DALHOUSIE UNIVERSITY

Facilities Management

Physician's Certificate of Illness Form

Section 1: To Be Completed by Employee (Please Print)

Employee's Name:	Unit:	Classification:
Home Address:		
Date Absence Began: DD/MM/YYYY:_____	Date Absence Ended: DD/MM/YYYY: _____	
Physician's Name:	Address:	Telephone Number:
I request the above named physician to complete the information listed below, and I authorize its release to my employer. Signature (Employee): X_____ Date: X_____		

Section 2: Job Description Information

Job Title: Access Control Mechanic II

Job Summary:

- Assists the Locksmith in performing locksmith duties
- Installs, repairs and maintains locks as required
- Operates all equipment necessary to install and maintain locks and security devices; (e.g. duplicating machines, grinders, electric drills, presses, etc.)
- Prepares authorized duplicate keys
- Maintains appropriate inventory of required stock, as required
- Responds to dispatch calls
- Prepares purchase order requisitions for material, as required
- Prepares estimates, as required
- Prepares key codes for buildings
- Maintains appropriate key inventory, as required
- Maintains records
- Keeps current record of all stock, as required
- Maintains comprehensive cross-reference key file with all pertinent information (eg. locations, number, type, key codes, etc.)
- Performs all duties in accordance with the current Nova Scotia Occupational Health & Safety act, as well as University and government rules and regulations
- Maintains a clean work environment
- Performs other duties, as required

Physical Demands:

Lifting/Carrying	N/A	0 - 10 lbs.	11 - 20 lbs.	21 - 50 lbs.	> 50 lbs.	Frequency
Lifting - Floor to Waist			☑			Frequent
Lifting - Waist to Shoulder			☑			Frequent
Lifting - Above Shoulder		☑				Frequent
Lifting - Carrying			☑			Frequent

Section 3: To Be Completed by Physician

I have seen the above named person during the period of his/her absence from work: ☐ Yes ☐ No

The above named person has a diagnosed illness or injury: ☐ Yes ☐ No

Please indicate date and time of office visit(s) Date(s):_____ Time(s):_____

Nature of illness:_____

Could the above named person attend work immediately, or at an earlier date than currently anticipated to perform modified duties? ☐ Yes ☐ No

If yes, when and what accommodations would you recommend?

If no, what is the estimated date of return to work at full time duties or graduated return to work schedule?

Signature (Physician): X_____ Date: X_____

For patient confidentiality, please submit form to:

Nancey Roach, RN, COHN(C)
Disability Coordinator
Human Resources, Dalhousie University
Confidential Fax: (902) 494-7864
Phone: (902) 494-4351