**Job Demands / Current Abilities form**

**Guidelines for completing the form**

**Overview**:

The Job demands form may be used by the Occupational Health service to assist with providing recommendations on fitness for work. The manager is requested to complete sections 2 and 3. The employee will be given an opportunity to review the completed document and provide input. A copy of the final form with the medical recommendations will be provided to both, in order for a return to work plan to be developed, using the individualized return to work plan.

The purpose of this form is:

1. To identify the job demands of the person’s work, across the domains of physical, cognitive/communication, psychological, environmental and others.

**Columns 2 and 3 are to be completed by the Line Manager with input from the Employee. If the employee is out of work the form can be sent to them after the manager has completed it**

1. The second section of the form is then used by Occupational Health to determine the person’s current abilities to do the specified job demands, and if appropriate, suggested recommendations.

**Columns 4 and 5 are completed by Occupational Health or another Specialist (at the request of Occupational Health).**

How to complete the document:

**Job demands**

Consider all the aspects of the person’s required work, including all tasks they might need to do in work, even on rare occasions. If a job demand that you consider essential is not included in the list, please include it in the ‘Other’ section.

**2: Tick if job demand is required:**

Please tick this box if this job demand is required in the person’s role, even if it is only on rare occasion. Consider if they are unable to do this job demand, does it impact on their ability to carry out their role?

Example 1: Mary works in the Emergency department. She occasionally has to deal with aggressive patients or family members. Therefore, ‘dealing with confrontation/aggression’ is considered to be one of Mary’s job demands.

Example 2: Paper for the photocopier is stored above shoulder height in a press. John, a nurse, would previously have carried out this task occasionally, however this is not considered an essential part of his job and is therefore not an essential job demand.

**3: Description of job demand:**

If the job demand is essential, describe the relevant detail in relation to the person’s job. Use an additional page if required. If possible, comment on the frequency of this job demand.

Example 1:

Pushing/pulling: As a Health Care Assistant, Mary is required to push/pull wheelchairs, hoists and other equipment very frequently. She is also required to use lifting movement when transferring patients or re-positioning them in bed throughout the day.

Example 2:

Multi-tasking: As a receptionist, Sarah is required to multi-task on a frequent basis- taking down a message as she speaks on the phone, switching between callers, checking the system whilst speaking with a patient etc.

**Further relevant information:**

In this section, include any information regarding the job that is not captured by the job demands. Consider information which may be relevant for Occupational Health to be aware of.

**Current Abilities**

**4: Restricted – Yes or No**

Tick if a restriction is medically recommended for the job demand

**5: Current Abilities and Recommendations**

Occupational Health must consider the description of the person’s job demands, and their medical fitness for these demands. Include recommendations on current abilities (accommodations required) if the person will not be able to complete the job demand as specified.

Example 1: (as per example in Section B above)

Pushing/pulling: Mary has a back injury. She is unable to lift, push or pull heavy items. Therefore it is recommended that her job demands would be restricted, and would not involve pushing wheelchairs or carry out manual handling of patients.