



# Injury Management Fact Sheet

## Modification or Removal of a Notice of Further Consideration (Health Reasons)

### What is a Notice of Further Consideration (Health Reasons)?

A Notice of Further Consideration (NoFC) (Health Reasons) is a 'flag' which is placed on an individual's electronic employment record indicating that there is a specific health issue or issues that require consideration by the Department before that individual can undertake any further work for the Department. Under the *Work Health and Safety Act 2011*, the Department has a duty of care to provide a safe working environment for all employees, students and other persons in our workplaces.

While the Department can place an NoFC (Health Reasons) on a record for a variety of reasons, this fact sheet applies only to NoFC's (Health Reasons) that relate to health reasons.

### Why is the NoFC (Health Reasons) on my employment record?

An NoFC (Health Reasons) is applied to the record of all employees who have:

- Been ill health retired from the Department
- Resigned or retired from the Department and cited health reasons on the notice of intention to cease employment.
- Had a significant medical condition that the Department was aware of at the time the employee ceased employment with the Department, or:
- Been on extended sick leave prior to ceasing employment with the Department.

### How do I apply to have the NoFC (Health Reasons) notice reviewed?

To have your NoFC (Health Reasons) reviewed, you must contact the Organisational Health Unit, on telephone number (07) 3513 6567.

The following information will be gathered during your initial contact:

- The nature of your illness/injury at the time of your separation from the Department
- The current state of your illness/injury
- The type of work you are seeking (eg. supply teacher, casual cleaner, permanent schools officer, administrative officer)
- Details of any work you have undertaken since you ceased working for the Department
- The names and contact numbers of any treating doctors and specialists, and;
- You will also be required to provide a signed 'Authority to Release Information for those seeking Re-employment' form

### What happens after I submit my application?

The Organisational Health Unit will assess your application and provide you with details of other information you may need to provide.

Departmental staff will arrange for your Personnel File, any Rehabilitation Files and reports held by other agencies to be collected and reviewed.

The type of medical report required to assess your application will be based on the nature of your medical condition at the time of your separation from the Department and the risk of injury to yourself and/or others should you recommence work with the Department.

Information you may be required to provide includes:

- A report from your general practitioner
- A report from a treating specialist
- A report from an independent medical specialist, and;
- Relevant employment references

For all of the medical reports requested, the Department will provide background information to the doctor, with a list of questions for the doctor to respond to.

**Please note that all costs associated with obtaining medical information will be your responsibility.**

All of the available information will then be considered to determine whether you are able to safely undertake all of the inherent requirements of the position you are seeking.

**How long will my application take to process?**

Applications for modification of an NoFC (Health Reasons) can take three to twelve months to process. Delays in receiving Personnel and/or Rehabilitation files, medical reports from other agencies and long waiting times for medical specialist appointments can impact on the application processing time.

**Can I still work for the Department while my application is being processed?**

No, the Department has a duty of care to provide a safe working environment for all employees, students and other persons in our workplaces. Employment is only permitted after approval to lift or modify a Notice of Further Consideration (Health Reasons) has been authorised and the applicant has been notified in writing.

**What happens if the Department is not satisfied that I can safely undertake the inherent requirements of the position for which I am applying?**

Sometimes, after considering all of the available information, the Department may still have some concerns that it is not safe for you to undertake the job for which you are applying or your current medical condition means that you are not able to fulfil the inherent requirements of the job. When this happens, you will receive a letter providing you with an opportunity to respond to these concerns.

**How will I know whether my application has been successful?**

You will be notified in writing of the outcome of your application. If the decision is made to support your application, you will then be able to apply for work with the Department through the usual channels. Sometimes the assessing doctor, medical specialist or the Department may identify restrictions or reasonable adjustments to ensure that your re-employment is safe for you and others. The letter you receive will advise you of any special arrangements.

**Who should I contact if I need more information?**

Should you require further information, please contact the Organisational Health Unit on (07) 3513 6567.