



GPST Display Screen Equipment (DSE) Self-Assessment

This self-assessment should be completed by the GP Specialty Trainee shortly after commencing a placement and discussed with the Practice Manager, Educational Supervisor or other nominated representative where any concerns are identified.

Keyboards

Question	Yes	No	Further Comments
<p>Is your keyboard separate from the screen?</p> <p>This may help if your workstation is static, but may be impracticable (e.g., if you require to use a laptop).</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Does the keyboard tilt?</p> <p>Tilt need not be built in, though you may prefer to have a separate keyboard with tilt functionality depending on your personal circumstances.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Is it possible to find a comfortable keying position?</p> <p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p>Users of thick, raised keyboards may need a wrist rest.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Are you aware of good keyboard technique?</p> <p>Here are some examples of things to avoid:</p> <ul style="list-style-type: none"> • hands bent up at the wrist; • hitting the keys too hard; • overstretching the fingers. 	<input type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No	Further Comments
<p>Are the characters clear and readable?</p> <p>Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

Mouse/Touchpad

Question	Yes	No	Further Comments
<p>Do you have a separate mouse?</p> <p>If not, you should consider whether this would be beneficial to you.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Is the mouse or touchpad suitable for the tasks it is used for?</p> <p>If you are having problems, try a different device. The mouse is a general-purpose device suitable for many tasks and available in a variety of shapes and sizes</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Is the mouse or touchpad positioned close to the user?</p> <p>Most devices are best placed as close as possible, e.g. right beside the keyboard.</p> <p>You should:</p> <ul style="list-style-type: none"> • prevent arm overreaching; • encourage users not to leave their hand on the device when it is not being used; • encourage a relaxed arm and straight wrist. 	<input type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No	Further Comments
<p>Is there support for the device user's wrist and forearm?</p> <p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. You should be able to find a comfortable working position with the mouse/touchpad.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Does the mouse or touchpad work smoothly at a speed that suits you?</p> <ul style="list-style-type: none"> • See if cleaning is required (e.g. of mouse ball and rollers). • Check the work surface is suitable. • A mouse mat may be needed. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Can you easily adjust software settings for speed and accuracy of pointer?</p> <p>If not, you may need training in how to adjust device settings or alternatively you can seek support from IT/Digital.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

Screens/Monitors

Question	Yes	No	Further Comments
<p>Do you use a separate monitor?</p> <p>If not, you should consider whether this would be beneficial to you.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Are the characters on your screen clear and readable?</p> <ul style="list-style-type: none"> • Make sure the screen is clean and cleaning materials are available. • Check that the text and background colours work well together. 	<input type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No	Further Comments
<p>Is the text size comfortable to read?</p> <p>Software settings may need adjusting to change text size.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Is the image stable, i.e. free of flicker and jitter?</p> <p>Try using different screen colours to reduce flicker, e.g. darker background and lighter text.</p> <p>If there are still problems, get the set-up checked, e.g. by IT/Digital colleagues or the equipment supplier.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Is the screen's size and specification suitable for what you use it for?</p> <p>For example, intensive work requiring fine attention to small details may require large display screens.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Are the brightness and/or contrast adjustable?</p> <p>Separate adjustment controls are not essential, provided the user can read the screen easily at all times.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Does the screen swivel and tilt?</p> <p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>However, you may need to replace the screen if:</p> <ul style="list-style-type: none"> • swivel/tilt is absent or unsatisfactory; • work is intensive; and/or • you have problems getting the screen to a comfortable position. 	<input type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No	Further Comments
<p>Is the screen free from glare and reflections?</p> <p>You can use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Are adjustable window coverings in place and in adequate condition?</p> <p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

Software

Question	Yes	No	Further Comments
<p>Is the software suitable for the task?</p> <ul style="list-style-type: none"> • Software should help you carry out the task, minimise stress and be user-friendly. • Make sure that you have had appropriate training or information about using the software. • Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages. 	<input type="checkbox"/>	<input type="checkbox"/>	

Furniture

Question	Yes	No	Further Comments
<p>Is the work surface large enough for all the necessary equipment, papers etc?</p> <ul style="list-style-type: none"> • Create more room by moving printers, reference materials etc. elsewhere. • If necessary, consider providing new power and telecoms sockets, so equipment can be moved. • There should be some scope for flexible rearrangement. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Can the user comfortably reach all the equipment and papers they need to use?</p> <ul style="list-style-type: none"> • Rearrange equipment, papers etc. to bring frequently used things within easy reach. • A document holder may be needed, positioned to minimise uncomfortable head and eye movements. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Are surfaces free from glare and reflection?</p> <ul style="list-style-type: none"> • Consider mats or blotters to reduce reflections and glare. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Is the chair suitable for the work you do and stable?</p> <ul style="list-style-type: none"> • The chair may be unsuitable if it does not allow you to work comfortably or is unstable. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Does the chair have a working:</p> <ul style="list-style-type: none"> • seat back height and tilt adjustment? • seat height adjustment? • castors or glides? <p>The chair may need repairing or replacing if the user is uncomfortable or cannot use the adjustment mechanisms.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No	Further Comments
<p>Is the chair adjusted correctly?</p> <ul style="list-style-type: none"> You should be able to carry out your work sitting comfortably. The user should have a straight back, supported by the chair, with relaxed shoulders. Consider training in how to adopt suitable postures while working. The arms of chairs can stop you getting close enough to use the equipment comfortably. Move any obstructions from under the desk. 			
<p>Are forearms horizontal and eyes at roughly the same height as the top of the Display Screen Equipment?</p> <p>Adjust the chair height to get your arms in the right position, and then adjust the DSE height, if necessary.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?</p> <p>If not, a footrest may be needed.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

Environment

Question	Yes	No	Further Comments
<p>Is there enough room to change position and vary movement?</p> <ul style="list-style-type: none"> Space is needed to move and stretch. Consider reorganising the layout and check for obstructions. Cables should be tidy and not a trip or snag hazard. 	<input type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No	Further Comments
<p>Is the lighting suitable, e.g. not too bright or too dim to work comfortably?</p> <ul style="list-style-type: none"> • You should be able to control light levels, e.g. by adjusting window blinds or light switches. • Consider shading or repositioning light sources or local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces). 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Does the air feel comfortable?</p> <p>DSE (Display Screen Equipment) and other equipment may dry the air. Circulate fresh air if possible.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Are levels of heat comfortable?</p> <ul style="list-style-type: none"> • Can heating be better controlled? • More ventilation may be required if there is a lot of electronic equipment in the room. • Or, can you move your workstation away from the heat source? 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Are levels of noise comfortable?</p> <p>Consider moving sources of noise away from the workstation or making sure that your workstation is situated as far as possible from the noise source.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

General

Question	Yes	No	Further Comments
Do you take regular breaks working away from your workstation and from working with DSE? You should take regular breaks from your workstation throughout the day.	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been advised of your entitlement to eye and eyesight testing?	<input type="checkbox"/>	<input type="checkbox"/>	

Declaration

I confirm that I have completed this self-assessment and highlighted any concerns regarding my workstation arrangements.

Trainee Name	Signature	Date

Practice Review

Comments/Actions					
Practice Representative		Signature		Date	