



WELSH SCHOOL OF ANAESTHESIA

Pre-departure Checklist for Absence from Clinical Training

(Please complete prior to departure with your current educational supervisor)

Name:

Grade:

Meeting Date:

Educational Supervisor:

Reason for Absence:

Planned Length of Absence:

How long have you been in your present role?

Will you be able to participate in any Keep in Touch days?

Do you have any additional educational goals during your absence?

Exam Status / Planned Exam Date:

What sort of CPD, training or support will be needed on your return to work?

Return to work courses:

Please inform your local return to work course organiser of your planned return date at least 3 months prior to return

- See Welsh School of Anaesthesia website for course dates
- See RCOA and GASAGAIN websites for national return to work courses.

Have you informed the relevant professional bodies of your planned absence?

Are you planning on returning to work less than full time?

If so have you discussed this with the TPD?

Any other discussion:

Return to Work Checklist

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

Name:

Grade:

Meeting Date:

Proposed RTW Date:

Reason for Absence:

Length of Absence:

Review of pre-departure checklist:

Prior Experience:

Are you returning to a hospital in which you have previously worked?

Exam status:

Modules completed to date:

Modules due for completion in this post:

Are you returning full time or less than full time?

If LTFT, what percentage and days are you planning on working?

Which rota are you starting on and is this rota new to you?

Will you be taking on any new responsibilities?

Have you attended any KIT days or used any study leave during your absence?

What are your feelings about your confidence levels and skills on your return to work?

What support would be most useful?

Explanation of supervision and support:

Plan to meet ES as early as possible:

Discussion of on calls:

LTFT advice including rotas, annual and study leave:

Please ensure that you have informed the following of your return:

- Deanery/Trust HR/Training Program Director/Anaesthetic department Manager and Rota organiser/RCOA/Educational Supervisor/Medical protection provider.

Outstanding jobs:

For those returning from Maternity Leave

What childcare plans are in place?

Do you have sufficient childcare/family support in place to facilitate your return to work?

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 for you to express.

Additional notes:

August 2018