



# Return to Full Duty Work Form

**THIS DOCUMENT MUST BE COMPLETED IN FULL**

On the first day of your return to full duty, you will reach out to each department listed in this document. This will help to determine what is needed for you to get back to your full duty field position. Once each department has confirmed that you have completed the listed items you will be placed back on the field schedule.

## Employee Complete This Entire Section

\*Returning from 90+ days from:

Date:

Employee Name:

Department:

Employee ID Number:

Employee Supervisor:

While in transition, you are required to and are responsible for the following:

1. Fully completing this form (within 14 days) and submitting it to Safety@medic911.com prior to returning to your normal shift/job duties.
2. Connecting with each department for assignments/signatures.
3. Connecting with the On-Duty supervisor immediately, and for each day that you are in transition, for a temporary job, if available. Clocking in and out as scheduled.
4. Clocking out for lunch, training, and in- service – then clocking back in under my department until the end of my shift.

Employee, Signature:

Date:

### **Employee Stops Here**

#### **1 – Risk and Safety Specialist/Employee Health Case Coordinator**

- |  |   |
|--|---|
| <input type="checkbox"/> Appropriate Paperwork from Physician Received | <input type="checkbox"/> Leave Report Updated     |
| <input type="checkbox"/> Flu Shot or Declination Received              | <input type="checkbox"/> Fit Test                 |
| <input type="checkbox"/> MEDPAT Scheduled                              | <input type="checkbox"/> Respirator Questionnaire |

Items Completed:

Date:

#### **2 – HR Generalist**

- |  |
|--|
| <input type="checkbox"/> Driver's License Checked                    |
| <input type="checkbox"/> COVID Vaccine Proof or Declination Received |

Items Completed:

Date:

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### 3 – Clinical Education Supervisor or Designee

- EE Has Outstanding In-Services Due    Date Scheduled:                      Date Completed:                       Not Applicable
- Notified Scheduling about Ride Time    Date Scheduled:                      Date Completed:                       Not Applicable
- FTO/Crew Chief Assignment for Evaluation & Ride Time Scheduled     Not Applicable
- Notify Risk and Safety Supervisor of Training Fulfillments

### 4 – Clinical Improvement Supervisor or Designee

- Testing and Oral Boards                      Date Scheduled:                      Date Completed:                       Not Applicable
- Notified Risk and Safety Supervisor of Testing Fulfillments

### Process is Complete When

All items are confirmed as completed – Risk and Safety will send an email to the RTW group: [scheduling@medic911.com](mailto:scheduling@medic911.com), [clinicalimprovement@medic911.com](mailto:clinicalimprovement@medic911.com), and [clinicaleducation@medic911.com](mailto:clinicaleducation@medic911.com) advising that employee may return to field shift.

*Note: In the event the department supervisor or designee is not available to sign this document in person, the employee must email the department supervisor or designee to obtain listed information.*

*Once the employee is cleared, each department supervisor or designee must notify the Risk and Safety Supervisor so the transition status can be updated.*