**W****ork Capabilities Checklist:**

Work Capabilities Checklist: Teacher Aide Secondary

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**Teacher Aide Secondary**

**PRIVACY NOTICE:** The Department of Education (the department) is collecting personal information on the below employee’s health and its impact on work in accordance with the *Information Privacy Act Qld (2009)*, *Work Health and Safety Act 2011* and *Workers’ Compensation and Rehabilitation Act 2003*, and the department’s ‘Workplace rehabilitation’ or ‘Reasonable Adjustment’ procedure, to support and facilitate the provision of a workplace rehabilitation program or reasonable adjustments in the workplace.

The information will be accessed by a Rehabilitation and Return to Work Coordinator. Some of this information may be given to WorkCover Qld, QSuper or other insurer, a treating doctor or allied health professional or a doctor appointed by the department; information relevant to the impact of an injury/illness upon an employee’s work may also be discussed with a supervisor; for the purpose of identifying and considering rehabilitation options or reasonable adjustments in the workplace.

Information may also be discussed with Regional or Central Office Organisational and People Branch employees. Some of this information may be shared within the department for reporting purposes and with external agencies, where authorised under a law or to comply with regulatory agency requirements.

**Action Required**:

To be completed by treating medical practitioner or allied health professional and returned to the Rehabilitation and Return to Work Coordinator, to aid the development of a rehabilitation and return to work program or consideration of workplace reasonable adjustments.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have examined \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In relation to (nature of condition/s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

They will be capable of performing the following duties from: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

□ Full time **OR** □ Part time\_\_\_\_\_\_\_\_\_\_\_\_\_ hours per day\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days/week

Recommendations if gradual increase in hours (e.g. Week 1: 2 days/week; Week 2: 3 days/week) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Timeframe for return to independent full hours and duties\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teacher-aides Primary or Prep are responsible for:**

* Contributing to the provision of quality educational service by providing high level support for teaching and learning.

**Psychosocial Requirements**

* Abide by the Code of Conduct for the Qld Public Sector and the Department's Standard of Practice (includes obligation on all department employees to take responsibility for their own conduct and decisions, and to work collaboratively with colleagues to establish cooperative workplaces)
* Operate within a performance framework (Includes reviews and giving and receiving feedback)
* Participation in practices around workplace operational responsibilities and obligations
* Time pressure / high workload (unplanned interruptions, weather events, impromptu meetings and emerging issues)
* Variable work breaks (including unscheduled changes to work conditions such as working through meal breaks or additional extra-curricular activities)
* Working in groups or unsupervised

**Social / Interpersonal Requirements**

* Conflict resolution and negotiation (E.g. interactions between colleagues, supervisors, executive leadership, students, parents and supervisors)
* Duty of Care responsibilities (Includes student safety and other health and safety risks including complying with departmental policies and procedures)
* Interactions with public
* Work collaboratively with colleagues to establish cooperative workplaces (Includes the ability to operate within a team environment, appropriate reporting structures, and a performance framework)

