

Return-to-work planning meeting (RTWPM)

Every work-related injury is unique. At WCB- Alberta we're here to help you access the right service, at the right time. Our goal is to help you get back to your life and work after a work injury. We care about your experience and work with health care treatment providers to tailor your treatment plans to your needs and circumstances.

Work plays an important role in your recovery. A Return-to-Work Planning Meeting (RTWPM) assists workers, employers and WCB claim owners (COs) in developing a safe, suitable and sustainable return-to-work (RTW) plan. Collaboration between all involved parties is the fundamental basis for a successful RTWPM. **We aim to build the simplest, most effective, modified RTW plan that keeps you connected to your job and workplace.**

What happens at a RTWPM?

We want you to be informed and, more importantly, part of the process.

- A trained clinician will initiate RTW discussions and explore possible modified work, establish a gradual return to work (GRTW) plan and explore modified work employment options allowing you to continue contributing to your workplace while recovering.
- Develop and document a formal RTW plan that promotes recovery and ensures you can RTW safely, gradually and in a timely fashion.
- Determine whether there is a need for ergonomic or worksite modifications to help facilitate a RTW plan.
- Identify any required adaptive equipment or ergonomic devices to facilitate your RTW plan.
- Outline any RTW barriers present at the worksite (if applicable).
- Measure and document your pre-accident critical job demands and job specific tasks (comprehensive overview of your job description).
- Provide education to you and your employer regarding the RTWPM, RTW process and rehabilitation process (including injury prevention and how to avoid reaggravation of your injury).

When to expect a RTWPM referral

- You are off work.
- Your employer is having difficulty identifying modified duties for you.
- You are performing modified duties, but there is no plan to progress to full duties.
- You or your employer have voiced RTW barriers and/or issues.

About modified work

Modified work is a type of temporary employment modification that allows you to safely recover while remaining connected to your work.

What to expect from modified work:

- Accommodates your medical restrictions without endangering your recovery and safety or the safety of others.
- Keeps you active and involved in the workplace.
- Promotes a gradual return to your pre-accident level of employment.
- A form of rehabilitation that helps improve functional tolerance over time.
- Offers you meaningful work opportunities that contribute to operational productivity.

Forms of modified work may include:

- Reduced or alternate duties.
- Reduced days or hours of work.
- Change in position or department.
- When necessary, a permanent position with the same or new employer.

How to get the most out of your RTWPM

The meeting will start with you sharing the details of your pre-accident job duties and your current work duties (if applicable).

Before your scheduled RTWPM, it's a good idea to think about your job and what parts of it you may be able to continue doing to share with your employer and the clinician. If you can't think of anything, that is okay, there will still be opportunities to explore options together.

Your participation is key to your recovery – you understand your job and your injury. This meeting is an opportunity for you to share your thoughts, ideas, and concerns regarding your individualized RTW plan.

Questions to consider prior to the RTWPM

- How can my regular duties be modified to accommodate current fitness for work capabilities?
- What equipment (ergonomic or assistive devices) accommodations can be made within my current job?
- Are there other roles within the organization that could accommodate my current work capabilities?
- Is there any opportunity to reduce the number of hours worked per shift (e.g., 4 hours)?

