

## Return to Work (RTW) Interview

**Checklist 3 - ACTION PLAN:** Amend as necessary. Identify concerns and agree what viable action can be taken to address the concern, in order to have an effective team member. It is important to have a time bound plan with identified owners of tasks. Below is an example of what themes can be used as a support structure.

Action plan for: *(employee name)* Date:                      Signed: *(Interviewer name)* Signed: *(employee name)*

Issue Raised	Action	By whom	By when	Progress update
Record of meeting	e.g. Provide summary of interview to Jo Smith	Mark Brown	11.02.14	Hand delivered on 10.02.14
	Provide summary of interview to <i>(employee name)</i>	<i>(Interviewer name)</i>		
	<i>Employee name</i> , agree, sign and return one copy to <i>(Interviewer name)</i>	<i>(employee name)</i>		
	Referral to Occupational Health Services			
	Referral to counselling services * identify funding			
	Develop timetable for medical appointments/intervention			
	Complete workplace risk assessment			
	Complete Work-Life-Balance application			
	Complete Reduced Hours application			
	Complete DDA assessment			
	Ongoing monitoring			
	Further meetings			