

# Return to work checklist

## for employees in a veterinary centre.

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. Front desk and administrative duties

- ☐ Answer phone calls and schedule appointments
- ☐ Greet clients and check in pets
- ☐ Organise and file medical records
- ☐ Answer calls from parents or staff
- ☐ Manage emails and client communications
- ☐ Process payments and update billing information

### 2. Cleaning and maintenance (non-strenuous)

- ☐ Restocking shelves with lightweight supplies, such as syringes and bandages
- ☐ Wiping down counters and surfaces
- ☐ Maintaining cleanliness in reception and waiting areas
- ☐ Checking and organising inventory (light items only)

### 3. Animal care (non-physical)

- ☐ Supervising or monitoring animals during recovery, including post-surgery observation
- ☐ Administering medications (if trained and within capacity)
- ☐ Assisting with light grooming tasks, such as brushing and trimming nails
- ☐ Preparing food or medication for animals

### 4. Support for veterinary staff

- ☐ Support for veterinary staff
- ☐ Acting as a scribe during examinations or surgeries
- ☐ Preparing tools or materials for procedures (without heavy lifting)
- ☐ Inputting patient data into the clinic's software system
- ☐ Helping with patient follow-up calls or prescription refills

Additional light duties available:

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**Prepared by:**

Supervisor's name

Supervisor's signature

**Reviewed by:**

Treating health practitioner's name

Treating health practitioner's signature