



For your employee's safety, it's important to identify a transitional work plan based on the recommendations found in their Work Status Form



For more information on the Transitional Work Program or the Transitional Task Bank please call:

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**INTEGRATED  
 DISABILITY  
 MANAGEMENT**



## Transitional Work Program

**HEALTHY RETURNS**  
 Making Transitional Work a part of your employee's recovery





## How does the program work?

With the Transitional Work Program, the supervisor, the employee, and the IDM Case Manager will work together to identify temporary tasks for the employee until he or she can return to their regular duties. The IDM Case Manager can help you and the employee link with other departments through the Kaiser Transitional Task Bank. The process starts by reviewing the Employee's Work Status Form given to them from their Health Care Provider (HCP). The information on this form will help clarify what transitional duties your employee can perform and the ones he or she should avoid. Regardless of the location, the employee's salary is taken from their home department's budget.

### Transitional Work tasks should:

- Help build your employee's morale
- Protect your employee by following the suggestions and restrictions found in his or her Work Status Form
- Have value for the department, the employee, and the members that we serve

## Will my employee help decide what task he or she does?

Ideally you and your employee should work together to identify Transitional Work tasks in your home department. If that cannot be accomplished the IDM Case Manager will help you identify tasks in other departments that meet your employee's needs.

## Would my employee be better off recovering at home?

Staying at home and restricting activities might be necessary if your employee has a serious injury, illness, or contagious condition. However, it's usually best to stay active and keep as close as possible to your usual routine, even at work.



## WORK CAN BE THE BEST TREATMENT

## How long does a Transitional Work plan last?

Transitional Work plans can last up to 3 months. In many cases, tasks will change regularly as your employee starts to recover and can accomplish more.

## How do I find out what the safe transitional duties are for my employee?

The Work Status Form has information to help you and your employee identify appropriate Transitional Work tasks. The IDM Case Manager can assist you in finding transitional work through the Transitional Task Bank.

WITH TRANSITIONAL WORK, THE NECESSARY WORK GETS DONE, EXPENSES ARE KEPT TO A MINIMUM, AND OUR EMPLOYEES RECOVER MORE QUICKLY.

## Recover faster Return stronger

When someone is injured or ill, there is a ripple effect; it affects the employee and their family. Coworkers may have to work harder or longer to make up for the employee's absence. Kaiser Permanente may have extra costs for overtime or temporary hires. Some of the loss can't be calculated, because it results from the absence of an experienced person who may not truly be replaceable. Ultimately, it may affect our members who deserve the best quality health care Kaiser can offer.

This brochure answers some questions you may have about the Transitional Work Program. We hope that the information here will help you plan for your employee's rapid and safe return to work and minimize the ripple effect of an illness or injury.

The Transitional Work Program is run through Kaiser's Integrated Disability Management (IDM) Program. IDM was created out of the LMP. Kaiser and the LMP want employees to have everything they need to take an active role in their recovery and safely return to work.

