

Sample Internal Vocational Rehabilitation Policy and Process

Statement of Intent

XXXX is committed to applying Internal Vocational Rehabilitation in the workplace for employees with work related injury and/or illness.

What is Internal Vocational Rehabilitation?

Internal vocational rehabilitation is our commitment to supporting and assisting injured workers to remain with the hospital in a new role where they are unable to return to their pre-injury role.

To be effective, it would require agreement from the injured nurse (with support, if you choose, from a representative of your choice), and your treating practitioner that alternative nursing employment opportunities should be identified.

In participating in Internal Vocational Rehabilitation the nature and frequency of specific physical and psychological demands of any particular role will be aligned with your medical restrictions.

In participating in Internal Vocational Rehabilitation this will not effect your entitlements to receive workers compensation.

The Hospital will not make roles for injured and/or ill workers, but encourages them to apply for internal roles that match where they want to go with their career, it is important to note the merit principle will be applied.

Internal Vocational Rehabilitation Process

Step 1

We recommend counseling for the emotional aspect of coming to terms with not being able to return to your pre-injury role and then career counseling to assist you in identifying alternative nursing employment opportunities.

You can utilise the Employee Assistance Program, or be referred to a counsellor by your treating practitioner.

"It's my career: I'm taking Charge!" a Guide to Nursing Roles and Employment Opportunities in Nursing for Injured and/or Ill Nurses in Victoria, also provides useful and practical information on career counselling and in identifying nursing

roles and employment opportunities. The Guide can be accessed from the ANF (Victorian Branch) on 9275 9333 or via www.nursesRTW.com.au

Step 2

Identifying where you want to go in your career, through career planning which includes undertaking an:

- ◆ Environmental Scan;
- ◆ Self Assessment;
- ◆ Creating your career vision; and
- ◆ Developing your strategic career plan.

Your career counsellor can assist you with this.

The objective of career planning is to ensure that this reflects where you want to go in your career, and how the hospital can assist you in making this happen.

Step 3

Identification of transferable skills and employment history is undertaken through a vocational assessment, which will provide you and the hospital with a synopsis of where you have been in your career.

Step 4

Internal Vocational Rehabilitation Plan which outlines strategies to meet career goals and the supports required to meet these goals.

In consultation with you and your treating practitioner, we can work together in developing a Vocational Plan.

From the vocational assessment, for example, it may have been identified that:

- ◆ You have a number of transferable skills which has highlighted a number of opportunities within the hospital; and/or
- ◆ You require further training.

Step 5

The Internal Vocational Rehabilitation Plan will be incorporated into your return to work plan, which will provide you with "real" work experience in that work environment as part

of your return to work plan. The return to work plan will set out realistic timeframes to ensure appropriate experience in that work environment.

Step 6

Injured nurses are encouraged to apply for any vacant positions in that work environment, or any positions within the organisation, and where successful the injured nurses' contract of employment will be varied for the new role.

The hospital provides Human Resource Services to assist with resume writing, addressing key selection criteria and mock interviews. Contact for assistance.

Step 7

If the injured worker is unsuccessful the process will be repeated.

Note only when all options have been exhausted will the hospital activate New Employer Services.

Step 8

With successful Internal Vocational Rehabilitation, monitoring will continue for a period to ensure return to work is safe.

...., is the Return to Work Coordinator for XXXX, and can be contacted on ... for further information.