Work Function Assessment/Screening Procedure Guidelines

1. Read the referral letter carefully
2. Interview the client
3. If medical notes are available, read them carefully and decide if a full work assessment is required.
4. If NOT, do work screening
5. If APPROPRIATE, identify what you expect the client to have difficulties with in view of diagnosis.
6. Fill in component check list and write up assessment plan
7. Complete appropriate tests and assessments as indicated
8. Document observations and findings as they happen.
9. Discuss findings with client and involve in decision making regarding recommendations.
10. Discharge patient with letter/report to referral agent stating reasons for discharge and recommendations

Compiled by Groote Schuur Hospital Occupational Therapy Department 2008