

## Return to Work Case Conferences

## fact sheet



**Returning to work promptly and safely has positive health benefits for workers who have been injured in their workplace. Case conferences are an important step in supporting a worker to stay at or return to work after a workplace injury.**

A case conference is a planned and collaborative approach to discuss a worker's recovery, capacity to work and to develop a 'Return to Work Program'.

A case conference can occur face to face by phone or teleconference between those involved in the rehabilitation process:

- worker
- employer
- doctor
- workplace rehabilitation provider
- insurer.

The kinds of issues that can be discussed at a case conference include:

- the worker's latest Certificate of Capacity
- the worker's progress and treatment plan
- the types of duties the employer can provide while the worker has work restrictions
- the workplace support the worker needs
- any modifications which may be required to the workplace or work equipment.
- the services which will be covered by the worker's claim and who will co-ordinate them.

Ask your insurer to organise a case conference if there are return to work issues to be discussed and agreed.

### A successful case conference will

- be well planned
- define the issues to be discussed
- ensure all parties are respectful, actively participate and contribute to the discussions
- identify barriers to the worker returning to work
- discuss strategies to assist the worker returning to work
- set timeframes to monitor and review the worker's recovery and return to work.

### Need further assistance?

WorkCover WA has a number of resources at [workcover.wa.gov.au](http://workcover.wa.gov.au) to help prepare and run a case conference.



Watch WorkCover WA's Case Conferences educational video



Watch WorkCover WA's Return to Work educational video



Use the Case Conference template to help plan and run a case conference and prepare a Return to Work Program

# Case Conference Plan

Date	
Time	
Location	
Claim number	
Case conference organiser	

Attendees	Name	Contact details	Signature
Worker			
Employer			
Doctor			
Workplace rehabilitation provider			
Insurer			
Other			

## Purpose of the Case Conference

### Return to work

- Suitable duties
- Workplace modifications
- Work hours

### Workplace rehabilitation

- Redeployment
- Job search
- Work trial
- Other

### Activities/interventions

- Treatment plan
- Medical referrals/reports
- Other

### Other (please list)


### Agenda items (please list)

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Agreed action plan (please list)	By who	By when

### Follow up Case Conference required

Yes

If so, when?

No

# Return to Work Steps

