

INTERNAL ONLY
ISLHD PROCEDURE
COVER SHEET



Health
 Illawarra Shoalhaven
 Local Health District

NAME OF DOCUMENT	Redeployment of Injured/Ill Workers (Workers Compensation)
TYPE OF DOCUMENT	Procedure
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EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	Executive Director Strategic Improvement Programs
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NSQHS STANDARD	Standard 1
SUMMARY	To ensure compliance with NSW Health Policy - PD2017_040 Recruitment and Selection of Staff to the NSW Health Service and explore the possibility of redeploying any injured staff to a vacancy before considering any other fill option.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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1. POLICY STATEMENT

The Workers Compensation Act 1987 and Workplace Injury Management and Workers Compensation Act 1998 stipulate an employer must make every effort to locate suitable employment where occupational illness or injury prevents an employee from returning to his/her pre-injury position, duties or hours.

To ensure compliance with NSW Health Policy - PD2017_040 Recruitment and Selection of Staff to the NSW Health Service, Illawarra Shoalhaven Local Health District must explore the possibility of redeploying any injured worker to a vacancy before considering any other fill option. Where possible, this will occur before advertising or in the period between the advertising of a vacant position in the Recruitment and On Boarding (ROB) system and the closing date for receipt of applications, as a minimum. However, if this does not occur, consideration for priority assessment of an injured or ill worker can be made up to the point where an offer has been made to the otherwise preferred candidate.

2. BACKGROUND

Redeployment is required when, following an injury or illness, a worker is deemed unable to upgrade or rehabilitate to their substantive position due to long-term or permanent medical restrictions, and reasonable modifications cannot be made to their pre-injury position. Reasonable modifications must be considered in situations where a worker is able to fulfil the inherent requirements of the position following minor adjustments to the workplace ie: the installation of a sit stand desk.

Should this not be viable, workers will be considered for redeployment to an alternate position. As part of this process, they may be afforded the opportunity to up-skill should they not initially meet the inherent requirements of the identified internal vacancy, however are deemed able to up skill over a short period of time. Workers may be placed on a Recovery at Work plan for up to 12 weeks and will work within the vacant position by way of a work trial. The worker will be paid for under the funding for that position during the period of the work trial. In instances where the work trial occurs prior to commencement of funding for the position, then the trial will be funded by the cost centre from which the worker came.

2.1 Definitions

For the purposes of this Policy, the following definitions apply:

Worker

Any worker who has a current accepted* workers compensation claim lodged with ISLHD

Recover at Work Coordinator (R@WC)

An employee of the Recovery Unit who is assigned to manage the rehabilitation of the worker.

External Accredited Rehabilitation Provider (Provider)

In some instances, an external accredited rehabilitation provider will be engaged to assist with the worker's recovery. They will work with the worker, Fund Claims Manager, R@WC and ISLHD in assisting the worker to return to work in whatever capacity they are able. The Provider must be SIRA accredited prior to engagement.

Line Manager

The direct line manager of the worker undertaking redeployment.

Supervisor

The person who will be responsible for the supervision of the worker within the new position.

Recruitment Convenor

The person responsible for the recruitment process.

Pre-injury Position

The substantive position the worker held prior to injury.

Fund Claims Manager

Treasury Managed Fund-appointed insurers referred to as 'Fund Claims Managers'.

Reasonable Adjustments

Adjustments easily made to the work environment without interruption to service provision; that allow a worker with an injury or illness to work safely and productively. Adjustments must be considered on their merits and be related to the specific injury or illness; with decisions informed by relevant medical experts and in consultation with the worker seeking the adjustment. An example would be the provision of ergonomic equipment.

Comparable Position

The position being considered for priority redeployment must be financially comparable to the worker's substantive position and cannot be considered a demotion or promotion. Whilst the worker is able to apply for promotional positions they would have to gain these positions on merit and not through a priority assessment process. Wages must be compared using the workers current PIAWE rate and the Award rate of the new position at time of recruitment. A workers potential for future earnings, both in their substantive position and in the position being considered, should not be a barrier.

