

WELLBEING & WORKPLACE DIGNITY | PRACTICAL WORKBOOK

Recovery, Adjustments and Return-to-Work Planner

Prepare a functional, confidential and reviewed return rather than relying on a return date alone.

What this resource contains

- Private reflective prompts
- Writing space for a focused plan
- Confidentiality and source safeguards

IMPORTANT

Independent general guidance. It does not replace clinical, employment, regulatory, immigration or legal advice. Do not include patient-identifiable or unnecessary colleague-identifiable information in worksheets.

Author: Dr N Aziz

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**BEFORE YOU
WRITE**

Use a trusted device or paper copy. Do not include patient identifiers, unnecessary colleague identifiers or confidential records. This workbook is not sent to SAS Doctors Review.

1. Current function

Complete only the prompts relevant to your situation. Use factual, proportionate language.

Duties I can perform safely

Duties requiring support or temporary exclusion

Hours, travel or on-call barriers

Clinical treatment and review

Early warning signs

2. Proposed plan

Complete only the prompts relevant to your situation. Use factual, proportionate language.

Start date and phase

Hours and location

Included and excluded duties

Supervision and escalation

Breaks and administration

Review dates

3. Information and confidentiality

Complete only the prompts relevant to your situation. Use factual, proportionate language.

What the team needs to know operationally

What health information remains private

Who holds the plan

How changes will be agreed

What records occupational health and management keep

4. Prevent recurrence

Complete only the prompts relevant to your situation. Use factual, proportionate language.

Original personal and system contributors

Actions the organisation agreed

Measures showing the plan works

Trigger for review

Longer-term job design or career support

Action summary

What must happen today?

Who will I contact and for what purpose?

What will be reviewed, by whom and when?

**KEEP THE ROUTES
SEPARATE**

Treatment, employment representation, patient-safety escalation and advocacy serve different purposes. Use each where it is needed.

Sources and disclaimer

Use the current provider, national framework and local employer policy before a significant decision. Legal time limits may continue during internal procedures.

Core sources: GMC Good medical practice 2024; Acas workplace guidance; HSE Management Standards; national NHS speaking-up frameworks; current service provider pages.

INDEPENDENT GUIDANCE

This workbook does not assess risk, diagnose illness, determine bullying or discrimination, calculate legal deadlines or replace individual advice.