**APPENDIX A: PRE-ABSENCE FORM**

North West School of Medicine Pre-Absence Form

Questions for ES/TPD and trainee to consider and discuss. Please upload to e-portfolio (personal library) after completing.

(You will not be held to whatever is documented as circumstances change, however you do need to demonstrate that you have considered and discussed the various factors).

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| Trainee Name: Specialty: | |
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| How long is the trainee expected to be absent? | |
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| What level of training is the trainee? What ARCP outcome are they on? Will either of these make a difference to their planned leave? | |
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| What plans does the trainee have for CPD, e-learning or KIT (Keeping In Touch) days? (e.g. ‘SoM Return to Work’ days. Attendance at regional teaching days, courses etc. Undertaking on-call, undertaking clinics, etc. | |
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| Are there any additional educational goals during their leave? e.g. write a paper, leadership module, exam. | |
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| What sort of CPD, training or support is likely to be needed on the trainees return? e.g. simulation, clinical skills, observing clinics, etc. Is funding needed? If you know of funding likely to be needed please liaise with your TPD before you go off. | |
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| Are you going to keeping paying your GMC licence? If not, you must tell the Postgraduate Dean immediately as it may have effect whether you can return to training. | |
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| Are there any issues relating to your next ARCP which need to be considered? | |
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| How do you plan to return to work? (phased return is encouraged after more than 3 months absence) e.g. LTFT, delay to going back to on-call nights, when likely to be back working at present level? Need to explain if not planning on phased return of more than one or two days. | |
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|  | **Trainee** | **ES/TPD** |
| **Name** |  |  |
| **Signature** |  |  |
| **Date** |  |  |

**Once complete and signed, please forward to your Training Programme Director and the School of Medicine (**[**medicine.nw@hee.nhs.uk**](mailto:medicine.nw@hee.nhs.uk)**) and upload a copy of the completed form to the e-portfolio.**