

What is the process following completion of the PEFA?

On completion of the PEFA, the Pre-Employment Questionnaire and assessment will be faxed by the FPES physiotherapist directly to the FPES Head Office for processing.

Analysis of the PEFA is undertaken at the FPES Head Office. This analysis identifies the suitability of an applicant to complete the identified position by matching the physical characteristics of each applicant with the inherent requirements of the applied position.

FPES Head Office will then notify Human Resources (at RSL Care Corporate Services) via a 'pre-employment screening result sheet' of the outcome of the assessment i.e. if the applicant has been deemed 'Suitable' or 'Unsuitable'.

The PEFA and the completed Pre-Employment Questionnaire will remain strictly confidential and is kept solely by FPES Head Office. RSL Care does not receive copies of these documents.

If RSL Care is notified that the applicant is 'Unsuitable' and therefore not able to perform the inherent requirements of the position, RSL Care will:

- (a) in the event that the applicant is the best applicant for the job based on merit, consider whether there are reasonable accommodations that can be made to enable the applicant to carry out the inherent requirements of the job safely; or
- (b) in the event that the applicant is the best person for the job and there are no reasonable accommodations that can be made to assist them to perform the job, the applicant will not be offered employment with RSL Care and will be notified in writing by Human Resources.

If RSL Care is notified that the applicant is found to be suitable to perform the inherent requirements of the position by FPES Head office, this does not mean the applicant is guaranteed a position with RSL Care. RSL Care will continue with the recruitment and appointment processes, including arranging for any further assessment testing (if applicable), conducting reference checking and evaluating all results.

For all successful applicants, the 'pre-employment screening result sheet' will be kept on the employment file.

For all unsuccessful applicants:

- (a) the applicant will receive a letter from RSL Care Human Resources informing them that they have been deemed unsuccessful;
- (b) if the applicant wishes further information regarding the PEFA, the request should be put in writing to Human Resources. The request will then be forwarded to FPES Head Office who will send the results to the applicant's doctor.

What if an applicant refuses to participate?

If an applicant refuses to participate in a PEFA, the applicant will not be offered employment as RSL Care will be unable to assess whether the applicant is capable of performing the inherent requirements of the position.

Contact Details

Any enquiries regarding the PEFA or RSL Care's recruitment process should be directed to Human Resources on 1300 669 146.



Pre-Employment Functional Assessment (PEFA)

Information for Applicants

RSL0912 PEFA GPP DL (PRINTED JAN'10)



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Overview

RSL Care endeavours to ensure employees' health and safety at work. As part of this obligation, RSL Care wants to ensure that people are not assigned to jobs which they are not physically suitable to perform. Accordingly, RSL Care requires job applicants to participate in a **Pre-Employment Functional Assessment (PEFA)**.

What is a Pre-Employment Functional Assessment (PEFA)?

A PEFA is an assessment that applicants are required to undertake and pass before they can be offered a position with RSL Care.

A PEFA assesses whether an applicant is capable of performing the inherent requirements of the position for which they are applying.

The inherent requirements of a position are outlined in the position description and critical job demands, which can be made available to applicants upon request.

Why is a PEFA conducted?

RSL Care arranges for job applicants to participate in a PEFA to:

- (a) assess whether they have the capacity to perform the inherent requirements of the position for which they are applying;
- (b) comply with RSL Care's obligations to employees to take reasonable steps to protect their health and safety in the workplace.

When are PEFA's carried out?

A PEFA must be conducted as a condition of the recruitment process. The result of a PEFA will be assessed against all other aspects of your suitability to work for RSL Care.

Who will conduct the PEFA

RSL Care determines which professional is best able to perform the PEFA based on the inherent requirements of the position that needs to be assessed.

RSL Care's preferred supplier for this service is Functional Pre-Employment Specialists (FPES), who are the market leaders in the provision of musculoskeletal pre-employment screening.

FPES screens are performed by a national network of approved and trained screeners, servicing in excess of 200 clients Australia wide.

The FPES screening system was developed by Dr Martin Raftery who has worked in the musculoskeletal medicine field within the industrial, commercial and professional sporting disciplines for over 15 years.

Dr Raftery is a former Director on the Board of WorkCover NSW and Medical Director for the Australian Rugby Union. He has also held positions of Team Physician to the Australian Wallabies and Medical Director for the St George Dragons (NRL).

In addition to this, Dr Raftery has also provided consultancy to the State WorkCover Authorities and continues to provide technical advice to several national workers' compensation agents/ insurers and numerous employer organisations.

What is the process?

The applicant will be contacted by RSL Care and advised of the following:

- (a) date of appointment;
- (b) time of appointment;
- (c) location of physiotherapist;
- (d) what to wear;
- (e) what to take;
- (f) what paperwork to complete.

The FPES physiotherapist will inform the applicant about the purpose of the examination and how the process works. **The FPES physiotherapist does not decide the outcome of the assessment.**

The applicant will be required to fill out a Pre-Employment Questionnaire which will cover information such as pre-existing injuries or conditions.

The FPES physiotherapist will then examine some or all of the following areas depending on the position:

- (a) height;
- (b) weight;
- (c) vision;
- (d) hearing;
- (e) cardiovascular system;
- (f) abdomen;
- (g) musculoskeletal system and skin conditions.