**FORM 1 - Return to Training (Pre-absence Planning and Absence Activities Form)**

If possible, this Form should be completed by the trainee and their educational supervisor/college tutor before the trainee is due to go on absence e.g. planned sick leave, OOPC.

This MUST be completed for all absences of 3 months or more but should be used for certain absences of less than 3 months or if the Educational Supervisor or Trainee believe it will be useful.

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| Trainee Name: |  | Training Level: |  |
| GMC Number: |  | School: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Current LEP: |  | Educational Supervisor: |  |
| Date of Absence and Duration: |  | Estimated date of return: |  |

|  |  |
| --- | --- |
| Reason(s) for absence: |  |
| Is Health one of the reasons for absence? |  |
| Has an Occupational Health assessment been completed?Is a specialist HEE (EM) aligned OH assessment required? |  |

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| --- | --- | --- |
| Are you happy for representatives of HEE (EM) and the training programme to contact you? | Yes | No |
| Contact details during absence: |
| Address: |  |
| Email: |  | Phone number: |  |

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| **ARCP:** Last ARCP date and outcome, ARCP recommendations, arrangements for ARCP prior to absence  |
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| **Summary of discussion between trainee and Educational Supervisor:*** Keeping in contact with the School
* Keeping up to date
* Use of keeping in touch days (where applicable)
* Use of Study Leave
* Concerns
* Return to Training Meeting Date
* Anticipated training needs on return
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|  |
| Trainee Signature – I am happy with the discussion and will ensure that the form is uploaded to my e-portfolio and is emailed to my TPD and/or College Tutor and the SuppoRTT Team at SuppoRTT.em@hee.nhs.uk | Yes | No | Sign |
| Name |
| ES Signature – I confirm that the above discussion has taken place with the Trainee | Yes | No | Sign |
| Name |

**PLEASE REMEMBER TO 1) UPLOAD FORM TO YOUR e-PORTFOLIO, 2) EMAIL FORM TO YOUR TPD/and/or COLLEGE TUTOR and 3) EMAIL FORM TO THE SuppoRTT TEAM AT** **suppoRTT.em@hee.nhs.uk**