

CASE REPORT

FOR REVIEW PANEL MEETING

**IN LINE WITH THE NHSBTS ATTENDANCE POLICY**

LONG TERM SICKNESS ABSENCE DETAILS

|  |  |
| --- | --- |
| **EMPLOYEE:**  |  |
|  |  |
|  |  |
| **PANEL MEMBERS:** |  |
|  |  |
|  |  |
| **MANAGEMENT:** |  |
|  |  |
|  |  |
| **DATE/TIME OF PANEL:** |  |
|  |  |
| **VENUE:** |  |
|  |  |
|  |  |
| **REPORT CREATED BY:** |  |
|  |  |
|  |  |
| **DATE CREATED:** |  |

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**Name Abbreviation List**

*(use if case has involved a large number of people and you think it would be beneficial for the panel to have a quick overview of each employee’s initials, to help them when reading the MSOC e.g. WB – Wendy Baker – Head of HR Service Improvement)*

|  |  |  |
| --- | --- | --- |
| **Abbreviation** | **Name** | **Job Title** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**1. Introduction**

|  |  |
| --- | --- |
|  |  |
| Name:  |  |
| Job title: |  |
| Start Date in NHSBT: |  |
| Start date in current post: |  |
| Directorate: |  |
| Department: |  |
| Location: |  |
| Hours of work: |  |
| Band: |  |
| Assignment Number: |  |

**2. Summary of Case**

 *[Insert a summary of the case;*

* *What are you asking the panel to consider*
* *Brief overview of process to date e.g. when you started monitoring sickness*
* *Brief overview of feedback from OH which has led to the panel meeting*

**3. Working Environment and Duties**

*[insert details of your employee’s working environment and duties that you think are important for the panel to understand e.g. if reasonable adjustments have been made to duties what were the duties and what have been the adjustments and where relevant include any impact on team of sickness absence etc]*

**4. Background of sickness absence**

*[Insert overview details of the case and process you have followed that has resulted in your employee being moved to the panel meeting;;*

* *Details of the medical condition your employee is off with*
* *Details of when the sickness started*
* *Details of absence support meetings held and outcomes of those meeting*
* *Any relevant OH reports/recommendations*
* *Any reasonable adjustments provided*
* *Overview of the Formal Absence Review meeting (include different options discussed)*

**5. Timeline**

*[Insert timeline/sequence of events which provides a basic overview to the panel of the* ***significant*** *dates of the management of the sickness absence process]*

*Example of timeline table below:*

|  |  |  |
| --- | --- | --- |
| **Date** | **Activity/Comments** | **Appendix Number** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**6. Summary/Conclusions**

*[Insert your conclusions;*

* *Process followed to date*
* *OH report outcome from the last OH appointment*
* *Support offered*
* *Conclusions on reasonable adjustment*
* *Conclusions about likelihood to return to work*
* *Reason moving to Panel meeting*
* *Issues raised by employee as to why they are contesting OH advise*

### **7. Appendices**

*[Include where relevant any appendices;*

* *Occupational health reports*
* *Outcome letters for any relevant meetings held*
* *Outcome letter for Formal Absence Meeting*
* *Invite to Panel letter*
* *Other sickness absence documents if there have been any contentious issues (e.g. disagreements over reasonable adjustment or occupational health advice etc)*
* *Documents in relation to any reasonable adjustments*
* *Job description (if relevant)*
* *Person specification (if relevant)*
* *Attendance Absence policy (relevant pages)*

*If it is easier/preferred the list of appendices can be entered into a table, example below;*

|  |  |  |  |
| --- | --- | --- | --- |
| **Appendix Number** | **Appendix Title** | **Type of Document** | **Date of Document** |
|  |  |  |  |
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