

## Return to Work plan Example 4: Volunteer for cancer charity

<p><b>Goals of the Return to Work Plan</b>          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 go back to my voluntary work within 3 months of my joint replacement</p>
<p><b>Planned date of return to work</b>          (REFER TO STEP 2)</p>	<p>NOTES Sometime in December 2017</p>
<p><b>What difficulties will I face returning to work?</b>          – List the things that most concern you about your return to work (REFER TO STEP 1)</p>	<p>NOTES: The most difficult thing about going back to be a volunteer is that I need to be able to drive. I have to visit people at home over quite a wide rural area with limited public transport</p>
<p><b>How might I overcome these difficulties?</b>          – 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 have spoken to the volunteer coordinator who has arranged for me to have lifts off other volunteers initially. She is also going to see if she can find me some other tasks which do not involve home visits</p>
<p><b>Who will review my progress and how/when will this take place?</b>          - Name and contact details of those who will oversee your return to work process</p>	<p>NOTES: The volunteer coordinator, Mrs Val Jones (01342 8234120) will oversee my return although I will be responsible for reporting any difficulties to her or the regional organiser. She is keeping in touch with me by phone initially but will arrange to see me 10 weeks after my op</p>
<p><b>When do I need to contact them?</b>          – 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 have already contacted them but will need to contact the volunteer coordinator at 9 weeks post op to inform her of my progress with a view to meeting up regarding what role I will return to initially</p>
<p><b>Who will oversee my return to work and how will they review my progress?</b>          – Set a date for a review meeting after surgery for you to meet your ‘employer’ and discuss your progress.</p>	<p>NOTES: My return to work will be overseen by the volunteer coordinator. I have to take responsibility for keeping her up to date with my progress as my role is voluntary and it is up to me when and if I return. I must also let her know of any elements of my job that I no longer feel able to do. I will be checking in with her at 9-10 weeks post op.</p>