

RETAIN Return to Work Coordinators Community of Practice

Session 2 – May 12, 2022



RETAIN



Retaining Employment and Talent
After Injury/Illness Network



Disclaimer

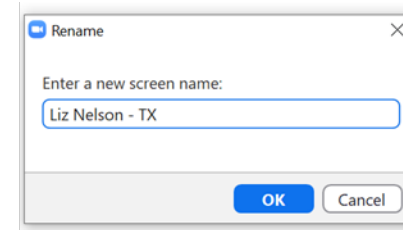
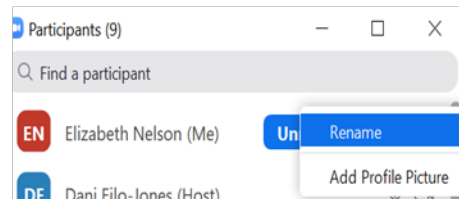
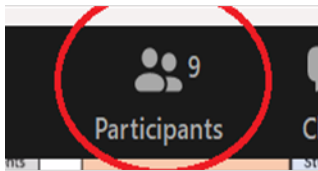
This event is conducted by the American Institutes for Research (AIR) for the U.S. Department of Labor (DOL) Office of Disability Employment Policy (ODEP) and the Retaining Employment and Talent After Injury/Illness Network (RETAIN) state grantees, under DOL Contract Number 1605DC-18-F-00429. The views expressed are those of the authors and should not be attributed to DOL, nor does mention of trade names, commercial products, or organizations imply endorsement of same by the U.S. Government.

Agenda

- Welcome
- Housekeeping & Logistics
- RWTC CoP Purpose and Norms
- Recap of first meeting
- RTWC competencies activity 
- Break out groups to share and discuss recruiting, enrolling, and engaging RETAIN participants
- (if we have time) Engaging and following up with providers 

How to Participate Using Zoom

- Help with tech problems:
 - Use the chat box throughout the session to communicate your tech problems. If needed, raise your hand and we'll call on you.
 - You also can communicate by email at RETAINTA@air.org.
- Renaming yourself in Zoom
 - **To add your state abbreviation to your name**, find your name under “Participants,” click “More” beside your name, and select “Rename.”



- Other helpful Zoom features:
 - To access closed captioning, click on the CC feature at the bottom of the Zoom window.

American Institutes for Research[®] (AIR[®]) Inclusive Meeting Guidelines



ENGAGE EVERYONE



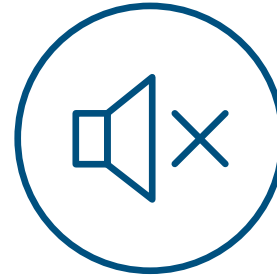
BE HEARD AND SEEN



ACKNOWLEDGE SPEAKER



MAXIMIZE MICROPHONES



MINIMIZE NOISE



MAXIMIZE VISUAL DISPLAYS

RETAIN

Retaining Employment and Talent After
Injury/Illness Network

*If you have technical difficulties, please email us at
RETAINTA@air.org and a team member will assist you.*

Community of practice (CoP)