In instances where a worker has a Work Capacity Decision in place they may request priority assessment against an advertised lower graded position as an alternative to medical separation. In these instances the worker must identify the advertised position, and be able to demonstrate their ability to meet the inherent requirements of the position and provide their reasoning in writing to the R@WC prior to closure of the advertisement. Redeployment of workers under this circumstance will be facilitated via the transfer provisions of the Government Sector Employment Act.

Suitable

When considering what position or work would be suitable, ISLHD must seek to ensure that it utilises the worker's skill set and where possible be the same as, or equivalent to, the position in which the worker was in at the time of the injury. The potentially suitable position must also meet the medical capacity provided by the workers Nominated Treating Doctor or Nominated Treating Specialist on the Certificate of Capacity (Medical Certificate) or Capability Assessment.

Workers Compensation Claims Manager (WCCM)

An employee of the Recovery Unit who is assigned to ensure ISLHD meets their legislated obligations in relation to liability decisions, the approval of reasonably necessary treatment and ongoing management of compensable injuries or illnesses.

3. RESPONSIBILITIES

3.1 Workers will:

- Cooperate with the employer and Fund Claims Manager to make all reasonable efforts to return to work in suitable employment at their place of employment or at another place of employment;
- Provide up to date information on skills and expertise as outlined in a formal resume document;
- Proactively and independently job seek and in conjunction with the R@WC and where applicable the provider;
- Provide details of interview attendances to Line Manager and R@WC including those requiring approval of time away from suitable duties noting prior approval for any absence from the workplace will need to be gained;
- Update the R@WC and where relevant; the provider, weekly on any vacant positions that he/she identifies as being suitable and wishes to explore for priority assessment.

3.2 Line Managers will:

- Make all reasonably practicable efforts to provide suitable duties for workers while they job seek;
- Continue to conduct welfare checks throughout the recovery process;
- Allow reasonable time away from suitable duties to attend interviews for identified redeployment opportunities;
- Release workers from suitable duties in order to undertake approved work trials.

3.3 Supervisors will:

- Provide appropriate support, training, supervision and feedback to any workers undergoing a work trial in their department;
- In collaboration with the Recruitment Convenor complete the Work Trial Assessment Report (appendix 3) and ensure relevant feedback is provided to the worker and R@WC;
- Trim all related documentation and return to the R@WC for inclusion on the electronic injury management file.

3.4 Recover at Work Coordinator (R@WC) will:

- Coordinate the internal redeployment process for workers, including communicating with all relevant stakeholders;
- Where relevant complete the Redeployment Competency Assessment Report (App 2);
- Provide the relevant Workforce Support Officer with the Redeployment Competency Assessment to ensure worker is prioritised for any new recruitment;
- Complete the relevant components of the Priority Assessment Report (appendix 1);
- Provide advice and information to all parties during the redeployment process regarding the process and their obligations;
- Ensure that the vacant position is appropriate and deemed suitable employment in line with legislative definitions. This includes ensuring the physical and psychological appropriateness of the position and may include liaising with the Fund Claims Manager, WCCM, relevant treating practitioners and the Provider to make this determination;

- Maintain a comprehensive electronic injury management file regarding the steps and actions taken under the redeployment process;
- Develop a comprehensive Recovery at Work plan for up skilling in consultation with the manager and educator (if clinical position) should it be deemed appropriate to place the worker in the position. This includes regular monitoring and face to face reviews with all parties;
- Escalate through appropriate channels if there is a dispute over whether to proceed with or cease a priority assessment.

3.5 Workers Compensation Claims Manager (WCCM) will:

- Liaise with External Claims Manager and R@WC to ensure that the identified position is considered suitable employment in line with legislation.

3.6 Recruitment Convenor (Recruitment Manager) will:

- Proactively engage with R@WC to redeploy workers as per the PD2017_040 NSW Health Recruitment and Selection of Staff to the NSW Health Service. Section 2.3;
- In conjunction with Workforce Support Officer, Recruitment Convenors will complete the relevant sections of the priority assessment report to determine the workers suitability for the vacant position. This will include an assessment against the selection criteria and job demands checklist;
- Make all reasonably practicable efforts to provide suitable employment for workers identified through this process;
- Provide appropriate support, training, supervision and feedback to the worker undertaking a work trial in their department;
- Provide and document objective feedback to worker and R@WC through any work trial to allow for an informed decision to be made on the outcome of the work trial;
- In collaboration with the Supervisor complete the Work trial assessment document (appendix 3) on completion of the work trial;
- Ensure timely and constructive feedback is provided to any unsuccessful worker and associated R@WC.

3.7 Workforce Support Officers will:

- Add Worker to ISLHD Redeployment Register using information gathered from the Competency Assessment;
- Routine review of ISLHD Redeployment Register to identify potential suitable workers for positions about to be advertised;
- Discuss new vacancies with the relevant R@WC to ascertain if there is a suitable worker who requires a priority placement assessment prior to advertising the position;
- Provide the R@WC with a copy of the position description associated with the recruitment requisition.

4. PROCEDURE

- 1.1** If a worker suffers a compensable injury or illness the focus of their recovery will be to return them to their substantive position. However, should the injury or illness prevent them from returning to their substantive position ISLHD will make all efforts to maintain their employment

by finding a suitable alternate position. This procedure provides these workers with priority assessment opportunity into a comparable vacant permanent position. In instances where a workers substantive position was not permanent, consideration may be given to redeployment into a non-permanent position with a comparable contract duration to their substantive position.

- 1.2** Once it is determined that a worker will not be able to return to their substantive position, the R@WC ensures appropriate written confirmation has been received from the Nominated Treating Doctor, Nominated Treating Specialist or other medical practitioner. Once this is received, a formal change of goal meeting occurs with the worker and all relevant parties. This meeting will signify the start of the 12 week redeployment process.
- 1.3** The R@WC liaises with Fund Claims Manager and WCCM and where necessary will facilitate a referral to an accredited provider for a Vocational Assessment and assistance with external job seeking – see 4.4. This will be provided in conjunction with internal ISLHD job seeking assistance. The R@WC will communicate with the provider throughout the vocational assessment process to ensure that suitable vocational options are identified. The provider is to identify a minimum of three (3) vocational options.
- 1.4** Either the R@WC or accredited provider will assist the worker in completing a Redeployment Competency Assessment (appendix 2) and provide a copy to the relevant Workforce Support Officer. The workers competency with independent job seeking, resume development and interview skills as well as any transferrable skills and potential training needs. Subsequent requests for training will be communicated by the R@WC or the provider to the Fund Claims Manager for consideration.
- 1.5** Where a worker can complete substantive duties but not at their previous work location, then the need for a Vocational Assessment should be determined between the R@WC and WCCM. Any disagreement in this regard should be escalated to the Manager Recover @ Work Services for a decision.
- 1.6** Where a vocational assessment has been completed prior to the change of goal, ie: for work capacity decision purposes, a review of the assessment to ensure relevancy of options is to take place in lieu of completing an additional assessment.
- 1.7** The worker and R@WC will utilise available resources i.e. ROB System, to identify suitable internal redeployment options. The internal job seeking component will be undertaken for a period of up to 12 weeks. Throughout the internal job seeking component, the worker and where applicable the provider, will also actively participate in external job seeking. Should the worker not have access to the internet or ROB system, regular access should be arranged either by the R@WC or the provider.
- 1.8** The R@WC will remain engaged with the worker throughout the 12 week job seeking process. The R@WC will be required to make regular contact at a minimum of fortnightly with the worker to review identified vacancies. R@WC's are to maintain records of this contact, job seeking and redeployment actions on the workers electronic injury management file. The line manager of the worker must also maintain contact with discussions file noted, trimmed and provided to the R@WC to be placed on the electronic injury management file.

