

AHP Health and Work Report: Guidance for AHP practitioners on the use and completion of the Report.

Introduction

The AHP Health and Work Report provides a consistent and nationally recognised tool for AHPs to advise employees on their fitness for work.

It has been designed to help you to provide information on the functional impact of a patient's reported problem and to suggest options that may support the patient to remain in, or return to, work.

As an AHP writing this report, you have a central role in providing work related advice and recommendations. The report has been designed to use your specific skills as a problem solver to overcome barriers for employees staying in, or returning to, work.

This report will advise your patient, their employer and GP (subject to the patient's consent) on the issues reported by the patient as causing difficulty. The content of the report should therefore focus on specific work related difficulties.

The advice you give depends on your professional scope and personal knowledge and expertise. The AHP Health and Work Report allows you, an AHP, to advise on one of two options:

1. not fit for work: where your assessment of your patient is that they should refrain from work for a stated period of time.
2. may be fit for work taking account of the advice provided by you in the Report, which will take into account the patient's limitations or adaptation that may be required to facilitate their remaining or returning to work.

Please note that the four tick-boxes at point 6 of the report are indicators only. Tick boxes alone are rarely welcomed or useful. Further detail is required in points 7 and 8. If the patient requests that the information needs to be backdated, for example if the employer is using the Report for sick pay evidence, then the supporting evidence needs to be included in section

The AHP Health and Work Report can be used:

- ✓ by AHPs to provide advice to employees on fitness for work and how a return to work could be facilitated
- ✓ by employees to provide evidence to their employer for sick pay purposes (although employers may require in addition a Statement of Fitness for Work [fit note] from a doctor in order to pay sick pay)
- ✓ by employees to give to their employer as part of a return to work discussion
- ✓ by employers, to agree appropriate modifications to an employee's environment to enable them to work
- ✓ by a doctor as a report on which to base the provision of a Statement of Fitness for Work (fit note) to the employee.

In dealing with a patient where employer and GP may be involved, you must protect the best interest of your patient, using information only for the purposes they have provided it for and gaining explicit, informed consent for sharing information as well as treatment – see the Health and Care Professions Council's Standards of Conduct, Performance and Ethics.

Your completed AHP Health and Work Report is advice to your patient and is not binding on their employer. The purpose of the advice you provide is to help your patient and their employer explore ways of facilitating staying in or returning to work. In some cases this may not be possible and your patient will be treated as if you had advised that they were not fit for work. In such a situation, patients are not required to return to you for a new AHP Health and Work Report.

This document is part of an AHP's assessment process and is not to be considered as a chargeable report.

The AHP Health and Work Report is not sufficient on its own to claim ill health benefits. In that situation this form would need to be supported by the Statement of Fitness for Work (fit note) issued by a doctor.

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Guidance for completion of the AHP Health and Work Report

Please remember that this form may be read by an employer or line manager and it must be accompanied by the information sheet at the end of this document. No clinical jargon, diagnosis of condition nor breach of confidentiality should be included in the report.

Please also note: When completing the electronic version on the computer, the tab button should be used to move from one field to the next, especially when filling out the date boxes.

Section reference	Content advice
1	The name of the patient and their date of birth.
1a	Tick this box if your assessment of your patient is not fit for work.
1b	Tick this box if your assessment is that your patient may be fit for work taking into account the advice that you will provide in more detail within the Report.
2	Your details; to include your profession, your name and HCPC number, your organisation and preferred contact details. When completing the electronic version: Use strike-through button when deleting the irrelevant professions, and the space bar to pass over your own.
3	The date on which you assess your patient, that is, the date on which you carry out the consultation.
4	Use this section to indicate the period the advice covers and whether a follow up review is required. If a review is required, an additional Report will need to be completed. If a patient needs permanent modifications, then only fill out the 'period issued from' box. Remember this can be used where the Information needs to be backdated if the employer uses the Report for sick pay evidence.
5	The four tick boxes represent common approaches to staying at or returning to work. Where the 'may be fit for work' (1b) box has been ticked, you can tick one or more of these optional tick boxes if you feel it could help your patient to remain in or return to work. This list is not exhaustive and other approaches can be suggested in sections 6 or 7.
6	Where the 'may be fit for work' (1b) box has been ticked you should

	<p>complete this section with information on the functional effects of your patient's reported difficulty and any modifications they may benefit from to support remaining at or returning to work. The information you provide here will be key for your patient and for their employer (and possibly occupational health adviser) when they are considering if and how they can facilitate their employee remaining in or returning to work.</p>
7	<p>In circumstances where you feel the issues are complex you may consider it helpful to add patient-specific comments here to assist the employer. This is not an area to put complex outcome measures which may not be helpful to an employer, but confirmation of back-dating the period of sick-absence can be included here.</p>
8	<p>You should identify in the box at the bottom of the page how many sheets of additional information you are attaching to alert the reader.</p>
9	<p>The document requires signing and dating. The electronic version requires you to have a digital signature set up and a location in which to save the e-record. In setting up electronic signature you must follow the guidance on the screen or the form will not finish. It is straightforward and will only take a couple of minutes to set up for the first time and thereafter it should work straightforwardly. When you open the digital signature box, there is a tick-box which locks the Report to prevent later additions. Storing the e-document must be in line with the General Data Protection Regulations (GDPR).</p>