

**Prior to the FA,
The initiating party should meet with the worker to:**

- Review the reasons and objectives for the FA
- Evaluate the current Physical Demands Analysis (PDA)
- Provide written information about the FA (what is involved, how to prepare)
- Share how the FA information will be used to make
- Obtain consent from the worker for the release of the FA information to each party
- Explain how the worker will receive the FA findings
- Address any concerns the worker may have about the process



FUNCTIONAL ASSESSMENTS: Guidelines for Initiation

These guidelines are a supplement to the document
"A Systematic Approach for a
Functional Assessment Process:
Guidelines for Use with Injured Workers"
Copies of this and other materials can be found at
[www.fhs.mcmaster.ca/rehab/
research/currentactivities.html](http://www.fhs.mcmaster.ca/rehab/research/currentactivities.html)

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This information has been provided to you by
the **Functional Assessment Network (FAN)**
For further information please contact:

For an effective FA process,
there needs to be respectful
dialogue, collaboration, and
trust between all parties involved

From the very beginning, efforts
need to be made to establish
communication between the
worker, FA user and assessor

The initiating party is
responsible for providing
appropriate background
information to those involved
in the FA process

The worker should remain
informed and involved
throughout the process

GUIDELINES FOR CONSIDERING WHEN TO INITIATE A FUNCTIONAL ASSESSMENT

