

# Arranging a vocational assessment

## Gathering claim information

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## Introduction

A vocational assessment should be arranged when you require evidence to judge whether an employee has appropriate skills, qualifications or training to undertake suitable employment.

A vocational assessor can be asked to provide an opinion on:

- whether the employee is competent to engage in suitable employment which the medical evidence has indicated the employee is fit to undertake, and
- where the vocational assessor has current and relevant labour market knowledge
- whether employment is actually available, and
- what the earnings are from the available employment.

A vocational assessor is a provider who has expertise in identifying vocational goals and/or suitable employment opportunities.

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## Refusal to attend

A vocational assessment is arranged under section 70 of the SRC Act. Under section 70, there is no power to compel an employee to attend an assessment. If an employee refuses to attend a vocational assessment, you will be unable to force the employee to attend, nor will you be able to suspend the employee's claim as a result of the non-attendance.

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## Privacy

The Privacy Statement on the current Comcare claim form advises employee's that Comcare may disclose personal information to, or collect from, vocational and functional assessors. Previous versions of the claim form did not include this. Before you arrange a vocational assessment for an employee, you will need to check whether vocational assessors were included in the privacy statement on the claim form that the employee signed. If not, you will need to request the employee sign an [Authority and Consent for the Collection and Release of Medical Information Pertaining to My Claim](#) form before any information can be shared with a vocational assessor.

If the employee does not consent to their personal information being released to a vocational assessor, you will not be able to arrange the assessment.

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## Procedure for arranging a vocational assessment

The following procedure describes how to arrange a vocational assessment.

### **Step 1: Ensure the employee has provided authority and consent for a vocational assessment.**

Check the Comcare claim form on the employee's file to see whether it is the current form that gives Comcare the power to disclose personal information to, or collect from, vocational and functional assessors. If this form has been signed by the employee, Comcare has power to share information with a vocational assessor.

If it has not been signed or an older Comcare claim form has been used, request the employee sign an [Authority and Consent for the Collection and Release of Medical Information Pertaining to My Claim](#) form before sharing any information with a vocational assessor.

### **Step 2: Arrange the assessment.**

Select a provider (usually a Comcare approved Workplace Rehabilitation Provider) and then contact the provider to arrange an assessment. Your conversation should include:

- confirmation the provider has a vocational specialist available to conduct the assessment
- information required by the assessor to conduct the assessment
- confirm the purpose of the assessment – Comcare is seeking an objective evaluation of an individual's skills, capacity, employment experiences and vocational goals, to inform recommendations about sustainable and suitable job options.

Not all rehabilitation providers offer a vocational service, discuss with the IM first about an appropriate service provider.

### **Step 3: Contact the employee.**

Your conversation with the employee should include:

- the reasons for the assessment
- the provider that has been chosen
- date, time and location of the assessment.

You should follow-up your telephone conversation with an email which includes as an attachment the Information Sheet: Attendance at a Vocational Assessment . You should ensure that your email is saved to Pracsys.

### **Step 4: Contact the provider.**

Write to the provider, your letter should include:

- details about the employee (such as their name, age, address, employment at and since date of injury)
- information on the type of assessment required
- a brief case summary detailing only information that is relevant to the assessment, including information on the employee's current restrictions, hours at work and duties
- questions to be addressed in the report
- a copy of Information Sheet: Attendance at a Vocational Assessment.

Note: Ensure you send a copy of your letter to the RCM.

## Step 5: Update Pracsys.

Go to '*Manage Claim Comment*' (MCOM) and enter a comment. Record all your conversations. Your comment should include the details of the assessment.

Go to '*Manage Action Plan*' (MAP) the description field should state that you have arranged a vocational assessment. The 'Required Date' field should be the due date of the report (at least 3 weeks after the examination).

Once the report is received, discuss with the Injury Manager and proceed to [Triage](#) as required.

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