

Completion of the Dispute Referral Template

If you are referring your case to Dispute Resolution you must complete the Dispute Referral Template.

The Dispute Referral Template includes the following sections:

- i. Who you are referring to (level)
 - ii. Who is referring
 - iii. Employee information
 - iv. Summary of the facts
 - v. Issue in Dispute
 - vi. Reason for Dispute
 - vii. Remedy Requested
- Additional Documentation
 - Case Management Plan
 - Relevant Medical

The Working Group may engage in further medical or vocational specialists to conduct an independent examination, and these reports should be included, as well, in the complete Dispute Referral Template if referred to the Provincial Steering Committee.

Example Guideline of a Completed Dispute Referral Template

Provincial Steering Committee Policy Dispute Referral Template

Referred to:

<input checked="" type="checkbox"/> Working Group	Date Referred: Dec. 10 th , 2012
<input type="checkbox"/> Provincial Steering Committee	Date Referred: _____
<input type="checkbox"/> Dispute Resolution Panel	Date Referred: _____

Person or Party Referring Dispute

Name¹: Jane Doe (employee)

Contact Person (if different from above):² __n/a_____

Address: 2626 Folder Crescent, Kelowna BC, V1T 8E8

Phone: 350 878-9148 (work) 250 763-9827(cell) 250 378-0089 (home)

Email: igoto@hotmail.com Fax: 250 763-6665

¹ The name of the individual employee referring the dispute or the name of the Employer or Union referring the dispute.

² The contact person designated by the Employer or the Union if they are the party referring the dispute

Employer

Health Authority/Health Organization: Interior Health

Facility: Kelowna South Office

Contact Person:³ iii John MacDormatt Disability Management Professional (DMP)

Phone: ___250 998-6645_____ Email: john.macdormatt@interiorhealth.ca

Union

Union Representing Employee: ___BCNU_____

Contact Person:⁴ ___Jacquie Delve EDMP Representative

Phone: ___250 981-1222_____ Email: Jacquie.delve@interiorhealth.ca

Employee

Name: Jane Doe_____

Phone: 250 378-0089 Email: igoto@hotmail.com Fax: 250 763-6665

Occupation: RN_____

Department: ICU_____

Position held prior to absence from work: Staff RN_____

Status/FTE prior to absence from work: ___ Casual ___X___ Regular ___1.0 FTE

³ The employer representative who has been most involved with the file, generally the Disability Management Professional

⁴ The union representative who has been most involved with the file.

Summary of the Facts⁵

I went off work on December 1, 2012 due to medical issues i.e. I hurt my back moving furniture at home. On Dec. 6, 2012 the Disability Management Professional called me at home and asked me to participate in the EDMP which I have. I followed up with my doctor and he completed the Occupational Fitness Form (OFA) on Dec. 10, 2012 indicating that I could participate in an early Return to Work (RTW) to start on Dec. 24, 2012. I, however, do not feel that I will be ready to return to the workplace in any capacity until January 4th, 2013 due to the severity of my back pain and based on how long it took me to recover 3 years ago when I hurt my back doing the same thing. I do not agree with the Case Management Plan that the EDMP Rep and the DMP have established for me. I would like to go back to my doctor and have him change his recommendations on the OFA form to have me start work on January 4th. I feel that I will be able to participate in an early RTW plan at that time.

Issue in Dispute⁶

The Case Management Plan indicates that I am to start an early return to work on Dec. 24th, 2012. At this time I do not feel that I will be able to participate in a return to work plan, due to the severity of the injury, on this date. I feel that I will be much more able to start back to work on modified duties on Jan. 4, 2013.

Reasons for Dispute⁷

- 1.) Employee's Position: Jane Doe disagrees with the doctor's recommendation to start an early Return to work on Dec. 24th. Jane feels that she would be better able to start on modified duties on Jan. 4th, 2013.
- 2.) Union's Position: EDMP Rep supports the doctor's recommendations and the Case Management Plan to start Jane on an early Return to work on Dec. 24, 2012.
- 3.) Employer's Position:
DMP supports the doctor's recommendations and the Case Management Plan to start Jane on an early Return to work on Dec. 24, 2012.

⁵ A brief but comprehensive statement of the relevant facts, including relevant dates.

⁶ A precise statement of the element of the Case Management Plan, or action taken in implementation of the Case Management Plan, with which you disagree.

⁷ A brief statement of the reasons that you disagree with an element of the Case Management Plan or the implementation of the Case Management Plan.

Remedy Requested⁸

I would like to have the Working Group review the case management plan and the decision to start an early Return to work on Dec. 24th, 2012. I feel that I would be better able to start a Return to work on Jan. 4, 2013 even though my doctor states otherwise. I would like to go back to my doctor with another Occupational Fitness Form and have the date reviewed again.

Documents

Please attach a copy of all relevant documents relating to the dispute to this form.

This should include:

- The Case Management Plan.*
- Relevant medical opinions, completed forms, treatment plans, or correspondence.*
- Documents or correspondence related to the decision.*

If the referral is to the PSC, please also attach a copy of:

- the Dispute Referral Template that was submitted to the Working Group
- The recommendations made by the Working Group,
- Any documents describing or related to the non-implementation or non-acceptance of the WG recommendations.

⁸ A brief statement of the remedy that you are looking for.

*Documents which contain personal or medical information will be returned to case file or destroyed once Provincial Steering Committee has rendered decision and any appeal periods have lapsed.