

## **Pre-departure Checklist for Absence from Clinical Training**

**Please complete prior to departure with your current Educational Supervisor.**

*(ES - Please initial the 2<sup>nd</sup> column to indicate you have discussed the contents of the box\*)*

<b>Name</b>	
<b>Grade</b>	
<b>Meeting Date</b>	
<b>Educational Supervisor</b>	
<b>Reason for Absence</b>	*
<b>Planned Return Date</b>	*
<b>How long have you been in your present role?</b>	*
<b>Will you be able to participate in any Keep in Touch days? (<i>Up to 10 days</i>)</b>	*
<b>Do you have any additional educational goals during your absence?</b>	*
<b>Exam Status / Planned Exam Date</b>	*
<b>What sort of CPD, training or support will be needed on your return to work?</b>	*

<p><b>On Call Information</b></p> <p>Depending on where you work/rotas/prior experience you may need a period of no on calls on your return.</p> <p><i>(Usually aim for about 2 weeks before supported return)</i></p> <p>Time with no on call post M/L will be paid at the basic rate.</p> <p><i>(different rules apply for phased return following sick leave)</i></p>	<p>*</p>
<p><b>Accrued Annual Leave</b></p> <p>Annual Leave taken after M/L will be counted towards training and as such calculated towards your CCT.</p>	<p>*</p>
<p><b>Return to Training courses</b></p> <p>Please inform your local return to work course organiser of your planned return date at least 3 months prior to return. <i>(See Welsh School of Anaesthesia website for contact and next WSoA course details).</i></p> <p>See RCOA and GASAGAIN websites for national return to work courses.</p>	<p>*</p>
<p><b>Have you informed the relevant professional bodies of your planned absence? <i>(tick those you have already informed)</i></b></p> <p><b>RCOA training department/BMA/HEIW ST Manager/TPD/CT</b></p>	<p>*</p>
<p><b>LTFT - Are you planning on returning to work less than full time?</b></p> <p><b>If so have you discussed this with the TPD and LTFT advisor? Yes / No</b></p> <p><b>Following discussion an application should be made at least 6 months prior to your anticipated start date.</b> You should be aware that this is</p>	<p>*</p>

<p>subject to eligibility criteria and post availability. <i>(See Welsh School of Anaesthesia website for further details).</i></p> <p>The days and percentage you plan on working should be discussed and agreed with your CT. You will be expected to do pro rata weekend working regardless of the week days you work.</p> <p><b>You must inform the TPD and HEIW of your planned return date.</b> <i>(This can be subject to change)</i></p> <p><b>Have the TPD and HEIW been informed of this date? Yes / No</b></p>	*
<p><b>Trainee Signature</b> <span style="float: right;"><b>Date</b></span></p>	
<p><b>Educational Supervisor Signature</b> <span style="float: right;"><b>Date</b></span></p>	

Please send an electronic copy of this completed form to the TPD, Core TPD (if absence is during core training) and HEIW speciality training manager.

## **Return to Work Checklist**

*(To be completed at least 8 weeks prior to your return to clinical practice).*

<b>Name</b>	
<b>Grade</b>	
<b>Meeting Date</b>	<b>Proposed RTW Date</b>
<b>Reason for Absence</b>	*
<b>Length of Absence</b>	*
<b>Review of pre-departure checklist</b>	*
<b>Prior Experience</b>	*
<b>Are you returning to a hospital in which you have previously worked?</b>	*
<b>Exam status</b>	*
<b>Modules completed to date</b>	*
<b>Modules due for completion in this post</b>	*
<b>Are you returning full time or less than full time?</b>	*

<p><b>LTFT</b> – if LTFT what percentage and days are you planning on working?</p> <p><i>Days to be agreed locally with your CT and must include the ability to do weekend on calls pro rata.</i></p>	<p>*</p>
<p>Which <b>rota</b> are you starting on and is this rota new to you?</p> <p>Will you be taking on any new <b>responsibilities</b>?</p>	<p>*</p>
<p>Have you attended any <b>KIT</b> days?</p> <p><i>You are entitled to 10 paid KIT days which must be taken during your maternity leave and prior to starting your accrued annual leave. (You cannot be paid twice)</i></p>	<p>*</p>
<p>Have you had any <b>Study Leave</b> during your absence?</p>	<p>*</p>
<p><b>What are your feelings about your confidence levels and skills on your return to work?</b></p>	<p>*</p>
<p><b>What support would be most useful?</b></p>	<p>*</p>

<p><b>PSU</b></p> <p>Have you needed or would you be interested in any additional support from the Professional Support Unit?</p>	<p>*</p>
<p><b>ES</b></p> <p>Plan to meet ES as early as possible.</p>	<p>*</p>
<p><b>On Calls</b></p> <p>Depends on grade/hospital/rota to which you are returning.</p> <p>Plan for a supervised and supported return to on calls may include supernumerary shifts, daytime on calls with consultant cover, shift of on calls to later in rota, delay to starting on calls.</p> <p>If there is a period of time with no on calls then you will not be paid the OOH supplement but will receive the pay banding relative to the daytime hours worked. This can also affect your CCT date.</p>	<p>*</p>
<p><b>LTFT advice</b> including rotas, annual and study leave.</p>	<p>*</p>
<p><b>Outstanding jobs</b></p>	

<p><b>Have you informed the relevant professional bodies of your planned return date? (please tick)</b></p> <p><b>RCoA training department</b></p> <p><b>HEIW ST Manager/ TPD/CT</b></p> <p><b>BMA/Indemnity provider</b></p>	*
<p><b>You need to inform the following of your planned return date?</b></p> <p><b>HR department/ Anaesthetic manager/rota organiser</b></p>	*
<p><b>For those returning from Maternity Leave</b></p> <p>What childcare plans are in place?</p> <p>Do you have sufficient childcare/family support in place to facilitate your return to work?</p> <p>Are you breastfeeding and if so do you need to express milk whilst at work? If so a suitable place will need to be identified.</p>	
<p><b>Trainee Signature</b> <span style="float: right;"><b>Date</b></span></p>	
<p><b>Educational Supervisor/RTW Lead Signature</b> <span style="float: right;"><b>Date</b></span></p>	