

Steps to access your patient's workplace information

GPs are asked to certify their patient's capacity to return to workplace duties. What you record on the WorkCover WA certificate of capacity affects the patient's recovery and return to work. Often it is difficult for you to know what duties are available in the workplace. Below are steps you can follow to have this information presented to you.

Step 1: Obtaining worksite information

Options

- a) Contact employer to discuss
- b) Request workplace information

Example: WorkCover WA First certificate of capacity

How?

- Contact the patient's work supervisor or injury management coordinator, or
- On the WorkCover WA certificate of capacity
 - tick box 'I would like more information about available duties',
 - under *Injury Management Plan*, write e.g. worksite assessment, job analysis, etc (refer overleaf for descriptors), or
- Write to employer/insurer to request referral for an assessment

INJURY MANAGEMENT PLAN	
Activities/interventions	Purpose/goal (likely change in symptoms, function, activity and work participation)
Worksite assessment and job analysis	To assess pre-injury duties; assist with the development of a return to work program – please forward report when completed.
I would like: <input checked="" type="checkbox"/> more information about available duties <input type="checkbox"/> a RTW program to be established	
<input checked="" type="checkbox"/> to be involved in developing the RTW program	

Step 2: Review worksite information & certify capacity

Clearly state what a patient's capacity is regardless of whether suitable duties and workplace modifications are available

*Example: Psychological injury – depression with anxious features**

5. WORK CAPACITY

Worker's usual duties

Having considered the health benefits of work, I find this worker to have:

full capacity for work from but requires further treatment
 some capacity for work, from to performing:
 pre-injury duties modified or alternative duties workplace modifications
 pre-injury hours modified hours of hrs/day days/wk
 no capacity for any work from to (outline clinical reason on next page)

5. WORK CAPACITY (CONTINUED)

Worker has capacity to:
 (Please outline the worker's physical and/or psychosocial capacity – refer to explanatory notes for examples. Where there is no capacity for work, please provide clinical reasoning.)

lift up to kg
 sit up to mins
 stand up to mins
 walk up to m
 work below shoulder height

Commence with afternoon start/finish times. Short breaks to implement psychological strategies when feeling anxious. Initial close supervisory support. Quiet work area - desk facing doorway. No initial work requiring deadlines - focus is workplace exposure. Commence RTW at 9 hrs/wk.

*WorkCover WA Progress certificate of capacity

Step 2: Review worksite information & certify capacity (continued)

Example: Physical injury – lumbar disc herniation*

5. WORK CAPACITY

Worker's usual duties

Having considered the health benefits of work, I find this worker to have:

- full capacity for work from but requires further treatment
- some capacity for work, from to performing:
- pre-injury duties modified or alternative duties workplace modifications
- pre-injury hours modified hours of hrs/day days/wk
- no capacity for any work from to (outline clinical reason on next page)

5. WORK CAPACITY (CONTINUED)

Worker has capacity to:

(Please outline the worker's physical and/or psychosocial capacity – refer to explanatory notes for examples. Where there is no capacity for work, please provide clinical reasoning.)

- lift up to kg
- sit up to mins
- stand up to mins
- walk up to m
- work below shoulder height

Continue as previously stated.
Temporarily eliminate periods of prolonged sitting and standing, frequent bending/lifting and exposure to whole body vibrations (i.e. operating machinery when seated). Daily walks - walking capacity is 20 mins continuously, increase by 10% each week. Alternate postures regularly.

*WorkCover WA Progress certificate of capacity

Step 3: Developing a return to work plan

Where you certify your patient with capacity to return to some work (i.e. partial hours, modified or alternate duties), the patient's employer is obligated to develop a return to work plan.

Options

- Request to be involved in the development of a plan
- Request a case conference with you, the patient and their employer

How?

- On WorkCover WA's certificate of capacity, under *Injury Management Plan* tick 'I would like to be involved in developing the RTW Plan'



I support the RTW program established by the employer/insurer/WRP dated

I would like more information about available duties

I would like to be involved in developing the RTW program

Please engage a workplace rehabilitation provider (if you have made a referral, provide name and contact details below)

- Request a case conference by noting it on the certificate of capacity and discuss with you patient the benefit of collaboration with their employer (and/or workplace rehabilitation provider) to develop their individualised plan.

(Note: case conferences should be used to promote the worker's return to work only and not used for liability purposes.)

Step 4: Monitor and review your patient's progress

GPs are encouraged to review the effectiveness of injury management interventions every 4-6 weeks.

How?

- Use assessment tools to review the effectiveness of interventions. Refer to 'Assessment tools' on WorkCover WA's *gpsupport* website.
- Report the effectiveness of injury management interventions under *Progress Report* on WorkCover WA's Progress certificate of capacity

Assessment type	What the report considers	Instances you would request	Who can perform this service?	
			GP	WRP
1. Initial assessment and RTW program development	<p>Overview of:</p> <ul style="list-style-type: none"> worker's injury capacity for work pre-injury work duties suitable duties psychosocial barriers, risks and strengths identified strategies for IM and RTW <p>May include:</p> <ul style="list-style-type: none"> consultations with worker, employer and GP a worksite visit 	<p>If you (GP) require more information about work duties, workplace conditions</p> <p>If you (GP) suspect that there are other psychosocial barriers or risks that may delay your patient's recovery and RTW</p> <p>To inform the development of a return to work plan</p>		✓
2. Worksite Assessment	<p>Overview of:</p> <ul style="list-style-type: none"> worker's pre-injury duties availability of reasonable adjustments and suitable duties job demands (physical, psychosocial) alternative solutions / reasonable adjustments <p>May include:</p> <ul style="list-style-type: none"> worksite visit consultation with worker and employer 	<p>Assist to resolve problems identified causing or aggravating workplace injuries</p> <p>May occur with the same or different employer</p> <p>Informs the development of a return to work plan</p>	✓	✓
3. Workstation or ergonomic assessment	<p>Ergonomic assessment of the worker's workstation, work flow and physical requirements</p> <p>May recommend:</p> <ul style="list-style-type: none"> workstation adjustments ergonomic equipment alternative work practices 	<p>When you (GP) want to ensure your patient's workstation is ergonomically appropriate in light of symptoms or injury</p>		✓
4. Job Analysis	<p>Overview of:</p> <ul style="list-style-type: none"> individual analysis of tasks comparative analysis of worker's skills and capacity <p>May include:</p> <ul style="list-style-type: none"> worksite visit consultation with worker and employer analysis of tasks & skills (physical, psychosocial) work flow and pace physical environment alternative solutions / reasonable adjustments 	<p>When you (GP) wants to understand the demands of a job (i.e. pre-injury, suitable duties, new duties)</p> <p>If your patient's recovery is unstable, delayed, difficult or incomplete</p> <p>Pain is a predominant factor for your patient</p>		✓

All assessments are workplace-based and generally conducted in the presence of the worker.

Adapted with permission from WorkCover SA's Steps to access information on your patient's workplace