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

Work Capabilities Checklist: Teacher – Special Education

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**Teacher – Special Education**

**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 Health 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teachers are responsible for:**

* Planning, preparing and delivering quality and effective teaching and learning programs; class size is dependent on student needs and can be variable
* Providing for the physical, social, cultural & emotional wellbeing & physical safety of students
* Performing timetabled, non-timetabled and planned extra-curricular activities

**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)

| **Teaching 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 |  |
| **Teach – classroom based** |  |  |  |  |  |
| * Talk; sing; arm gestures/clap/sign
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| * Bend forward, sustained or repetitive
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| * Fine motor activities e.g. write, draw, cut, paint, guide pencil grip, prepare therapy resources
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| * Sit on low level stools, chairs, floor or beanbag
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| * Sit to interact with smart board via computer or sit/stand using tablet
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| * Stand/reach/bend to write on white board, or interact with smart board; reach overhead to pull board down
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| * Guide or support student postures and limbs to facilitate activity participation
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| **Set up or pack up a learning environment (includes gross motor)**Task is variable and may include: | □ | □ | □ | □<5□<10□<15□<20  |  |
| * Carry, slide, pack/unpack, lift, position equipment, furniture or teaching supplies, up to 20 kg, may require 2-person lift
 | □ | □ | □ | □<5□<10□<15□<20  |  |
| * Squat, kneel, crawl, crouch, stoop
 | □ | □ | □ | □<5□<10□<15□<20  |  |
| * Secure displays (e.g. walls, windows), use of step ladder
 | □ | □ | □ | □<5□<10□<15□<20  |  |
| * Clean whiteboard and surfaces
 | □ | □ | □ | □<5□<10□<15□<20  |  |
| * Squat, kneel, sit on ground near students
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| * Throw/catch balls
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| * Push/pull equipment up to ~10kg (e.g. swings and bicycles)
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| * Carry up to ~5kg
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| * Push or pull trolley
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| **Self-mobilise around school and assist students with mobilising** Includes carpeted, sealed or irregular surfaces, steps and ramps |  |  |  |  |  |
| * **Low needs**: Guide/instruct, open gates/doors
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| * **Moderate needs:** transport students in wheelchairs (electric or manual) or strollers, or support students to stand/balance/walk. Note: Student may drop or lose balance and require sudden support
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| * **High needs**: Transport in electric /manual wheelchairs/strollers/bed/ walking/standing frames/scooter boards/bicycles. May need to reposition student.
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| * **Moderate needs**: Assist with wheelchair/stroller to table, fit trays, squat, kneel or sit on low furniture
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| * **High needs**: mobilise student in wheelchair/stroller/bed/walking frame/scooter board; trained staff may be required to perform gastrostomy or nasogastric feeding or airway management (e.g. tracheostomy care, oral suctioning, oxygen therapy) as per procedures
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| **Assist students with toileting and/ or dressing** |  |  |  |  |  |
| * **Low needs:** pull up nappy, assist with handwashing; provide guidance/light support in/out of clothes; stand/squat/kneel
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| * **Moderate needs**: task is variable depending on student motor control, needs and available equipment; support student with clothing, lower onto toilet, bend forward/squat/kneel/assist to stand, hand wash; assist from wheelchair, or to stand/pivot/swivel onto change table, 2-person lift may be required. Note: student may drop or lose balance and require sudden support
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| * **High needs**: transport in electric or manual wheelchair, bed, walking or standing frame/scooter/ bicycle to/from change table to change area, 2-person lift or hoist (position student in sling), roll/lift student, various levels of force required due to student strength, tone or muscle activity
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| * Clean change facilities and dispose of waste
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| **Supervise students outside of classroom*** Bus, playground or library areas, observe & verbally direct students, de-escalate any aggressive or inappropriate behaviours
 | □ | □ | □ | □<5□<10□<15□<20 |  |
| **Attend meetings*** E.g. with parents, staff, or management (may address performance/conduct if relevant)
 | □ | □ | □ |  |  |
| **Attend extra-curricular activities** * E**.g. sporting** carnivals, concerts, performances, movies, professional development, camps, excursions such as swimming; may be same day or overnight, travel for extended periods
 | □ | □ | □ |  |  |
| * Assist with luggage up to ~25kg
 | □ | □ | □ |  |  |
| **Participate in school lockdown*** As per school procedure, variable depending on threat. May be required to physically assist students to secure locations
 | □ | □ | □ |  |  |
| **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*