

Removal or Modification of a Notice of Further Consideration (Health Reasons)

What is a Notice of Further Consideration (Health Reasons)?

A Notice of Further Consideration (NoFC) (Health Reasons) is a 'flag' which is placed on an individual's electronic employment record indicating that there is a specific health issue or issues that require consideration by the department before that individual can undertake any further work for the department. Under the *Work Health and Safety Act 2011* (Qld), the department has a duty of care to provide a safe working environment for all employees, students and other persons in our workplaces.

While the department can place a NoFC on a record for a variety of reasons, this fact sheet applies to NoFC's that relate only to health reasons.

Why is the NoFC (Health Reasons) on my employment record?

A NoFC (Health Reasons) may be applied to the record of former employees who have been:

- been ill health retired from the department
- resigned or retired from the department and cited health reasons on the notice of intention to cease employment
- had a medical condition that the department was aware of at the time the employee ceased employment with the department, or
- been on extended sick leave prior to ceasing employment with the department.

How do I apply to have the NoFC (Health Reasons) notice reviewed?

To have your NoFC (Health Reasons) reviewed, you must submit an *Application to Remove Modify a Notice of Further Consideration (Health Reasons) Form* to the closest regional office to where you are wanting to work.

The following information must be provided as part of your application:

- the nature of your illness/injury at the time of your separation from the department
- the current state of your illness/injury
- the type of work you are seeking (e.g. supply teacher, casual cleaner, permanent schools officer)
- details of any work you have undertaken since you ceased working for the department
- the names and contact numbers of any treating doctors and specialists
- attach a medical report from your relevant treating doctor(s) using the *Treating Medical Practitioner Report Request – Re-employment* form
- you will also be required to sign the 'Consent & Authority to release information' component of the application form.

What happens after I submit my application?

The region will assess your application and provide you with details of other information you may need to provide.

If further medical information is needed to assess your application, then the type of medical report required to assess your application will be based on the nature of your medical condition at the time of your separation from the department and the risk of injury to yourself and/or others should you recommence work with the department.

Information you may be required to provide includes but is not limited to:

- a further report from your general practitioner with specific questions
- a report from a treating specialist
- a report from an independent medical specialist

For all of the medical reports requested, the department will provide a list of questions for the doctor to respond to.

Please note that all costs associated with obtaining medical information will be your responsibility.

All of the available information will then be considered to determine whether you are able to safely undertake all of the inherent requirements of the position you are seeking.

How long will my application take to process?

Applications to remove or modify a NoFC (Health Reasons) will be completed as quickly as possible, however can take three to twelve months to process. It is important that you provide as much information as possible in your initial application to allow the review to commence quickly. Delays in receiving personnel and/or rehabilitation files, medical reports from other agencies and long waiting times for medical specialist appointments can impact on the application processing time.

Can I still work for the department while my application is being processed?

No, the department has a duty of care to provide a safe working environment for all employees, students and other persons in our workplace. Employment is only permitted after approval to remove or modify a NoFC (Health Reasons) has been authorised and the applicant has been notified in writing.

What happens if the department is not satisfied that I can safely undertake the inherent requirements of the position for which I am applying?

Sometimes, after considering all of the available information, the department may still have some concerns that it is not safe for you to undertake the job for which you are applying or your current medical condition means that you are not able to fulfil the inherent requirements of the job. When this happens, you will receive a letter providing you with an opportunity to respond to these concerns.

How will I know whether my application has been successful?

You will be notified in writing of the outcome of your application. If the decision is made to support your application, you will then be able to apply for work with the department through the usual channels. Sometimes the assessing doctor, medical specialist or the department may identify restrictions or reasonable adjustments to ensure that your re-employment is safe for you and others. The letter you receive will advise you of any special arrangements.

Who should I contact if I need more information?

Should you require further information, please contact your closest regional office.

