

Whittington Hospital NHS Trust

Rehabilitation Policy

Version:	First revision of an existing policy
Ratified by:	Executive committee
Date ratified:	March 2009
Name of originator/author:	Neil Edgar
Name of responsible committee/individual:	Neil Edgar
Date issued:	March 2009
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Target audience:	All staff

Key Words:

Disability

Rehabilitation

Introduction

The Whittington hospital wishes to create and support a healthy working environment not only through its commitment to health and safety legislation but also through a caring and rehabilitative approach towards sickness absence management. To this end the hospital seeks to be supportive and flexible in assisting staff in their rehabilitation back to work, following major surgery or long-term illness

This policy, it is hoped, will enable staff to avoid extensive periods of sickness absence without jeopardising their recovery.

The policy has been agreed by the JCC and the Executive committee

Rehabilitation Process

The purposes of rehabilitation will be: -

- supporting the employee during the transition from convalescence to work
- enabling the employee to up-date themselves on any changes during their absence
- preventing the employee from overtiring themselves on return to work
- enabling the employee to regain their physical stamina
- in some circumstances, allowing the employee to regain their confidence more effectively

The rehabilitation to work may involve the employee: -

- working a shorter working day
- working a shorter working week
- undertaking limited/lighter duties

In certain cases, it may be necessary for the individual's rehabilitation to include all three measures.

The rehabilitation will be for a limited period - normally a maximum of four weeks. During this period, there should be a gradual build-up in hours/workload so that by the end of the agreed period, the individual is undertaking their normal hours/duties.

If at any stage during the rehabilitation period, the individual encounters difficulties the situation should be reviewed by the health and work centre.

The employee, during the four week rehabilitation period, will continue to receive payment equivalent to either their sick pay entitlement at the time of return or the hours they are working - whichever is the greater amount.

Managers, in exceptional circumstances, will have the discretion to authorise an agreement financially more favourable to the individual. These exceptions will have to be agreed by the director of human resources

Management Responsibility

Managers should ensure that arrangements are available within the department for the employee's rehabilitation.

Arrangements for rehabilitation may arise at either the employee's request or the suggestion of the manager during their routine contact, or at the advice of the health at work centre. In the first two instances further advice should always be taken from the health at work centre as to the necessity of/type of rehabilitation recommended and as to whether the employee is medically fit to return on this basis..

The manager, together with a member of the Human Resources Department, should discuss with the employee based on health at work centre advice the employee's limitations and agree the type of rehabilitation programme.

The manager should meet with the employee on a regular basis during the rehabilitation period.

The arrangements should be confirmed in writing to the employee (see Appendix 1.)

Payroll should be notified of the pay arrangements during the rehabilitation programme

At the end of the rehabilitation period where the health at work centre is unable to confirm that the employee is fit to resume full duties, the health at work centre will determine – in consultation with human resources and the manager - whether the rehabilitation arrangements should be extended for a further limited period or whether permanent redeployment/change in working hours should be sought or an application should be put forward for ill-health retirement. Rehabilitation arrangements will only be extended in exceptional circumstances

There may be occasions where permanent injury allowance is payable¹
Advice should be sought from human resources if a case appears to fall within this category

Role of the Health at Work Centre

The health at work centre will provide advice to managers and employees on the benefits/suitability of the rehabilitation programme and will keep in contact with the employee during the rehabilitation period

Role of the Human Resources Department

The human resources department will provide advice to managers and employees on the rehabilitation procedure.

Monitoring

The Human Resources Department, in conjunction with the Occupational Health Service, will monitor the number of employees who return to work on a rehabilitation basis and review the success of these arrangements with the individual and their manager.

The policy will be reviewed every two years by the director of human resources and staff side chair

The director of human resources will be responsible for co-ordinating the dissemination, implementation and review of this policy

¹ Permanent Injury Benefit is available to NHS staff who suffer a permanent reduction in their earning ability from employment of more than 10%. It can be paid if the number of hours the employee can work is permanently reduced; if they have to change to a lower paid job; or if they have to leave their NHS employment. It is not payable if the permanent reduction in the employee's earning ability is 10% or less.

The allowance is intended to top up the employee's income to a percentage of their average pay, dependent on length of service and the permanent reduction in earning ability.

To qualify for PIB, the NHS Pensions Division must be satisfied that an individual has suffered a permanent reduction in their earning ability of more than 10 per cent as a result of an injury or disease that is wholly or mainly attributable to their actual NHS duties.

