**Checklist for a phased return to work review meeting**

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|  | Arrange for the meeting to take place at a suitable time and in a private office. |
|  | Make sure the employee knows exactly when the meeting is taking place and that this is within the phased return plan. |
|  | Ensure all appropriate people (e.g. representative from HR, Line Manager, Occupational Health) are available to attend. |
|  | Have the phased return to work schedule to hand with any updates or alterations agreed following the initial meeting. |
|  | Put the employee at ease; ask them how they have found returning to work. |
|  | Use questions that are of a fact-finding nature without being too intrusive – make sure you actively listen to their responses. |
|  | Discuss what has gone well, what hasn't gone well and how they are finding their tasks and hours worked. |
|  | Ask the employee if there any medical updates from appointments they have had with their GP or consultant whilst on the phased return. |
|  | Review any feedback from Occupational Health. |
|  | Give feedback to the employee on how the phased return has gone from the company’s perspective. |
|  | Discuss any further support or adjustments the employee may need. |
|  | Agree any changes to the return to work plan. |
|  | At the end of each meeting the plan for the following period should be updated and copies circulated to all attendees and the next review date agreed. |
|  | If the meeting is towards the end of the phased return to work period discuss if there needs to be an extension or if the employee is ready to return to full duties and hours. |