

## Return to Work Plan Example 7: Full-time Assistant Practitioner, Local Authority

<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 work as soon as I can drive, so hopefully 6 weeks as this is when I understand you can go back to driving</p>
<p><b>Planned date of return to work</b>          (REFER TO STEP 2)</p>	<p>NOTES          Six weeks after my surgery, so the second week in September</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:</p> <ul style="list-style-type: none"> <li>• Whether I will be back to driving early enough to allow me to go back to work as I need to drive for work</li> <li>• I'm worried that I might find driving very tiring initially</li> <li>• Although I am having a workstation assessment and hopefully having adjustments made, I am worried that I will not always have access to my adapted workstation as the organisation operates a hot-desking system</li> </ul>
<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:</p> <ul style="list-style-type: none"> <li>• I am hoping to return initially on half days only. My manager is happy for me to do this for the first two weeks</li> <li>• I am going to practice driving with my husband before I go back to work. I have an automatic car which should make this easier</li> <li>• I am planning to get into the office earlier than usual to ensure I get my own desk</li> </ul>
<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:          My return to work will be overseen by the occupational health department. I have already contacted them to ask for a work station assessment as I think I will need adjustments to my workstation and chair. They will also carry out a risk assessment as this is expected by the local authority</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:          The occupational health department are already aware of my upcoming surgery and will attend my department on my first day back to conduct the workstation assessment.</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 jointly by my line manager and the occupational health nurse who will both see me on my first day back.</p>