

Return to work checklist

for employees in a community pharmacy.

To facilitate the transition of your employee's return to work, we'd appreciate your help in identifying suitable light duties for them to perform. Please take a moment to look over the options below and tick the boxes for the tasks that you're able

to provide. We'll then consult the treating health practitioner to review the selected tasks and ensure they align with your employee's current ability and needs.

Worker's name:

Claim number:

Worker's job title:

Name of employer:

1. Administrative tasks

- ☐ Answering phone calls and taking messages
- ☐ Scheduling appointments or patient consultations
- ☐ Filing and organising prescriptions records
- ☐ Data entry and reports

2. Customer Service

- ☐ Greeting customers and directing them to products or services
- ☐ Assisting customers with simple enquiries
- ☐ Monitoring online orders for pickup or delivery

3. Dispensing support (non-physical)

- ☐ Labelling medication bottles (pre-approved by the pharmacist)
- ☐ Counting pills using automated counting devices
- ☐ Assisting in medication packaging (if safe and appropriate)

4. Cleaning and organisation

- ☐ Wiping down counters and other frequently touched surfaces
- ☐ Restocking shelves with lightweight items
- ☐ Organising promotional displays

5. Education and promotional support

- ☐ Preparing educational materials for patients
- ☐ Assisting in creating social media or community outreach content
- ☐ Setting up and organising health awareness displays

6. Inventory management and quality assurance

- ☐ Monitoring and updating the pharmacy's inventory system
- ☐ Performing quality checks on non-prescription items
- ☐ Reviewing expiration dates on stock

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Additional light duties available:

Prepared by:

Supervisor's name

Supervisor's signature

Reviewed by:

Treating health practitioner's name

Treating health practitioner's signature