

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 etc). I can address them 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.