

## **Modified Work Note: I-N-F-O-R-M**

### **IDEAS:**

Modified work can involve a change in hours, pay, job duties, a new job or training; even for a few hours per day or week. I also want you to know about the benefits of TOJ/work assessment. This could be of benefit to you because: (if appropriate). *(Document explanation)*

What modified work opportunities can you as an employer think of?: *(Outline suggestions and document discussion regarding appropriateness)*

Here are some modified ideas I'd like to propose to you that can work in your industry: *(Outline suggestions and document discussion regarding appropriateness)*

### **NEEDS:**

What are your company's current and future needs right now? What positions are you hiring/planning to hire and when? *(Document)*

What are your worker's best skills? I note from the RWSP they have skills such as....  
How else can you make use of these skills? *(Explain and Document)*

### **FUTURE:**

What future opportunities for modified work can you envision as the worker gains function?  
Some suggestions I recommend for the future are... *(Outline suggestions and document discussion regarding appropriateness)*

How can you accommodate long-term/permanent work restrictions such as..... *(outline anticipated restrictions to employer)?* Some suggestions I have include....

### **OBSTACLES:**

Are you aware of any barriers for them to completing the modified work? (e.g., travel, location of mods, childcare, English as a second language, etc). If yes to ESL:

- What is the worker's native language? *(Document)*
- How long has the worker been living/working in Canada? How do they function in their day to day life?
- Does the worker communicate in English while on the job? *(limited/basic/intermediate/fluent),*
- Are English language skills a requirement for hiring a worker as a.....*(worker's DOA position)?*
  - If so, does the worker function in English at the required level? *(limited/basic/intermediate/fluent),*
  - If not, what accommodations are provided to enable the worker to function at the DOA position?

I can address the Obstacles by....*(Document conversation)*

I will be providing *(insert benefits/services)* to address barriers in their return to modified work.

### **REFERRALS:**

Please know I will be referring them for services including (e.g., RTWPM, RWSP, account manager referral, ergo assessment, work assessment, TOJ): *(outline services)*

### **MITIGATE:**

Please remember that modified work benefits workers of providing connection to the jobsite, increasing the speed of recovery, and financial benefits you the employer *(refer to ACM if employer needs more explanation)*. *(Document the conversation)*

### **Other:**

Details of DOA job duties and demands obtained: *(Outline details)*

Details of available modified duties and demands obtained: *(Outline details)*

Asked employer for a written offer of modified duties.