- 1.9** Should a suitable employment opportunity be identified internally with ISLHD by the worker, provider or R@WC, the following is to occur:
- 1.9.1** The R@WC is to liaise with the WCCM and Fund Claims Manager to review the position to ensure it meets the suitable employment definition. The WCCM and Fund Claims Manager will review the wages component to ensure that it is deemed comparable employment.
 - 1.9.2** The R@WC is to immediately contact the Recruitment Convenor and the relevant Workforce Support Officer to request a priority assessment of the worker against the position (appendix 1).
 - 1.9.3** The worker must address the selection criteria in writing and provide a copy with their current resume to the Recruitment Convenor for review. The resume must include the names and contact numbers of two referees. One referee should be a current or recent line manager or supervisor, unless conflicted due to compensable injury or other Workplace matters.
 - 1.9.4** This Recruitment Convenor completes the priority assessment (Section 1,3 and 4) to review the worker's suitability for the position prior to closure of the advertising period and where possible, prior to consideration of any other applicants as is required by the Recruitment and Selection Policy. This process may include an informal interview. Interview panels must consist of at least two members, one being the convenor.
- 1.10** The Priority Assessment Report – Appendix 1
- 1.10.1** Section 1 – Skill Match
Completed by the Recruitment Convenor^{***} with the assistance of the Workforce Support Officer. This section is utilised to determine the suitability of the worker based on their responses provided, their resume and Competency Assessment. The worker needs to demonstrate they meet the selection criteria or has the potential to achieve this within a 12 week work trial. If deemed not suitable to proceed, then reasons why the worker does not meet the selection criteria and are not likely to do so through a work trial are required to be documented in Section 1 and 4 of the Priority Assessment Report. If it is deemed that the worker is suitable, then section 2 and 3 of the report must be completed.
**** If the Recruitment Convenor is not the manager of the new position then the relevant manager must be consulted during this stage.*
 - 1.10.2** Section 2 – Physical / Psychological Appropriateness
Completed by the R@WC to ensure the physical and psychological demands of the position, as outlined in the job demands checklist and confirmed by the recruiting manager^{**}, are appropriate and in line with medical restrictions. The R@WC should consider any reasonable adjustments that could be made to the position or work environment to ensure its suitability. This may include a workplace or workstation assessment or make recommendations for suitable alternate equipment.
*** unless medical restrictions preclude consideration of internal redeployment.*
 - 1.10.3** Section 3 – Reference Checks
This section allows for the completion and documentation of reference checks as provided on the workers resume.
 - 1.10.4** Section 4 – Decision Making
Completed by the Recruitment Convenor with the support of the Workforce Support Officer and any other relevant parties required to make an informed decision.

The following decisions are able to be made:

1. Suitable Candidate – The worker is deemed to meet the selection criteria of the position and is placed into the position
2. Suitable Candidate requiring up skilling –The worker requires some up skilling to meet all of the selection criteria and will be offered a 12 week work trial to undertake this training. The R@WC will develop a Recovery at Work plan for the agreed work trial period (up to 12 weeks). The R@WC will meet regularly with the recruitment convenor or line manager and worker to monitor progress. If at any point during the 12 week work trial it is deemed the worker is suitable for the position, then they are to be placed into the position. There is no need to complete the work trial to the conclusion.
3. Not suitable – The worker is deemed unsuitable following the completion of Section 1, 2 or 3 of the Priority Assessment thus will continue job seeking. Reasons for not proceeding with redeployment should be recorded in section 4 of the report and objective feedback provided to the worker.

1.11 Work Trial

Any period during which the worker is participating in a work trial will not be included in the 12 weeks of internal job seeking.

