

ROLE OF THE RETURN TO WORK CO-ORDINATOR COURSE OUTLINE

Course dates:	17 & 18 February 2010 28 & 29 April 2010 16 & 17 June 2010 15 & 16 September 2010 24 & 25 November 2010	17 & 18 March 2010 19 & 20 May 2010 18 & 19 August 2010 20 & 21 October 2010
Time:	9.00 – 5.00 pm	
Duration:	2 days	
Cost:	\$462 pp (including GST) - 0 - 5 participants \$319 pp (including GST) - 6 -10 participants \$275 pp (including GST) - 11 + participants	
Location:	Xchanging Level 10, 390 La Trobe Street, Melbourne VIC 3001	
Aim:	This training will provide Return to Work Coordinators with: <ul style="list-style-type: none"> ▪ Knowledge as to legislative expectations of themselves and their employers ▪ Practical tools and advice about how they can build and implement effective return to work practices. 	
Course Content:	The training is designed in two parts: PART 1 Relates primarily to the return to work process and the role of the return to work co-ordinator. It will provide information which the return to work co-ordinator will require to support and assist employers and injured workers. Topics include: <ul style="list-style-type: none"> ▪ the importance of return to work as a key element of health and safety in the workplace. ▪ occupational rehabilitation programs and risk management programs. It also looks at the return to work co-ordinator's involvement in these programs. ▪ a detailed account of the responsibilities of the return to work co-ordinator, including the key strengths expected of the role. ▪ return to work policies and return to work plans to be produced by the return to work co-ordinator. 	

	<ul style="list-style-type: none"> ▪ background information regarding the Workers' Compensation scheme and relevant legislation which will assist the return to work co-ordinator in providing advice to employers. ▪ methods, techniques and tools which can be used to support injured workers in the workplace. <p>PART 2</p> <p>Contains background information and underlying skills which will assist a return to work co-ordinator to facilitate the successful return to work of injured workers.</p> <p>Topics include:</p> <ul style="list-style-type: none"> ▪ methods, tools and techniques for responding to workplace injuries to ensure support to injured workers, and the prevention of further injuries. ▪ treating practitioners and occupational rehabilitation services. It will outline their involvement in return to work and methods for effective communication. ▪ sources of assistance to help with the responsibilities of the return to work co-ordinator role. ▪ applying learning through the creation of a return to work plan, offering opportunities for practice and feedback.
Outcomes:	<p>After completing this course, participants will be able to:</p> <ul style="list-style-type: none"> ▪ assist and encourage employers to meet their return to work obligations under the Act ▪ assess rehabilitation and return to work plans ▪ provide rehabilitation advice to workers and employers and assess rehabilitation needs to develop return to work strategies ▪ assess potential for return to work ▪ monitor progress towards a safe and sustainable return to work.
Pre-requisites:	None
Target Audience:	RTW Co-ordinators and claims managers.

To register:

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