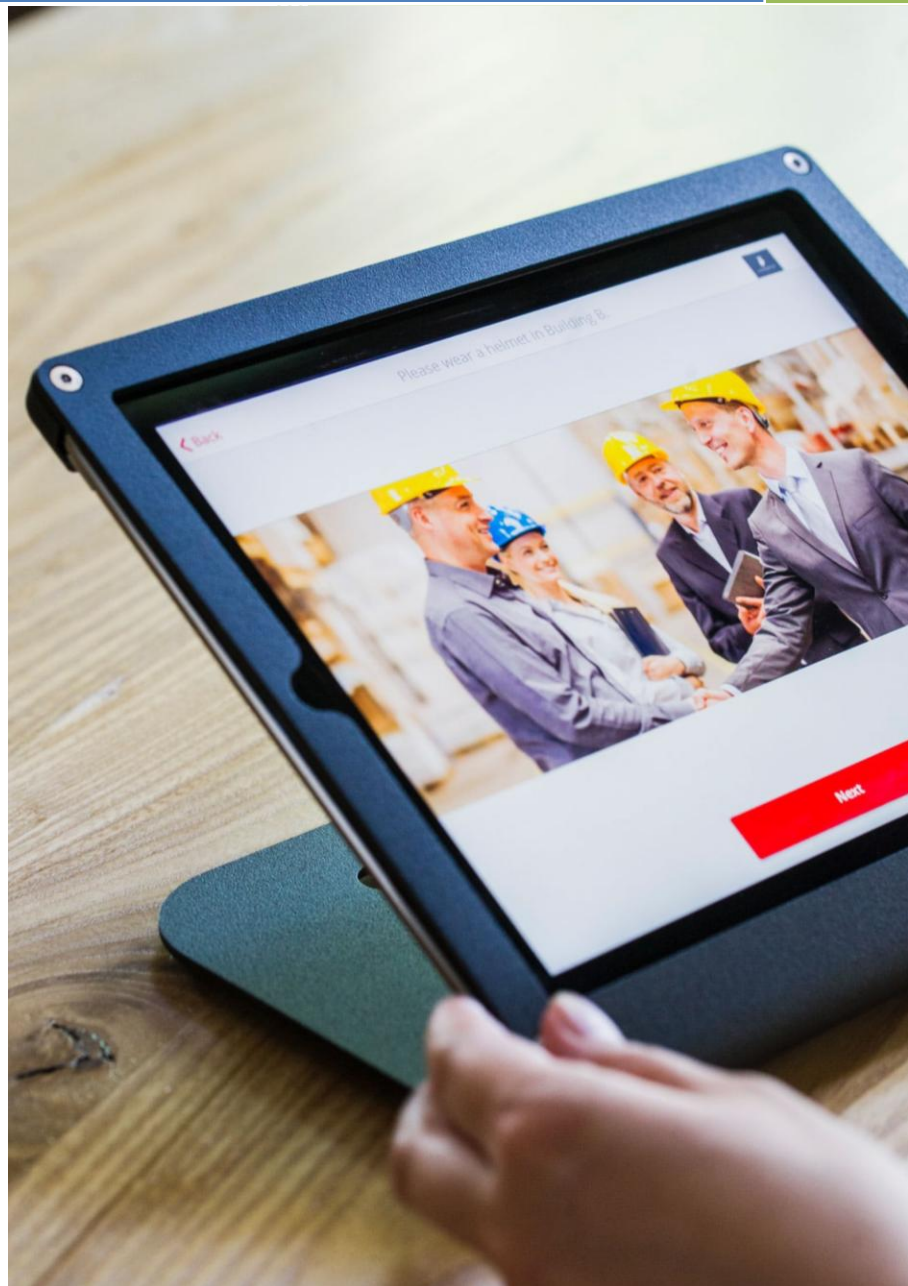


## Return-to-Work Services



## Physical and Cognitive Job Demands Analysis (PDA/JDA)\*

- **PDA for Timely Return To Work**
  - Concise, easy-to-use format
  - Complements the Functional Abilities/Assessment Form (FAF)
  - Objective assessment of essential job demands
  - Summary of physical job demands (essential)
  - Summary of sensory job demands (essential)
  - Summary of cognitive job demands (essential)
  - Measurement of maximum job required lifting/carrying/pushing/pulling
  - Photos of job tasks included
  
