grounds. I understand that for such an application to succeed the applicant has to be considered permanently incapable of efficiently discharging the duties of his/her employment because of physical or mental infirmity. The question of whether this condition is satisfied will be decided by the Scottish Public Pensions Agency acting on behalf of the Scottish Ministers and with advice provided from their own appointed medical advisers.

**Medical Information**

(a) Please list all currently diagnosed medical conditions giving date of onset for each.

(b) Provide details of the reported reason(s) for current incapacity

(c) Please provide details of the past course of any medical conditions currently reported as giving rise to incapacity.

(d) Please provide details of reported symptoms, objective clinical findings, investigation findings, reported functional impairment and objectively confirmed functional impairment.

(e) Please describe all relevant (to currently incapacitating conditions) therapeutic intervention to date giving details of the nature of treatments, dates, durations, compliance, response and any adverse effects.

(f) What is the likely future course of this member's health and function, with normal therapeutic intervention over the period to normal pension age (NPA<sup>1</sup>)

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<sup>1</sup> NPA – the normal pension age at which a member may take their full pension on age grounds without actuarial reduction. Dependent on which scheme the member belongs to, this could be age 60, 65 or state pension age

(g) This question relates to functional abilities and must be completed by the occupational health doctor/senior occupational health nurse. GPs and clinical specialists may comment if they feel able to do so.

- How does this member's diagnosed medical condition(s) impact on their capacity to carry out their NHS duties?

- What recommendations have you made to the employer?

- Are there any work place issues and how have they been addressed?

- With normal therapeutic intervention please comment on the likelihood of improvement in functional abilities before the normal pension age (NPA<sup>1</sup>)

(h) Please summarise information you consider to be relevant to this member's long term incapacity for:

- 1) the duties of their NHS employment, and
- 2) any regular employment of like duration.

**Please provide your rationale**

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<sup>1</sup> NPA – the normal pension age at which a member may take their full pension on age grounds without actuarial reduction. Dependent on which scheme the member belongs to, this could be age 60, 65 or state pension age

### Terminal Illness

Does this member have a medical condition which is considered to reduce their life expectancy to less than one year?

Yes\*  No

\*If 'Yes' and information is available from the relevant specialist, please include a copy of their report / correspondence

Is the member aware of the diagnosis? Yes  No

Is the member aware of the prognosis? Yes  No

Please attach copies of any consultant medical specialist reports or case notes which you have in relation to the member's present medical condition which might be useful in processing this application.

Please list the additional papers enclosed here:

## Examining Doctor's Details

Full name	<input type="text"/>									
Job title	<input type="text"/>									
Email address	<input type="text"/>									
Address	<input type="text"/>									
	<input type="text"/>									
	<input type="text"/>									
	Post code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Telephone number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	<input type="text"/>									
Date	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Please send the completed form with any additional medical reports received in connection with this application to SPPA in a sealed envelope along with the corresponding application form AW8. The complete application should be sent to:**

**SPPA, 7 Tweedside Park, Tweedbank, Galashiels, TD1 3TE.**