| **Activities** | **Yes** worker is fully cleared to perform these duties | **No** they cannot perform these duties | Restricted or limitedwith the limitations/ restrictions as noted | **Duration (in minutes)** | **Please provide details of**  **limitations/ restrictions** |
| --- | --- | --- | --- | --- | --- |
| **Work within the psychosocial, social/ interpersonal requirements of the role**  (as per page 1) | □ | □ | □ | n/a |  |
| **Provide support to teacher –classroom based** |  |  |  |  |  |
| * Sit/stand/walk | □ | □ | □ | □<5□<10□<15□<20 |  |
| * Talk; arm gestures for communication | □ | □ | □ | □<5□<10□<15□<20 |  |
| * Bend forward, sustained or repetitive | □ | □ | □ | □<5□<10□<15□<20 |  |
| * Secure displays, may need to climb step ladder | □ | □ | □ | □<5□<10□<15□<20 |  |
| * Clean and write on whiteboards (waist to head height) | □ | □ | □ | □<5□<10□<15□<20 |  |
| * Wipe surfaces and other light cleaning during pack-up | □ | □ | □ | □<5□<10□<15□<20 |  |
| **Set up or pack up a learning environment**  Task is variable and may include: |  |  |  |  |  |
| * Carry, slide, pack/unpack, lift, position equipment or teaching supplies up to ~10kg | □ | □ | □ | <5 <10 <15<20 |  |
| * Squat, kneel, crawl, crouch, stoop | □ | □ | □ | <5 <10 <15<20 |  |
| * Secure displays, may need to climb step ladder | □ | □ | □ | <5 <10 <15<20 |  |
| * Clean and write on whiteboards (waist to head height) | □ | □ | □ | <5 <10 <15<20 |  |
| * Wipe surfaces and other light cleaning during pack-up | □ | □ | □ | <5 <10 <15<20 |  |
| * Push wheelchair/stroller onto ramp and stands and push manoeuvre wheelchair onto bus and secure straps to floor, assist with positioning | □ | □ | □ | □<5□<10□<15□<20 |  |
| **Self-mobilise around school/ assist students with low needs with gross motor activities**   * Stand or walk on flat, sloped or uneven ground, climb stairs, open/close gates and doors * Guide and instruct low physical needs students * May need to suddenly provide physical support to ambulant student with loss of balance or variable muscle tone/coordination | □ | □ | □ | □<5□<10□<15□<20 |  |
| **Assist student with dressing or toileting**   * Guide student with support in/out of clothes; task is variable depending on student needs and behaviour * clothing, assist with positioning, assist with handwashing | □ | □ | □ | <5 <10 <15<20 |  |
| **Assist students with feeding (variable)** |  |  |  |  |  |
| * Retrieve food from fridge and shelves; sit/kneel/squat to observe/assist students with positioning, opening packaging and using utensils | □ | □ | □ | <5 <10 <15<20 |  |
| **Supervise students**   * Includes bus, playground, library areas * Observe and verbally direct students, de-escalate any aggressive behaviours | □ | □ | □ | <5 <10 <15<20 |  |
| **Perform administrative tasks, including lesson prep e.g.:**   * Written documentation, computer keyboard data entry and mouse operation, photocopy, laminate, guillotine |  |  |  | <5 <10 <15<20 |  |
| **Participate in meetings**   * Staff meetings, professional development, meet with management re performance and/or conduct if required | □ | □ | □ | <5 <10 <15 <20 |  |
| **Attend extra-curricular activities or provide teaching support on excursions (same day or overnight), variable**   * Supervise students at sporting carnivals, concerts, movies, performances, professional development, camps, excursions (e.g. swimming) * Travel in a vehicle for extended periods * Assist with equipment or luggage up to ~25kg | □ | □ | □ | <5 <10 <15 <20 |  |
| **Emergency first response (fire)**   * Operate ~9kg fire extinguisher | □ | □ | □ |  |  |
| **Administer First Aid**   * Task is variable depending on illness, injury, environment, First Aid Kits weight up to 2kg, may be required to lift, drag or support person (with assistance) if required |  |  |  |  |  |
| **Participate in school lockdown**   * As per school procedure, task is extremely variable depending on threat | □ | □ | □ |  |  |
| **Emergency first response (fire)**   * Operate ~9kg fire extinguisher | □ | □ | □ |  |  |
| **Operate light vehicle or mini bus**   * May be manual or automatic * Carry resources up to ~10kg | □ | □ | □ |  |  |

**Additional comments/ recommendations / reasonable adjustment considerations:**

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**SIGNATURES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Print name** | **Signature** | **Date** |
| #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position title: e.g. Treating General Practitioner/ Psychologist / Physiotherapist |  |  |  |
| Employee |  |  |  |
| Rehab & return to work coordinator |  |  |  |

*# position title must be completed*