**Managing an employee who is absent due to an MSD**

The following flow chart details guidance for managers being contacted by an employee due to an absence related to musculoskeletal injury **whether work or non work related**.

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| **Employee absent with a****Musculoskeletal Disorder (MSD)** |
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| On 1st day of absence, establish with the employee that absence is due to an MSD, then;1. Identify how long the absence is likely to last
2. Irrespective of likely absence length, advise employee to self refer to Occupational Health Physiotherapy service, details are in Appendix B of main document
3. Signpost employee to information for self help, including exercises , information available in Appendix C of main document
4. Identify whether MSD is work related, if so, please see Appendix D of main document
5. Agree follow up call if absence > than 7 days
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| **Absence Less than 14 days**Identify whether employee has had **four or more** previous periods of absence lasting one or more days due to any MSD within the last twelve months:* + **If yes** – undertake a formal absence review meeting as per short term absence flowchart [here](http://www.staffnet.ggc.scot.nhs.uk/Partnerships/Greater%20Glasgow%20and%20Clyde%20Services/Attendance%20Management%20Toolkit/Documents/FrequentShortTermProblematicAbsenceFLOWCHART.doc). If employee identifies an underlying health reason which links all four or more MSD absences, refer employee to Occupational Health using Occupational Health Management Referral Form [here](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Occupational%20Health/Documents/Appendix%201%20%20-%20%20Combined%20Management%20Referral%20Report%20Form%20%282012%29.doc). Instructions for completing the form are [here](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Occupational%20Health/Documents/Appendix%2010%20-%20%20Instructions%20for%20Completing%20and%20Submitting%20an%20Electronic%20Referral.doc). Remember to ask specific questions e.g. how is the underlying health condition(s) likely to affect the persons ability to undertake their work activities? Are work activities contributing to the absences?
	+ **If no** – undertake return to work meeting (see below).
 |  | **Absence Greater than 14 days and unlikely to resolve within the next 14 days*** + - 1. Identify if employee receiving active treatment, if yes go to point 2 & 3 below, if no, complete the Occupational Health Management Referral Form [here](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Occupational%20Health/Documents/Appendix%201%20%20-%20%20Combined%20Management%20Referral%20Report%20Form%20%282012%29.doc). Instructions for completing the form are [here](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Occupational%20Health/Documents/Appendix%2010%20-%20%20Instructions%20for%20Completing%20and%20Submitting%20an%20Electronic%20Referral.doc). Remember to ask specific questions, e.g. is the employee fit to return to work, if not, what adjustments would be necessary to facilitate return to work? Add in here the type of accommodations that you could make e.g. altered duties, place of work, shift pattern, hours of work, job role etc. Now go to points 2 and 3 below
1. If absence identified by employee as work related, report on [DATIX](http://datix.acute.xglasgow.scot.nhs.uk/datix/live/index.php)
2. Agree follow up call at appropriate intervals, initially at least weekly.

**NB** If employee has had more than four episodes of absence for **any** MSD, refer to Short Term Absence flowchart [here](http://www.staffnet.ggc.scot.nhs.uk/Partnerships/Greater%20Glasgow%20and%20Clyde%20Services/Attendance%20Management%20Toolkit/Documents/FrequentShortTermProblematicAbsenceFLOWCHART.doc).**Absence Greater than 28 days** Refer to Long Term Absence flowchart [here](http://www.staffnet.ggc.scot.nhs.uk/Partnerships/Greater%20Glasgow%20and%20Clyde%20Services/Attendance%20Management%20Toolkit/Documents/LongTermAbsenceFLOWCHART.doc). If required, contact your HR Advisor for further guidance.  |
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| **Return to Work Meeting (RTWM)*** Advice on how to undertake this meeting can be found in Appendix 2 of the [Attendance Management Policy](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Policies/Documents/Attendance%20Management%20Policy%20-%20Reviewed%20May2011.pdf).
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