Australian Government

PSPINM007 Implement and monitor return to work plans

Release: 1

PSPINM007 Implement and monitor return to work plans

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPIM406A Implement and monitor return to work plans. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to implement and monitor return to work plans for an injured worker. It includes engaging stakeholders to support return to work activities, assisting injured workers with ongoing suitable employment and reviewing progress against return to work plans.

This unit applies to those working in public sector roles but may be applied to anyone working in a similar organisational context.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, while performing complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Injury management

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe	Performance criteria describe the performance needed to demonstrate

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the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Engage stakeholders to support return to work activities	1.1 Establish working relationships with stakeholders. 1.2 Provide information on return to work status, stakeholder roles and responsibilities and confirm obligations. 1.3 Gain and maintain the commitment of injured worker throughout the return to work process. 1.4 Provide information to all relevant stakeholders as required. 1.5 Maintain stakeholder motivation and commitment to the process.
2. Assist injured worker with ongoing suitable employment	2.1 Maintain active discussion with employer regarding ongoing provision of safe and suitable duties in accordance with medical clearance. 2.2 Arrange vocational counselling and training where required, in line with employment options which reflect the rehabilitation goal. 2.3 Address conflict and non-compliance with the rehabilitation process. 2.4 Provide referrals for treatment, functional capacity evaluation and other support services.
3. Review progress against return to work plan	3.1 Request reports, assess progress in return to work goals and address issues where necessary in meetings. 3.2 Address issues as they arise and modify actions to maintain momentum of return to work process through problem solving.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPIM406A Implement and monitor return to work plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPINM007 Implement and monitor return to work plans

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, regulations and policies relating to implementation and monitoring of return to work plans
- reading and applying complex information
- using communication with a diverse range of people including the injured worker, supervisor, work colleagues, medical adviser
- negotiating direction of rehabilitation and actions required
- managing competing imperatives, motives, agendas and needs

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation, including work health and safety, and environment
- regulations, policies, procedures, guidelines and best practice principles relating to injury management
- privacy legislation
- legislation and standards to ensure confidentiality and security of information
- performance standards
- legislated requirements of the return to work plan
- requirements of organisation’s return to work policy and program
- redeployment principles

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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