

APPENDIX III

FUNCTIONAL CAPACITY FORM

Patient Name: _____

Patient Address: _____

Job Title: _____

Description of Proposed Task: _____

I _____ hereby authorise _____ my GP/

Consultant to furnish written information to the _____ (*employer's name*), my employer, regarding my residual functional capacity on my ability to perform the functions of my position and any equipment or accommodation to enable me to perform these functions.

Employee Signature: _____ Date: _____

Date of Assessment: _____

Medical Condition:

I advise that you are not fit for work:

You may be fit for work taking account of the following advice:

If available, and with your employers agreement you may benefit from:

- a phased return to work
- amended duties
- altered hours
- workplace adaptations

Functional effect of the patient's conditions (limitations):

Planned Treatment:

- Referral to a Consultant
- Referral for physiotherapy
- Recommend a specialised Occupational Health Assessment

Doctor's Signature: _____

Doctor's Address: _____

Doctor's Stamp:

Information Notes to Assist in Completion of Functional Capacity Form

Factors determining Fitness for Work

- Nature and severity of problem
- Patient's attitudes and expectations
- Physical and mental demand of the job
- Potential for work to exacerbate illness
- Safety considerations

Assessing Fitness for Work

Questions that maybe helpful in identifying the need and scope for Job Modifications

- What is your job and what tasks does it involve?
- Are there aspects of your job that you would find difficult or impossible because of your health problem/
- If so, are there simple ways in which your job could be changed to overcome those difficulties?
- Is there another job that you would find easier, to which your employer might move you while you are recovering?

What type of Advice should I include on the Functional Capacity Form?

Examples of advice about a patient's function and possible Job Modifications

- "He should avoid lifting weights greater than 10 kg. Might it be possible for him to transfer temporarily to other work?"
- "She should avoid prolonged sitting without breaks. Review of her work station might be useful. She will need time off twice a week for physiotherapy."
- "She cannot drive her car. So that she can use public transport it would be helpful if she could start and finish work a little later than normal."
- "He should avoid kneeling and squatting."
- "She could manage work that does not involve handling customer complaints."

In some cases, the doctor may include recommendations for specialist Occupational Health assessment. This might be helpful, for example, in cases where the patient's job could have contributed to the patient's health problem.

Employers are not obliged to follow doctors' recommendations. The purpose of the advice you provide is to help your patient and the employer explore ways of facilitating a return 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.

Reference:

Assessing Fitness for Work and Writing a Fit Note
Goggin and Palmer B.M.J. 26/November 2010