

PRACTICAL TASK

You are required to have a suitable observer verify your ability to complete the following tasks. These tasks may be simulated (using the handout provided) or real.

TASKS	VERIFIED
A. Assist a worker and employer to complete a workers' compensation claim form, outlining the worker's details, employment details, injury details and wages information.	☒
B. Inform the claimant of the acceptance of their claim.	☒
C. Liaise with various parties to assist with the planning and implementation of rehabilitation/return-to-work program (e.g. rehabilitation provider, doctors, other health professionals, managers, affected worker).	☒
D. Assist with design of rehabilitation/return-to-work program (to start as soon as possible): • Document existing skills/experience/capabilities of affected worker • Consider the nature of the injury and estimate the period of absence from work • Make arrangements in the work team to deal with absence • Consider job redesign, retraining, reduced hours and alternative duties	☒
E. Facilitate regular feedback and communication with provider, supervising manager and worker to ensure rehabilitation/return-to-work program is meeting their expectations, taking action as required (e.g. reporting breaches, modifying programs, making recommendations for system improvement).	☒
Name of observer	Mary Anne Kruzycki
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☒ Other (specify): Supervisor
Phone number of observer	1300 13 13 53
Email address of observer	maryk@tlcc.net.au
Signature of observer	
Date	Click here to enter a date. 13/6/19
Comments	I normally sort rehabilitation & return to work programs and Sami managed recently while I was on leave. She managed a worker who had cut his hand (& had stitches) and dealt with it admirably.

Outcome for Practical Task	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	