



PLANNED ABSENCE CHECKLIST

Adapted from the Academy of Royal Medical Colleges Return to Practice Guidance, updated version 2017

To be completed with your educational supervisor prior to absence from clinical training

1.	How long are you expected to be absent? (Is there any likelihood of an extension to this?)
2.	What level of training are you? How might the absence affect your current / expected competencies?
3.	Will you continue to do some clinical work e.g. clinics/on-call rota as part of a research/fellow job; locums? How do you plan to keep a record of competencies / learning?
4.	Are there CPD activities / e-learning you could do prior to returning to work to keep up to date? E.g. Preparation for Return to Acute Clinical Paediatrics (PRACP) course, APLS, NLS, Child Protection Training, RSM study days.
5.	Do you know which job / type of job e.g. neonates you will be returning to? Will this be at the same or a different trust? Is there anything you need to do to prepare for this?

6. Have you discussed with your TPD any change in your work pattern on returning to work e.g. less than full time training. Are you aware of the forms you need to complete? Are there any additional people who need be informed of the absence e.g. GRID CSAC chair?

7. Will you be able to participate in any keep in touch days or other means of keeping in touch with the workplace? If so, how will this be organised? This should also address how KIT days will be organised if you are returning to a different Trust.

8. Do you have any additional educational goals during your absence?

Signatures

Returnee:	Date:
Supervisor:	Date: