

Report Writing Protocol

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- In occupational therapy, a vocational rehabilitation report:
 - communicates and summarizes our **assessment findings**,
 - our **opinions & recommendations** regarding the client's work.
- Concerned stakeholders consider, act & implement the recommendations made in a report
- Any report can potentially be used for litigation purposes.
- Thus, report writing comes with:
responsibility and **accountability**

Aims and Objectives:

- To improve therapists' **report writing skills** and help them spend less time writing reports
- To build **therapists confidence**
- To **standardize report templates** and the process of writing reports and
- To have an easy to use and relevant report writing protocol

The Research Procedure

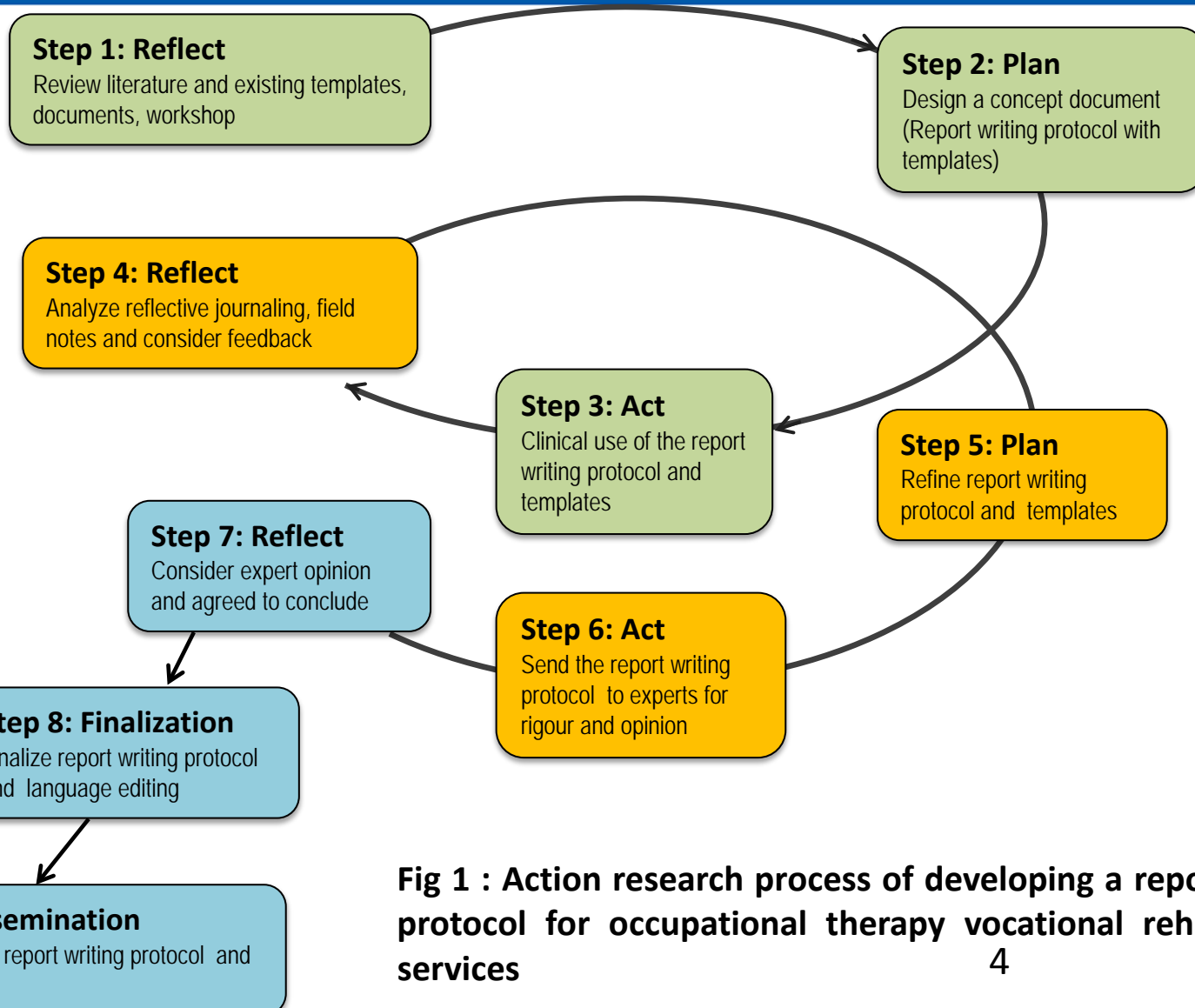


Fig 1 : Action research process of developing a report writing protocol for occupational therapy vocational rehabilitation services

Content of the Report Writing Protocol

- A collegial letter
- Background and general information
- Legal and ethical considerations of report writing
- How to write a vocational rehabilitation report
- Golden rules and good tips for report writing
- Checklists: Before you start to write a report.
After you have written a report.
- Conclusion
- Report Templates

The Writing Process – a step by step guide.

- Have the right mind-set
- Uninterrupted quality time
- Ergonomically correct workstation
- Organise the file
- Write within 8 to 24 hours
- Visualise the reader
- Self-edit and peer-edit
- Delivery of the report
- Storing the report
- Follow-up

Checklist: Before you start to write a report.

- Do you know why you are writing this report?
- Do you know who is going to read this report?
- Do you have the client's consent to write & distribute this report?
- Did you do a thorough assessment and do you have enough information to come to a conclusion and justify the report's conclusion? Are all the tests marked and interpreted correctly?
- Do you have a clear idea/opinion of the conclusion?
- Do you have all the information for relevant referral sources and suggested accommodations, assistive devices, interventions?
- Did you read and do you understand the ethical and legal issues relevant to writing this report? (See pages 5 – 8)
- Do your conclusion & suggestions hold client's best interests at heart?

Checklist: After you have written a report.

- Will the report be handled and stored with confidentiality and the patient/client's right to privacy in mind at all times?
- Has the language and contents been checked?
- Has a colleague read and commented on the report?
- Has the report been shared and distributed to all the relevant role players?
- Do you have proof that they received the report?
- Did you diarise your follow up of the report?
- Did you make a note of what you learned from this report?

Some Golden Rules and Good Tips for report writing:

- Write as an Occupational Therapist – nothing more, nothing less.
- Ask the client what he/she wants and write it.
- Never write a report with the goal to stay out of a conflict/court.
- Always be professional.
- Always be objective.
- Always tell the truth.
- Always keep your client's best interests at heart.
- Write a report that your client needs.
- Give only relevant information. Keep it short, simple, to the point.
- Know what you want to write before you write it. Think then type
- Use correct, accurate, polite language.
- Make it a habit of reading other occupational therapists reports.
- Ask for feedback.

Report writing is a skill that **can** be acquired.

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