

Supplementary Material 4: Early Specialist Traumatic brain injury Vocational Rehabilitation teaching timetable and manual content

Day 1: Brain injury and return to work

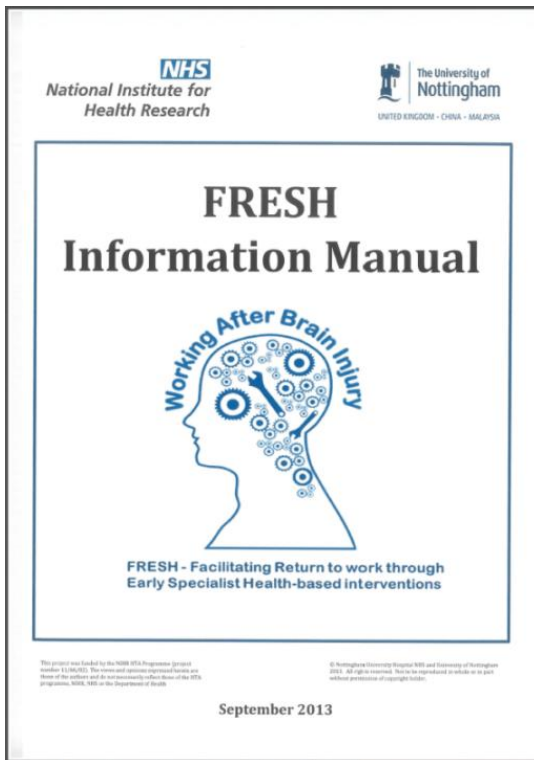
Day 1	
09.00	Intro to the two days and overview of relevant research to date and the FRESH study
09.45	Overview of study
10.00	Case manager and OT roles
10.30	Morning break with refreshments
10.45	TBI and work
11.15	Case studies and video group work
11.45	Vocational rehabilitation framework
13.00	Lunch provided
13.45	Service users and group work
14.45	Afternoon break with refreshments
15.00	Service Users and an employer meeting
16.00	Workplaces and responsibilities
16.45	Final round up and questions. Homework

Homework: Remembering the video case studies – think about and then outline what you would consider an appropriate work preparation program. Please use the FRESH manual as a prompt. Bring this with you on day 2.

Day 2: The FRESH study, your role and return to work after brain injury

Day 2	
09.00	Recap of previous day. Feedback from homework
09.30	Case Management role
10.15	Coffee
10.30	FRESH study details
11.30	Disclosure and managing difficult situations
11.45	Tailoring RTW plans
12.30	Lunch
13.30	Money and RTW
14.00	Study paperwork
15.00	Tea
15.15	What if? Problem-solving scenarios
16.30	Questions and close

MANUAL CONTENT



Chapter Content

One	Initial work preparation prior to RTW
Two	Graded RTW process
Three	Job retention support
Four	Alternative occupation options if returning to a former job was not appropriate
Five	Discharge process from ESTVR
Six	Supporting documentation to deliver ESTVR
Seven	References and resources related to TBI and RTW
Eight	Templates for paperwork (letter examples, information leaflets about TBI symptoms)
Nine	Relevant RTW research for therapists, employers and people with TBI

SUPPORTING DOCUMENTATION INFORMATION FOR THERAPISTS (IN ALPHABETICAL ORDER)

Case manager assessment forms – blank* and example
ESA Supporting letter + Guide to completing ESA 50
Fit note information
Graded RTW discussion leaflet
Introductory letter to GP/consultant
Job analysis form
FRESH home visit risk assessment form*
FRESH List of resources*
Local Contact sheet*
Occupational Therapy Vocational Assessment form*

Sample discharge letter
Sample letter introducing self to employers
Sample OH report
Sample OT session letter
Sample RTW planning letter + letter to GP
Sample thank you letter to employer + letter to GP
Sample work review letter
Work checklist *

INFORMATION FOR PARTICIPANTS

Fatigue management*
Informing DVLA*
Sleep hygiene leaflet*
Sorry you are not in letter*
Timetable sheets *
TBI information manual
VR consent form*

INFORMATION FOR EMPLOYERS

American Hero's Job accommodation leaflet*
Epilepsy information sheet *
Managers support checklist*
Tailored Adjustments form*

(*documents made available electronically)