

Return to Work Plan example 2: Part-time bank clerk

<p>Goals of the Return to Work Plan What do you want to be able to do? e.g. To return to work in my job as a full-time primary school teacher by 8 weeks after my hip replacement</p>	<p>NOTES: To return to my job as a part-time bank clerk within 10 weeks of my knee replacement operation</p>
<p>Planned date of return to work (REFER TO STEP 2)</p>	<p>NOTES September 15th 2018, initially just one day a week</p>
<p>What difficulties will I face returning to work? – List the things that most concern you about your return to work (REFER TO STEP 1)</p>	<p>NOTES: My main concerns are carrying bags of coins and having to stand for long periods at the counter</p>
<p>How might I overcome these difficulties? – List any ideas plans you might have to overcome these problems. This might include adjustments to your working arrangements, job role, equipment or environment.</p>	<p>NOTES: I am going to request that I have help with any carrying when I first go back to work. I am also going to ask my line manager if they will allow me to use a high stool instead of standing. I have already got the go ahead to return on one day a week to see how I get on</p>
<p>Who will review my progress and how/when will this take place? - Name and contact details of those who will oversee your return to work process</p>	<p>NOTES: I am in touch with my line manager who is overseeing my return to work. They, and a member of the occupational health team will be visiting me at home before I return to work. My line manager is Julie Johns, Crabtree Bank tel. 01224 323 412 ext 231</p>
<p>When do I need to contact them? – Any changes will need to be agreed with your ‘employer’ and your colleagues in advance of your return to work. It is useful to give them as much notice as possible (SEE STEP 5)</p>	<p>NOTES: I will be speaking to my line manager 2 weeks after my discharge from hospital. She will discuss how I’m feeling and I will be able to feed any problems or issues back to her</p>
<p>Who will oversee my return to work and how will they review my progress? – Set a date for a review meeting after surgery for you to meet your ‘employer’ and discuss your progress.</p>	<p>NOTES: I have already arranged meetings with my line manager and occupational health for 2 weeks and 6 weeks after my operation</p>