

# Develop Return to Work Plans (PSPIM405A) (Group Booking Only)

This unit covers development of return to work plans for an injured worker. It includes negotiating the content of the return to work plan and documenting the plan. In practice, the development of return to work plans may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, delivering client services, gathering and analysing information.

## Performance Criteria

Negotiate content of return to work plan
<ul style="list-style-type: none"> <li>All relevant <i>stakeholders</i> are consulted to clarify and negotiate <i>requirements of return to work plan</i></li> <li>Agreement is reached on the worker's capacity and the short-term and long-term <i>rehabilitation goals</i></li> <li>Any <i>specific needs or issues</i> are identified and accommodated, guided by medical evidence</li> <li>Approval for <i>suitable duties</i> in accordance with medical restrictions is obtained from the nominated treating doctor or using other medical advice</li> <li>Disagreements on suitable duties or other aspects to be included in the return to work plan are resolved or referred for <i>advice and resolution</i></li> </ul>
Document return to work plan
<ul style="list-style-type: none"> <li>Return to work plan is prepared in accordance with <i>legislation, policy and procedures</i></li> <li>The return to work plan is developed in accordance with the requirements of the rehabilitation case management plan and the organisation's legislative obligations, standards and overall return to work policy and program</li> <li>Agreement on the plan is obtained from the worker, employer and rehabilitation provider and <i>signed</i> by the parties in accordance with policy and procedures</li> <li>Copies of the plan are <i>distributed</i> in accordance with organisational policy and procedures</li> </ul>

## Elements considered in this unit of Competency

Requirements for Return to Work	Legislation, policy and procedures
<ul style="list-style-type: none"> <li>goals</li> <li>hours/days to be worked</li> <li>duties, including restrictions or specific duties to be avoided</li> <li>wages, including make up pay</li> <li>length of program</li> <li>commencement date</li> <li>review dates</li> <li>rehabilitation services/costs</li> </ul>	<ul style="list-style-type: none"> <li>workers rehabilitation/compensation legislation</li> <li>allied legislation such as occupational health and safety acts, regulations and associated standards</li> <li>privacy legislation</li> <li>rehabilitation, return to work and claims management manuals</li> <li>public sector legislation and standards</li> <li>codes of conduct</li> <li>codes of ethics</li> </ul>
Rehabilitation goals	Specific needs
<ul style="list-style-type: none"> <li>return to pre-injury duties</li> <li>an interim measure to assess capacity to return to pre-injury duties</li> <li>an alternative position</li> </ul>	<ul style="list-style-type: none"> <li>cultural considerations</li> <li>language, literacy and numeracy</li> <li>ethical considerations</li> <li>personal circumstances of worker that impact on suitable duties</li> <li>arrangements to attend medical or medical appointments</li> <li>training to prepare injured worker for commencement at the workplace</li> </ul>
Suitable duties	Return to work plan
<ul style="list-style-type: none"> <li>pre-injury duties with pre-injury employer</li> <li>alternative duties with pre-injury employer</li> <li>pre-injury duties with alternative employer</li> <li>alternative duties with a alternative employer</li> <li>new or alternative position</li> <li>modified duties/environment</li> </ul>	<ul style="list-style-type: none"> <li>specific return to work goals</li> <li>objectives for injured worker to achieve</li> <li>short-term and long-term goals</li> <li>services to be provided</li> <li>duration of services to be provided</li> <li>estimates of costs of services to be approved</li> </ul>

No pre-requisites required. A Statement of Attainment will be issued upon successful completion. Participants who successfully complete this competency will gain credits towards a Certificate in OHS offered by Swinburne.

**Duration:** 1 day plus Flexible Delivery over a month. This is normally a 5 day course, but this blended delivery is cost effective and allows for self paced learning while reducing the time in the class room.

**Cost:** \$295(GST Inclusive) per participant

**To Book:** This course is available on site for groups of 8 or more participants. Please complete a **Short Course Training Program Booking Form** downloadable from the COHST website.

For more information (03) 9214 8841 or (03) 9214 5419  
 email [cohst@swin.edu.au](mailto:cohst@swin.edu.au) or go to [www.tafe.swin.edu.au/ahs/cohst](http://www.tafe.swin.edu.au/ahs/cohst)