- **Comprehensive PDA for Complex Return to Work**
  - Objective assessment of essential and non-essential job demands
  - Detailed task analysis of all essential job duties
  - Recommendations by an Occupational Therapist for adapting the job to match functional limitations
  - Detailed analysis of physical job demands (essential/non-essential)
  - Detailed analysis of sensory job demands (essential/non-essential)
  - Detailed analysis of cognitive job demands (essential/non-essential)
  - Comprehensive measurement of all job required lifting/carrying/pushing/pulling are measured (minimum to maximum)
  - Photos of job tasks included
  
- **Ergonomic Risk Assessment for Injury Claims (WSIB, STD, LTD, AUTO)**
  - Objective assessment of ergonomic risk of a job or a specific job task
  - Addresses ergonomic risk in relation to employee's medication condition/injury
  - Uses standardized assessment tools to identify level of ergonomic risk
  
- **Job Match Assessment for Permanent Accommodation**
  - Objective assessment comparing functional limitations/abilities (as per the FAF, FAE or medical restrictions) with the requirements of the job
  - Recommendations for adapting the job to match functional limitations

\*Assessments are completed by a Registered Occupational Therapist.

## Return to Work Program Audit, Training and Mentorship

### ▪ **Establishing an Effective Return-to-Work Program Workshop**

- Gain the knowledge and confidence you need to effectively run your return-to-work program with in-depth classroom discussions and case studies.

#### Learning Objectives:

- Understand the practical legislative requirements for return to work
  - Know how to develop the components of an effective return-to-work program
  - Learn how to better monitor and report employee absence and how to incorporate an absence management plan into your general labor plan and budget
  - Learn how to prepare a business case for return to work
  - Learn how applicable benefit programs related to employee absence (i.e. EI Sickness benefits, WSIB, STD, LTD) should work together for the best overall return-to-work outcomes
  - Understand how win-win systems and strategies work to reduce employee lost time while achieving the best outcome for them
  - Learn how to identify red flag situations / overly complex situations early on
  - Monitor and learn how to continuously improve your return to work program more effectively with metrics, employee surveys, and benefit reviews
- 
- ### ▪ **Return-To-Work (RTW) Mentorship Service**
- Improving company RTW program performance and RTW outcomes.
  - Half day or full day onsite visit.
  - One-on-one mentorship and review of practical disability management tasks. For example, how to do proper communications with employees, charting RTW progress, and correspondence / meeting with medical, government, and insurance personnel – all rudimentary day-to-day disability management activity.

#### Service steps involved:

##### 1. Audit

- An audit of your absence management processes looking for bottlenecks in your management of employee sick time (i.e. considering LTD/STD and WSIB if applicable).

### 2. Triage

- We triage issues and make recommendations regarding customized policy, procedure, template letter updates / improvements based on the above audit.

### 3. Direction On RTW Matters

- Immediate direction is provided on priority RTW matters (i.e. excludes paralegal services, though preferred specialists may be recommended for the 1-5% of expected cases)

### 4. Staff Mentorship

- Class training and one-on-one staff mentorship is provided to assist in implementing specific needed improvements (i.e. includes letter writing, assistance with phone calls, etc.)

### 5. Continuous Improvement

- We provide ongoing support and check-ins to ensure continued improvement.

## Progressive Goal Attainment Program (PGAP)

- PGAP is a standardized ten (10)-week treatment program.
- Completed by a PGAP certified Registered Occupational Therapist.
- Activity-based one-on-one coaching designed to address complex return to work/longer turn absence situations.
- Specifically designed to target psychosocial risk factors for pain and disability.





### Job Coaching and RTW Support Services

- Cognitive decline whether due to age-related factors, trauma, mental illness, or disease, can have a significant impact on productivity and return to work.
- Addressing cognitive impairment is an important component of any graduated return to work (GRTW) plan.
- Occupational Therapists play a vital role in addressing the deficits often experienced by individuals with cognitive impairment.
- To facilitate positive GRTW outcomes, Occupational Therapists analyze the employee's role in the workplace; assess the cognitive job demands associated with the job; provide recommendations for accommodation; train the individual compensatory strategies; address relaxation and stress management to better function at work; and provide one-on-one on the job coaching.