- 1.11.1** In certain circumstances a worker will undertake a work trial for a period of up to 12 weeks in order to gain the relevant experience and up skilling as identified in the Priority Assessment Report. The R@WC and Supervisor will monitor and make regular contact with the worker for the duration of the work trial. The Supervisor will arrange appropriate support, training, supervision and feedback for the worker throughout the work trial.
- 1.11.2** Reviews may be conducted at regular intervals, at a minimum every 4 weeks, to provide ongoing feedback to the worker and provide an opportunity for the identification of additional support if required.
- 1.11.3** The work trial may be concluded prior to the completion of the full 12 week period. A work trial assessment document must be completed prior to cessation of the work trial. Reasons to conclude a work trial prior to completion of the full 12 weeks include:
 1. Where a worker is deemed suitable,;
 2. Where a worker is considered unsuited to the position and is unable to upskill within the work trial period, a meeting must be scheduled with the worker, where applicable a support person and the R@WC to discuss the outcome and the intention to end the trial early. The work trial assessment document must be completed prior to the meeting and a copy be made available to the worker at the meeting.
- 1.11.4** The Supervisor/Manager must complete the Work Trial Assessment Report (Appendix 3) prior to the final work trial meeting.
- 1.11.5** The Supervisor or Recruitment Convenor is to arrange a final work trial meeting, no later than week 12, with the worker, R@WC and where relevant Workforce Support Officer to discuss the content of the document and outcome.

- 1.11.6** If the worker is successful in the work trial proceed to 4.12 and 4.13.
- 1.11.7** If the worker is deemed unsuitable following the completion of the work trial the 12 week job seeking period will recommence from the point it stopped prior to the work trial. The worker will be required to actively job seek in line with their responsibilities under 3.1. Additional training undertaken during the work trial should be added to the workers competency assessment and if appropriate resume. The worker will also revert back to suitable duties, if available, in accordance with their current certified capacity.
- 1.12** The Recruitment Convenor closes the recruitment action in ROB and submits the relevant paperwork to move the worker into the vacant position. The Workforce Support Officer will support the Convenor to ensure the appropriate actions are completed.
- 1.13** If there are multiple applications from displaced or workers then the process will be managed as per the priority order identified in NSW Health Policy - PD2017_040 Recruitment and Selection of Staff to the NSW Health Service. If more than one candidate is deemed potentially suitable for the position then the decision will be made using merit based selection.
- 1.14** If a dispute arises through any part of the process, then the person raising the dispute is to provide, in writing, all relevant information as to why a review is requested to the R@WC who will escalate to the next line manager of the Recruitment Convenor. Should a dispute remain after being reviewed, then it will need to be referred to the relevant Workforce Support Manager and Manager Recover @ Work Services who will make a recommendation and send it through to the relevant Senior Manager for final approval.
- 1.15** All relevant Documentation should be trimmed with copies also maintained on the relevant electronic injury management file.

5. CESSATION OF INTERNAL REDEPLOYMENT

The following criteria will prompt the cessation of internal job seeking and commencement of the medical separation process:

- 5.1** If the vocational options identified as part of the competency assessment process do not exist within ISLHD;
- 5.2** If no suitable redeployment options are identified within 12 weeks of approval of a change in goal;
- 5.3** If the worker is deemed not suitable for redeployment following two work trials within ISLHD;
- 5.4** If the workers medical restrictions negate redeployment within ISLHD;
- 5.5** Non-compliance by the worker with three attempts to place them in a suitable position;

5.6 If the worker requests medical separation without the 12 week job seeking period; or

Other reasons for cessation of redeployment may include:

