

Entering a Statement of fitness for Work (SOFFW) – If the person has NOT been off sick

If an employee has not been signed off sick because they went to see the doctor on the first day of illness and the doctor said the employee may come back to work if their recommendations are followed, then the SOFFW will be stored against the employee's details and not against the sickness record.

To enter the SOFFW against the employee details:

- Search and select the employee from the Organisation Structure, then People Folder
- Click into the User Defined Forms folder
- Click on UDF Categories (People)
- From the list in the top left hand corner select SOFFW
- Click on UDF Details (People) in the bottom left hand corner
- Select New – UDF Details (People) – this will then bring the form up for you to complete.
- Click Save once the form has been filled in.

Note – Blue fields within the system are mandatory fields.

The screenshot displays the iTrent web application interface. The browser title is 'iTrent - Microsoft Internet Explorer provided by Denbighshire County Council'. The URL is 'http://itrent/live_web/wrd/run/ETADM001GF?SESSION=095509AFCC334E20A78318A290837A11'. The user is logged in as 'Miss Rachel R Marsh' with an effective date of '30/03/2010'. The breadcrumb navigation shows: Organisation: Denbighshire County Council (DCC) > People: Marsh, Rachel > UDF Categories (People): Statement of Fitness for Work > UDF Details (People) > New - UDF Details (People).

The main content area is titled 'UDF Details: Statement of Fitness for Work - 87083 Miss Rachel R Marsh'. It contains the following fields and options:

- 'Patients case was assessed on' (text input)
- 'Conditions involved in this case are as follows' (text area)
- 'Doctor advises' (dropdown menu)
- 'A phased return to work' (checkbox)
- 'Amended Duties' (checkbox)
- 'Altered hours' (checkbox)
- 'Workplace Adaptations' (checkbox)
- 'Comments, including functional effects of your condition(s):' (text area)
- 'This will be the case for (days/weeks/months)' (text input)
- 'or from' (text input)
- 'to' (text input)
- 'Will the Doctor assess the fitness for work at the end of this period?' (checkbox)
- 'Date of Statement' (text input)

At the bottom of the form are 'Save' and 'Delete' buttons. The left sidebar shows a tree view with 'UDF Details' expanded, and 'New - UDF Details (People)' selected. The Windows taskbar at the bottom shows the Start button and several open applications including Workspace - IBM Lot..., iTrent - Microsoft Int..., Desktop Intelligence..., Microsoft Excel, and Fit Note - not off sick... The system tray shows 'Local intranet' and '100%' zoom level.