

Referral

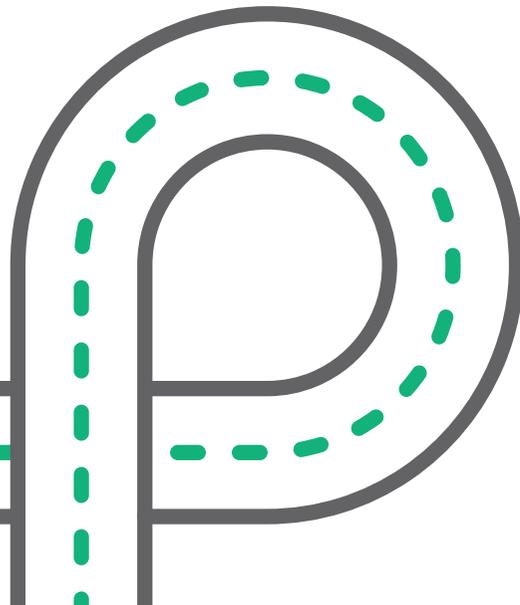
The occupational health professional will then work with you to agree a Return to Work Plan. The plan will address all the factors that are stopping you from returning to work and provide recommendations to support you.

The occupational health professional will go through the Return to Work Plan with you and ask whether you are happy for them to share it with your GP and/or employer. You will be given an opportunity to see the plan before you consent to it being shared with anyone and can request that certain details are not shared with your GP and/or employer. The plan will include steps and/or actions that can be implemented by you, your employer and your GP to help support your return to work as quickly as appropriate.

If you agree to share your Return to Work Plan with your employer, they can accept it as sufficient medical information for the purposes of determining entitlement to Statutory Sick Pay. Your Return to Work Plan can therefore be accepted in place of a Fit Note.

If you do not want to share your Return to Work Plan, or if your employer does not want to accept it in place of a Fit Note, your GP can consider whether a Fit Note is required.

The Fit for Work occupational health professional will not disclose any information to your employer or GP without your permission.



Fit for Work

What if I change my mind?

There is no obligation to complete your Return to Work Plan or for you to consent to sharing it with your GP or employer. You can stop using the service at any time. However, we hope that with the support of Fit for Work occupational health professionals you will have no reason to do so.

Remember the advice line is available to answer any questions you may have about Fit for Work. You can also view the privacy policy on the Fit for Work website (details below) for more on how your information will be used.

Further information including guidance and FAQs for employees/employers on Fit for Work is also available at gov.uk

England and Wales
0800 032 6235 (English)
0800 032 6233 (Cymraeg)
fitforwork.org

Scotland
0800 019 2211
fitforworkscotland.scot

Fit for Work

SUPPORT

Supporting you
in work, and
helping you
back to work.

What is Fit for Work?

Fit for Work is available to support you in work and if you're off sick, in a way that's right for you. It offers free and confidential work-related health advice and referral to an occupational health professional if you have been, or are expected to be, off sick for four weeks or more.



Questions about returning to work?
We're listening.

Each year 11 million people in the UK take sickness absence from work, and for around 900,000 people this lasts for four weeks or more. This not only means a loss of earnings but can feel quite daunting once you decide to return to work. Fit for Work offers one-to-one support to help you stay in or get back to work.

Who is providing Fit for Work?

Fit for Work is provided by Health Management Ltd on behalf of the Department for Work and Pensions (DWP). None of your personal information will be shared with DWP. They will, however, collect non-personal data about how people use the service, for example, to help identify ways of improving the service.

Benefits of Fit for Work

How does it work?

Support will be provided by occupational health professionals, who will listen to your concerns and help you with a personalised and practical step-by-step Return to Work Plan. You can also access the advice centre for free health and work-related advice via our website and phone line.

How can I be referred to Fit for Work?

Your GP can refer you to Fit for Work if you have been off sick for four weeks or more, or if your GP expects you to be off sick for at least four weeks. Your employer can also refer you to Fit for Work if you have been off work for at least four weeks. Fit for Work is not compulsory, you can only be referred if you give your informed consent.

We help provide a step-by-step plan for your return to work.

How can Fit for Work help me?

Fit for Work is free to use and confidential. You are able to speak to an occupational health professional about your health and general well-being. They will then work with you to produce a Return to Work Plan tailored around your needs. The Return to Work Plan will be useful in talking to your employer about returning to work.

Your Return to Work Plan can only be shared with your GP and your employer with your consent. No contact will be made with your GP or employer without your consent.

Referral

In order to be referred to Fit for Work you must give explicit and informed consent to your GP or employer.

What information will my GP or employer share with Fit for Work to make a referral?

Your GP/employer will discuss the referral with you before any information is sent to Fit for Work to make sure that you are happy to be referred. With your consent, the basic details below are then sent to the Fit for Work team:

- Name
- Date of birth
- Contact details
- Job title and brief description of duties
- Details on Fit Note (if you have one)
- Further detail on current absence from work
- Dates of absence

You can opt out of the assessment at any time and no details are

shared with your GP or your employer without your consent.

What happens after I have been referred?

After you have been referred to Fit for Work by your GP or employer, you will receive a call within two days from a Fit for Work occupational health professional, who will work with you to agree a Return to Work Plan.

If you agree to take part in Fit for Work, the occupational health professional will ask you a series of questions. It will be helpful if you have your Fit Note (if you have one), any medication details and other relevant information to hand. The assessment will focus on health, work and personal factors relevant to you returning to work.