5.8 If the worker resigns;

5.9 Disciplinary proceedings.

6. DOCUMENTATION

Electronic Injury Management file

Priority Assessment Report

Competency Assessment

Work Trial Assessment Document

Personnel file – HP Content Manager

Position description and Job Demands Checklist

7. AUDIT

NSW Health Internal Process Review

Internal Audit – as required

8. REFERENCES

PD2017_040 Recruitment and Selection of Staff to the NSW Health Service

Workplace Injury Management and Workers Compensation Act 1998

Workers Compensation Act 1987

9. REVISION & APPROVAL HISTORY

Date	Revision No.	Author and Approval / Date
September 2019	0	ISLHD Injury & Claims Manager Approval / Date: Executive Director Strategic Improvement Programs – September 2019
November 2021	1	Author: Senior Manager Recover at Work Services
		Approval/Date: Corporate Policy Recommendation committee / October 2021 Approval/Date: Executive Director Strategic Improvement Programs / November 2021

10. APPENDIX 1 - Redeployment Priority Assessment Report

Redeployment Priority Assessment Report



Worker Details

Name:		Employee No.:	
Occupation:		Shift Worker: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Claim Number (if relevant):			
Commencement Date:	Weekly Rate (PIAWE):	Weekly Hours:	
Employment Status:	Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>	Casual <input type="checkbox"/>
	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	Reduced <input type="checkbox"/> Hrs: Substantive Hrs:

Section 1 - Priority Assessment

Completed by the Recruitment Convenor with the assistance of the Workforce Support Officer. This section is utilised to determine the suitability of the worker based on their responses provided, their resume and Competency Assessment. Consideration should be given to a work trial for a period of 12 weeks should the worker be required to up skill in any area.

Facility/Service:	Cost Centre No.:
Department:	
Position Title:	Position Location:
Position Number:	
Position Status:	Permanent <input type="checkbox"/>
	Full Time <input type="checkbox"/>
	Temporary <input type="checkbox"/>
	Part-time <input type="checkbox"/>
	Casual <input type="checkbox"/>
	Substantive Hrs:
Selection Criteria –	Assessment of Responses
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Suitable	Yes <input type="checkbox"/> - Proceed to Section 2
	No <input type="checkbox"/> - Proceed to section 4 – Provide summary of reasoning

Section 2 - Physical / Psychological Appropriateness (to be completed by R@WC if proceeding from section 1)

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Current Medical Restrictions	
Comparison of Job Demands Checklist to Medical Restrictions	
Reasonable Adjustments	
Proceed? <i>If yes continue to Section 3</i>	

Section 3 – Reference Checks

Referee One	Name of Referee <i>Attach Referee Check Form with Questions and Responses</i> Continue <input type="checkbox"/> Unsuccessful <input type="checkbox"/>
Referee Two	Name of Referee <i>Attach Referee Check Form with Questions and Responses</i> Continue <input type="checkbox"/> Unsuccessful <input type="checkbox"/>
Outcome of Check?	Successful proceed to Step 4 <input type="checkbox"/> Unsuccessful <input type="checkbox"/> <i>If unsuccessful provide details:</i>

Section 4 - Decision Making

Completed by the Recruitment Convenor with the assistance of the Workforce Support Officer.

Proceed with Appointment?	Yes / No Reasoning: <input type="text"/> Appointment Date: <input type="text"/>
Proceed with Work Trial?	Yes / No Reasoning: <input type="text"/> Work Trial Commencement Date: <input type="text"/>

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Outcome of Work trial? <i>Attach work trial assessment document</i>	Successful and appointed to role <input type="checkbox"/> Unsuccessful <input type="checkbox"/> <i>If unsuccessful provide details:</i>
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Name	Signature
Convener:	
Recover at Work Coordinator:	
Worker:	
Other (e.g WSC/WSM):	

APPENDIX 2 - Competency Assessment

Redeployment Competency Assessment Report



Worker Details

Name:		Employee No.:	
Current Occupation:		Shift Worker: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Claim Number (if applicable):			
Commencement Date:	Weekly Rate (PIAWE):	Weekly Hours:	
Current Employment Status:	Permanent <input type="checkbox"/> Full-time <input type="checkbox"/>	Temporary <input type="checkbox"/> Part-time <input type="checkbox"/>	Casual <input type="checkbox"/> Reduced <input type="checkbox"/> Hrs: <u> </u> Substantive Hrs: <u> </u>
Future Employment Capacity:	Permanent <input type="checkbox"/> Full-time <input type="checkbox"/>	Temporary <input type="checkbox"/> Part-time <input type="checkbox"/>	Casual <input type="checkbox"/> Reduced <input type="checkbox"/> Hrs: <u> </u> Substantive Hrs: <u> </u>

Section 1 – Experience

Completed by the Worker. This section is utilised to determine transferrable skills and identifies potential training opportunities.