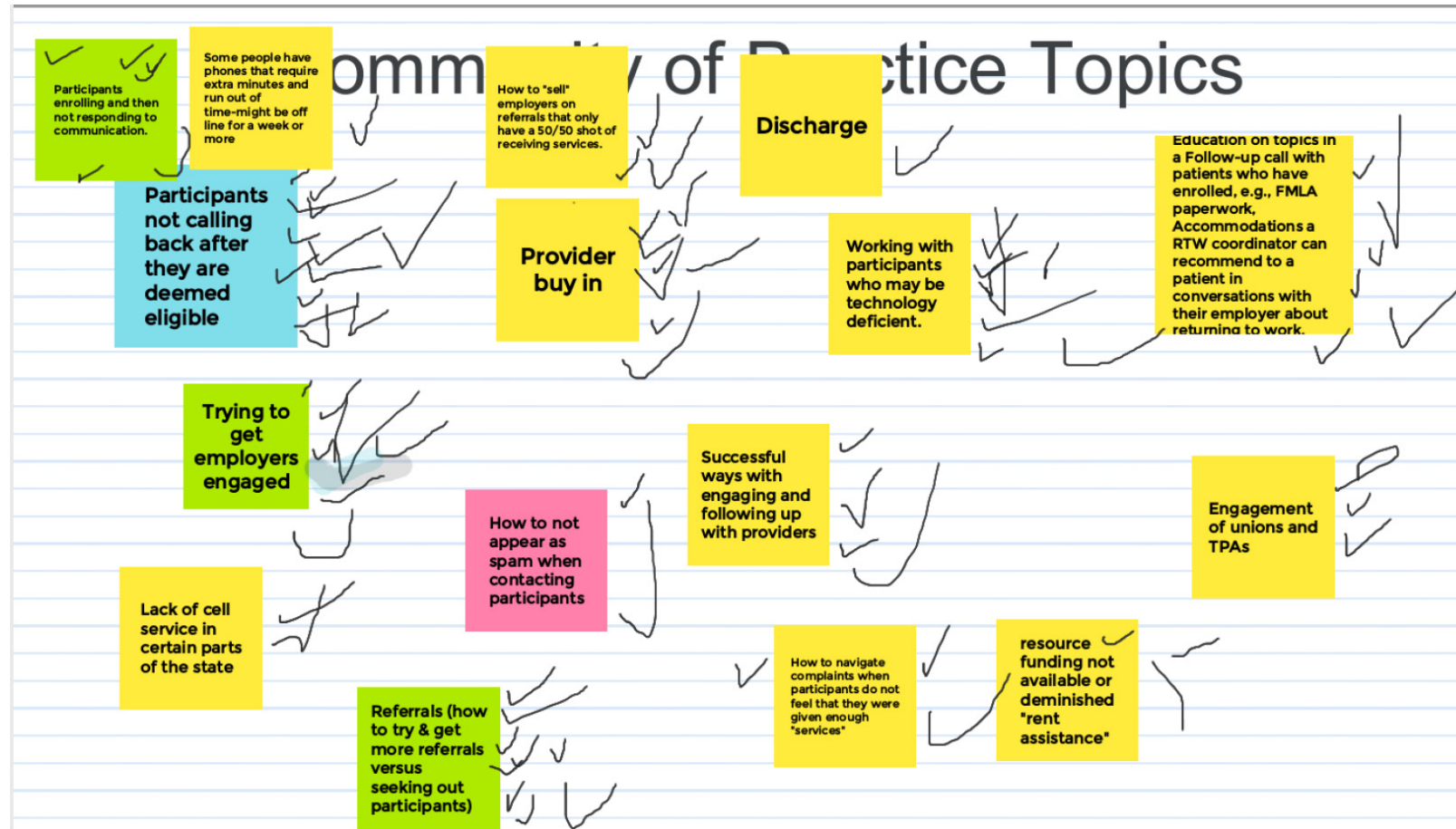
The purpose of the community of practice is for you and other return to work coordinators (RWTC) to learn from and support each other by:

- connecting and building relationships
- sharing what is working well for you and lessons you have learned
- getting new ideas to overcome challenges you are experiencing
- receiving support and information relevant to your work

Your RWTC CoP Norms

- Be present, participate, and be engaged
- Embrace diverse perspectives
- Share the air
- Assume positive intent/goodwill
- Respect what is shared
- Commit to confidentiality
- Partnership & working as a team regardless of employer

Recap of first meeting March 17, 2022



RTWC competencies activity



RTWC Competencies – What you are doing now

respecting and maintaining confidentiality	having ethical practices as a RTW coordinator	having listening skills	ability to communicate well verbally and in writing	being consistent between what you say and what you do
being approachable and available	being committed to the goal of early RTW	ability to relate well to workers and employers	ability to respond to others in a timely fashion	ability to instill trust and confidence in your role as the RTW coordinator
having organizational and planning skills	being respectful of other people: their role, their beliefs, and their cultures	ability to sort through data and identify what is important	being able to communicate in a non-threatening way	ability to uncover and evaluate underlying problems affecting RTW
being honest and frank in communications	ability to adjust communication to a particular situation and individual people	ability to evaluate and accurately describe job requirements	having patience with each stakeholder involved in the RTW process	having relationship-building skills
ability to focus on facts and accurate information	being diplomatic and tactful	ability to work effectively as part of a team	being fair and objective in judgment and actions	ability to effectively deal with stress, deadlines, and expectations

References:

RETAIN 2021 Convening
 Dr. Glenn Pransky Presentation
 Role of Return-to-Work Coordinators and Interventions Designed to Prevent Workplace
<https://retainta.org/mod/folder/view.php?id=312>
 Video Day 2: Starts at 2:27

Pransky G, Shaw WS, Loisel P, Hong QN, Désorcy B. Development and validation of competencies for return to work coordinators. J Occup Rehabil. 2010 Mar;20(1):41-8.
<https://pubmed.ncbi.nlm.nih.gov/19826930/>