Appendix 1

Dear

I am pleased to hear that you are feeling better and are able to return to work on a rehabilitation basis.

As discussed, the arrangements are as follows:-

You will be returning to work on
working *reduced hours/a reduced week/light duties for a limited period
until....

.....
(*please delete where applicable)

A During this period your hours of work will be:

Week 1

Week 2

Week 3

Week 4

or

During this period, you will not be expected to undertake.....

Your pay during this time will be equivalent to the amount of your sick pay entitlement immediately before your return or the hours you will be working – whichever is the greater..

I hope these arrangements are beneficial and that you will soon be fully recovered.

I will meet with you on a regular basis during your rehabilitation period to discuss progress but if at any other time you feel the arrangements are not working, then please discuss them with me without delay.

Yours sincerely

Line Manager

cc HR
Health at Work Centre

The Whittington Hospital

Rehabilitation Policy

Equality Impact Assessment Tool

To be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

		Yes/No	Comments
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:	No	The policy may have disability issues but in terms of DDA any issues are favourable
	Race		
	Ethnic origins (including gypsies and travellers)		
	Nationality		
	Gender		
	Culture		
	Religion or belief		
	Sexual orientation including lesbian, gay and bisexual people		
	Age		
	Disability - learning disabilities, physical disability, sensory impairment and mental health problems		
2.	Is there any evidence that some groups are affected differently?	Yes	Disability – but positive affect
3.	If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable?		
4.	Is the impact of the policy/guidance likely to be negative?	No	
5.	If so can the impact be avoided?		
6.	What alternative are there to achieving the policy/guidance without the impact?		

7.	Can we reduce the impact by taking different action?		
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If you have identified a potential discriminatory impact of this procedural document, please refer it to the director of human resources, together with any suggestions as to the action required to avoid/reduce this impact.

Appendix A - Checklist for the Review and Approval of Procedural Document

To be completed and attached to any document which guides practice when submitted to the appropriate committee for consideration and approval.

	Title of document being reviewed:	Yes/No/ Unsure	Comments
1.	Title	yes	
	Is the title clear and unambiguous?	yes	
	Is it clear whether the document is a guideline, policy, protocol or standard?	yes	
2.	Rationale		
	Are reasons for development of the document stated?	Review of current policy	
3.	Development Process		
	Is the method described in brief?	Review of current	
	Are people involved in the development identified?	yes	Jcc and HAWC
	Do you feel a reasonable attempt has been made to ensure relevant expertise has been used?	yes	Jcc and HAWC
	Is there evidence of consultation with stakeholders and users?	yes	
4.	Content		
	Is the objective of the document clear?	yes	
	Is the target population clear and unambiguous?	yes	
	Are the intended outcomes described?	yes	
	Are the statements clear and unambiguous?	yes	
5.	Evidence Base		
	Is the type of evidence to support the	yes	

	Title of document being reviewed:	Yes/No/ Unsure	Comments
	document identified explicitly?		
	Are key references cited?	na	
	Are the references cited in full?	na	
	Are supporting documents referenced?	na	
6.	Approval		
	Does the document identify which committee/group will approve it?	yes	
	If appropriate have the joint Human Resources/staff side committee (or equivalent) approved the document?	yes	JCC
7.	Dissemination and Implementation		
	Is there an outline/plan to identify how this will be done?	yes	Through director of HR
	Does the plan include the necessary training/support to ensure compliance?	n/a	
8.	Document Control		
	Does the document identify where it will be held?	yes	As all hr policies
	Have archiving arrangements for superseded documents been addressed?	yes	
9.	Process to Monitor Compliance and Effectiveness		
	Are there measurable standards or KPIs to support the monitoring of compliance with and effectiveness of the document?	no	
	Is there a plan to review or audit compliance with the document?	no	
10.	Review Date	2011	
	Is the review date identified?	yes	
	Is the frequency of review identified? If so is it acceptable?	yes	
11.	Overall Responsibility for the Document	HR	
	Is it clear who will be responsible for co-ordinating the dissemination, implementation and review of the documentation?	yes	Director of HR

Individual Approval

If you are happy to approve this document, please sign and date it and forward to the chair of the committee/group where it will receive final approval.

Name	Margaret Boltwood	Date	03/09
Signature			
Committee Approval			
If the committee is happy to approve this document, please sign and date it and forward copies to the person with responsibility for disseminating and implementing the document and the person who is responsible for maintaining the organisation's database of approved documents.			
Name		Date	
Signature			