Employment History		
Position Title	Responsibilities/Duties	Dates of Employment
1.		
2.		
3.		
4.		
Transferrable Skills	1. 2. 3.	
Identified Strengths	1. 2. 3.	
Vocational Interests	1. 2. 3.	

Education and Training	
Competencies (Qualification, Certificates, Courses)	Date Completed

Section 2 – Competency Assessment

Completed by the Recover @ Work Coordinator or External Rehabilitation Provider in consultation with the Worker to identify potential gaps and subsequent training/upskilling opportunities.

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Job Seeking Tool	Worker Reported Competency	Worker Assessed Competency	Assistance Required <i>ie: Training or Mentoring</i>
Resume			YES / NO
Cover Letter			YES / NO
Utilising Computer, Internet and Intranet to job seek			YES / NO
Ability to use and navigate online job seeking websites			YES / NO
Ability to identify suitable jobs			YES / NO
Ability to address selection criteria			YES / NO
Interview Techniques			YES / NO

Section 3 – Vocational Options

Completed by the Recover @ Work Coordinator or External Rehabilitation Provider in consultation with the Worker to identify potential vocational options for redeployment. If a vocational assessment has occurred this section is not needed.

Option One:	Internal / External Notes including areas of focus ie training required:
Option Two:	Internal / External Notes including areas of focus ie training required:
Option Three:	Internal / External Notes including areas of focus ie training required:
Further Interests if identified	

Agreement

Name	Signature
Worker	
Recover at Work Coordinator	
External Rehabilitation Provider	

APPENDIX 3 - Work Trial Assessment Report

Work Trial Assessment Report



Worker Details

Name:		Employee No.:
Occupation:		Shift Worker: Yes <input type="checkbox"/> No <input type="checkbox"/>
Claim Number (if relevant):		
Commencement of Work trial:	Completion Date of Work trial:	Outcome of Work Trial: <input type="checkbox"/> Successful <input type="checkbox"/> Unsuccessful

Section 1 - Assessment of demonstrated capabilities

Completed by the Recruitment Convener or direct supervisor/manager of the work trial with the assistance of the Workforce Support Officer. This section is *utilised* to document the workers demonstrated capacity against the inherent requirements of the role. Consideration may be given to concluding a work trial early if the worker has demonstrated success in gaining the required skills.

Selection Criteria / Specific skill required	Assessment of Capability
1.	<input type="checkbox"/> Competent <input type="checkbox"/> Not Competent If not competent detail the training or assistance provided:
2.	<input type="checkbox"/> Competent <input type="checkbox"/> Not Competent If not competent detail the training or assistance provided:
3.	<input type="checkbox"/> Competent <input type="checkbox"/> Not Competent If not competent detail the training or assistance provided:
4.	<input type="checkbox"/> Competent <input type="checkbox"/> Not Competent If not competent detail the training or assistance provided:
5.	<input type="checkbox"/> Competent <input type="checkbox"/> Not Competent If not competent detail the training or assistance provided:

Section 2 – Outcome of work trial

Proceed with Appointment?	Yes/ No Reasoning: <input type="text"/> Appointment Date: <input type="text"/>
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Name	Signature
Recruitment Convener:	<input type="text"/>
Recover at Work Coordinator:	<input type="text"/>
Worker:	<input type="text"/>
Other (e.g. WSC/WSM):	<input type="text"/>