

## The first important step toward a successful return to work...

### Which direction is best for your client?

*To suggest topics, please call Angela Veri, National Director of Customer Relations.*

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Just like the physical and emotional components of an effective rehabilitation plan benefit from a proactive approach that emphasizes early intervention and an individualized approach, so too does the vocational component. Not only does getting your clients successfully back to work as soon as possible post-injury help avoid any prolonged loss of earning, it also helps them get back to “normal life” as soon as possible. For most people, work takes up the majority of their waking hours, and in addition to providing income, it provides a wide range of both psychological and physical benefits, so getting back to work as early as possible triggers a wide range of positive spin-offs.

#### Unique Needs, Individualized Approach

Of course, each client is an individual with a unique situation post-accident. Accordingly, the need for a customized approach carries over into return to work planning because depending on your client’s specific injuries—combined with their post-accident employment arrangement and post-accident employer—there may be a range of possible return to work scenarios:

- Modified job/Same employer
- Different job/Same employer
- Different job/Different employer
- Same job/Different employer
- Retraining
- Self-employment

#### Which direction is best for your client?

The answer is, “it depends”—it depends on a wide range of factors. Accordingly, taking a pro-active approach toward return to work planning can make all the difference because vocational services represent the first important step in determining whether your client needs to investigate alternative employment options. In addition, if alternative employment is necessary, there are also a wide range of vocational services that can help identify suitable options.

For instance, by assessing your client’s abilities and limitations, learning ability, academic achievements, vocational aptitudes and employment history, vocational services help identify options related to directly entering a new type of work, or undertaking formal retraining. Depending on your client’s specific situation, vocational services may include a Functional Abilities Analysis, Physical Demands Analysis, Transferable Skills Analysis and so on. To help you identify which vocational services are appropriate for your client’s specific needs, please see the attached overview of vocational services.

## Overview of Vocational Assessments

Type of Assessment...	When to use...
<p><b>Vocational Assessment:</b></p> <ul style="list-style-type: none"> <li>Identifies suitable jobs/occupations when your client needs to investigate alternative employment options either by directly entering a new type of work or through formal retraining. This is achieved by assessing your client's abilities and limitations, learning ability, academic achievements, vocational aptitudes and employment history. Depending on your client's specific situation, a range of vocational oriented services can be helpful including Functional Abilities Analysis, Physical Demands Analysis, Transferable Skills Analysis, and so on.</li> </ul>	<ul style="list-style-type: none"> <li>Use when your goal is to investigate employment options either through directly entering a new type of work or via formal re-training.</li> </ul>
<p><b>Job Site Analysis/Work Site Evaluation:</b></p> <ul style="list-style-type: none"> <li>Analyzes the physical, environmental, cognitive, and ergonomic factors related to a specific job and your client's abilities/limitations in performing the job.</li> </ul>	<ul style="list-style-type: none"> <li>Use when your goal is to assess your client's abilities/limitations in performing a specific job so that you can develop an effective Return to Work Plan to resolve any issues identified by the evaluation.</li> </ul>
<p><b>Physical Demands Analysis:</b></p> <ul style="list-style-type: none"> <li>Analyzes your client's existing job by breaking it down into specific tasks including physical components (like standing, walking, lifting, etc.), environmental components (like air quality, dust, electricity, etc.), organizational components (like length of shifts, pace of work, etc.) and organizational demands (like vision, reading, writing, etc.) and measures your client's ability to successfully complete the tasks.</li> </ul>	<ul style="list-style-type: none"> <li>Use when you goal is to assess your client's existing job.</li> </ul>
<p><b>Functional Abilities Evaluation:</b></p> <ul style="list-style-type: none"> <li>Measures, records, and analyzes your client's ability to safely perform certain job-related functions to help define what types of jobs your client is able to perform post-accident. For example, job-related functions may include lifting, lowering, pushing, pulling, and carrying weights, stair climbing, sitting, standing, bending, stooping, crouching, kneeling, crawling, and fine motor manipulation.</li> </ul>	<ul style="list-style-type: none"> <li>Use when your goal is to assess your client's ability to perform tasks that could be related to a range of different jobs.</li> </ul>

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<p><b>Ergonomic Assessment:</b></p> <ul style="list-style-type: none"> <li>Assesses your client's work station using ergonomic principles related to healthy positioning to make sure the work station matches your client's physical needs. Posture, work demands, and whether corrective equipment is necessary are all assessed. The necessary adjustments are made and your client is educated about proper positioning.</li> </ul>	<ul style="list-style-type: none"> <li>Use when your goal is to ensure your client is properly positioned in the work environment to avoid symptoms from arising, to alleviate current symptoms, or to prevent symptoms from getting worse.</li> </ul>
<p><b>Transferable Skills Analysis:</b></p> <ul style="list-style-type: none"> <li>Identifies transferable skills if your client needs to find a new vocation and provides recommendations of suitable alternative jobs/occupations. It takes into consideration your client's abilities and limitations, as well as educational background, work history, and special skills.</li> </ul>	<ul style="list-style-type: none"> <li>Use when your goal is to identify potential new vocations and provide recommendations of suitable alternative jobs/occupations.</li> </ul>
<p><b>Labour Market Survey:</b></p> <ul style="list-style-type: none"> <li>Includes a comprehensive overview of the job market for your client's identified job/occupation. Internet searches, as well as database and employment periodical searches, are combined with employer outreach to identify suitable jobs and salary information in desired geographic region(s), and salary information.</li> </ul>	<ul style="list-style-type: none"> <li>Use when your goal is to survey potential employers specifically related to your client's identified job/occupation.</li> </ul>
<p><b>Job Search Training Programs:</b></p> <ul style="list-style-type: none"> <li>Helps your client find a job by teaching job search skills like researching the labour market, networking, resumé and cover letter writing, interviewing skills, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Use when your goal is to educate your client regarding job search skills. Depending on your client's specific issues and needs, programs are available on an individual or group basis.</li> </ul>
<p><b>Job Placement Services</b></p> <ul style="list-style-type: none"> <li>Provides your client with actual on-the-job experience to develop their skills while building confidence in performing the job.</li> </ul>	<ul style="list-style-type: none"> <li>Use when your goal is to help your client secure and maintain employment by direct contact with potential employers.</li> </ul>

For more information, please contact Sibley at 1.800.363.8900