

A group of business professionals in a meeting. A woman in a grey blazer is pointing at a tablet held by another person. A man in a dark suit and tie is also visible. There are coffee cups on the table. The background is a bright office space with windows.

Written Communication Portfolio

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Disclosures

- Current WCP assessor
- All statements and opinions expressed in this presentation are my own and do not necessarily reflect the views of any organisation with which I am affiliated or employed



Candidate Code:	
Who the report is about:	
Who the report is addressed to:	

This report would concern a health issue, e.g. musculo-skeletal, psychological, respiratory or skin-related, affecting a work station or work process. The emphasis for action would relate to prevention, i.e. to changes in occupational hygiene or ergonomics, rather than to legal consequences.

To reach level 3 (Expected Standard) in a particular column, the candidate **MUST NOT** contain any elements/bullet points in a class 2 category.

To reach level 4 (Excellent Standard) in a particular column, the candidate **MUST** obtain at least 4 elements/bullet points of the class 4 category.

ASSESSMENT DOMAINS	PURPOSE OF REPORT	STRUCTURE, LANGUAGE AND GRAMMAR	ACCURACY OF REPORT AND OBSERVATIONS	INTERPRETATION AND SYNTHESIS OF FINDINGS AND PRIORITISATION OF CLINICAL ISSUES	MANAGEMENT AND DISCUSSION (INCLUDING RELEVANCE TO WORKERS)
4 Excellent Standard	<ul style="list-style-type: none"> Exceeds Level 3 but also includes: Outlines further relevant background to site visit Identifies issues/difficulties Outlines the constraints of the visit and the report Discusses appropriate legislation with relevance to the site. 	<ul style="list-style-type: none"> Exceeds Level 3 but also includes: Fluent information with good flow when reading the report Avoids non-pertinent information Appropriate use of photographs Appropriate referencing where relevant. 	<ul style="list-style-type: none"> Exceeds Level 3 but also includes: Emphasis on appropriate details/findings Clarity on pertinent concerns of results identified in the work visit Relevant issues that could not be obtained/ seen during site visit Able to elaborate on 	<ul style="list-style-type: none"> Exceeds Level 3 but also includes: Confident interpretation of all major and minor problems/issues Establishes structured conclusions with logical/reasoned argument Clear prioritisation of problems, which includes a long-term view Clearly identifies and understands the workplace issues. 	<ul style="list-style-type: none"> Exceeds Level 3 but also includes: Further recognition and discussion areas of doubt References appropriate material to support conclusion and management Discusses further workplace management Clear summary and discussion of case, including overall good

Limited Opportunity as a Trainee

- Undertake assessments
- Read reports from a variety of practitioners
- Feedback from referrers

General Tips

- Clear, concise language
- Avoid unnecessary jargon
- Consistent grammar and formatting
- Answer referrer's questions
- If referencing literature, ensure it is relevant and high-quality

Avoid Unnecessary Jargon — Example

✗ Jargon-Heavy Version

Mr Smith articulated that, on 3 April 2026, he was engaged in a series of recurrent manual handling tasks involving the elevation and translocation of approximately 20-kilogram loads from a ground-level position onto a wheeled transport apparatus. This activity necessitated the execution of repetitive sagittal plane flexion in conjunction with axial rotational movements of the lumbar spine. In the temporal aftermath of these exertional biomechanical demands, he reported the onset of a constrictive, band-like lumbosacral pain syndrome with radicular propagation into the left lower extremity.

✓ Plain English Version

Mr Smith stated that on 3 April 2026 he was performing repetitive lifting of 20 kg boxes from the ground onto a trolley. This required repetitive bending and twisting movements of his lower back. He subsequently reported banding lower back pain with radiation to the left leg.

Medicolegal Report

Name _____

Signature _____

Date _____



Introduction

- Purpose of the report
- Reason for assessment
- Your role
- Ethical considerations

Description of Employment

- Employer details
- Changes in role over time
- Working hours
- Work location
- Travel to work
- Description of role
- Relevant physical demands

HOPC / Progress / Current Symptoms

- Specific details to determine causality
- Specific incident or gradually worsening process
- Specialist review and treatments
- Comment on diagnosis and rationale for treatment
- Prognosis
- Current symptoms and improvement since incident/treatment
- Current status

Treatment

- Relevant medications
- Side effects of medications
- Treater follow-up

Return to Work Status

- RTW plan
- Understanding barriers to work
- Relationship to employer
- Seeking alternative employment / Retraining

Self-Reported Functional Capacity

- Overview of functional status
- Inform appropriate restriction recommendations
- Determine if there are any inconsistencies

Past Medical, Occupational and Social History

- Determine if new injury or exacerbation/aggravation of pre-existing condition
- Other roles and experience to inform alternative employment
- Capacity for domestic, outdoor maintenance, shopping and recreational activities
- Identify barriers including financial, drugs and alcohol

Clinical Examination

- Confirm history and diagnosis
- Use specific equipment to measure — goniometer, measuring tape
- Inconsistencies with presentation

Investigations / Review of Documentation

- Outline any relevant investigations
- Comments on specialist reports

Summary and Questions

- Summary of the assessment
- Answer the questions requested
- Clear opinions
- Recommended restrictions should be clear and relevant
- Avoid providing opinion outside your area of expertise

The background features a blurred desk scene with a blue wall. In the foreground, there is a stack of books, including one with a teal cover and another with a brown cover. A white tablet is visible on the left, and a pen lies on the desk in the lower center. The overall lighting is soft and professional.

Workplace Assessment

Introduction

- Purpose of the report
- Reason for assessment
- Your role and ethical considerations
- Background relevant to the assessment
- Type of assessment: specific workplace injury or general workplace assessment
- Photos taken require consent with personal details removed

Summary of Workplace

- Dimensions of the facility
- Tasks that are performed
- Workforce
- Shift hours
- Workplace culture

Specific Tasks

- Specific details of each task
- Photos can assist in describing the process (titled figure with brief description)
- Description of the relevant hazards — all hazards
- Opinion on why hazards would impact the injury
- Comment on ability of worker to perform task

Overall Assessment

- Summary of the various tasks performed
- Opinion on how relevant hazards would impact worker's injury
- Task-specific recommendations
- Workplace restrictions and controls
- Return to Work Plan (RTWP)