**APPLICATION PROCESS**

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| Applicant completes Part 1 of the [IA Application Form](http://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-governance/policies/injury-allowance-procedure-and-guidance/tools-and-templates/) and forwards to Line Manager together with Datix report, additional evidence and details of any support received from OHS since Injury/Illness |
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| On receipt Line Manager sources up to date OHS reports, H&S reports, Job Description and any other supporting documentation eg. witness statements, attendance review outcome letters |
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| Line Manager completes and signs Part 2 of the IA application |
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| Line Manager submits application, [IA Panel Request Form](http://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-governance/policies/injury-allowance-procedure-and-guidance/tools-and-templates/) and supporting documentation to Depute Director of HR |
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| IA Administrator logs the case on IA Database |
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| At next scheduled meeting IA Panel (HoPC, GM, OHS, H&S, Staff side rep) considers the Application (may request additional information required from OHS/Manager/applicant) |
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| IA Panel Chair completes and signs Part 3 of IA documentation (retained by IA Administrator for ISD recording) |
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| Within 5 working days of Panel, Depute Director of HR notifies applicant of outcome of their IA application, cc’d to manager for updating injury type on SSTS |
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| Where further information requested, the Depute Director of HR issues a holding letter to applicant |
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| Within 5 working days of Panel Depute Director of HR notifies Payroll of any payments due |
| **APPEALS PROCESS** |
| Within 4 working weeks of outcome receipt Applicant lodges appeal to Director of HR & OD in writing giving reasons for appeal |
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| The Employee Relations Unit arranges for appeal to be considered by Director of HR & OD, Employee Director and Board Nurse/Medical Director within 4 working weeks of receipt of Appeal |
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| Within 5 working days of Appeal Director of HR & OD notifies the applicant of the outcome of appeal, cc’d to manager and Injury Allowance Administrator |
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| Where approved, Director of HR &OD notifies Payroll of any payments due |
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| IA Administrator records IA outcomes on IA Case Spreadsheet for inclusion in ISD return |

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| **RECORDING PROCESS** |
| By 10th of each month IA Administrator provides previous month’s ISD report to Payroll Manager for updating |
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| By 2nd of each month Payroll Manager provides monthly report to IA Administrator with details of awards in the current month |
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| IA Administrator contacts line managers for update on status (eg. phased return, return to work, termination) |
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| IA Administrator updates any outstanding fields (ie. injury Type, Claim Status and Date Phased Return Started) |
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| By 10th of each month IA Administrator submits return to ISD |