

A TOOLKIT FOR TRAINEES DURING LONG TERM SICK LEAVE WITH MENTAL HEALTH ILLNESS

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Helping you to gain the most amount of help and support during an extremely difficult time

A toolkit for trainees during LTS leave with MH illness

Written by Dr Matthew Palethorpe and fully endorsed as a valuable toolkit by Health Education England in the North West and the lead employer, St Helen's & Knowsley Teaching Hospitals NHS Trust

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Abbreviations

BACP	British Association for Counselling and Psychotherapy
BMA	British Medical Association
CBT	Cognitive Behavioural Therapy
DBT	Dialectical Behaviour Therapy
EMDR	Eye movement desensitisation and reprocessing
GP	General Practitioner
KIT	Keep in Touch
LTFT	Less Than Full Time
LTS	Long Term Sickness
MDT	Multi Disciplinary Team
NICE	National Institute for Clinical Excellence
PH	Practitioner Health
PTSD	Post Traumatic Stress Disorder
TPD	Training Programme Director

Introduction

1 in 4 people suffer a mental health illness each year.¹ Although it can be difficult to imagine yourself being one of those people, there may come a time when we all need to ask for additional support and help, irrespective of whether this includes sick leave or not. This is a completely understandable reaction to the many difficulties that we face in both our work environment and our day-to-day lives. However, during this extremely difficult time it can feel incredibly hard and stressful to navigate the many elements of support, meetings and obligations. The aim of this simple guide is to highlight the support that is available, the processes that you will go through whilst on sick leave and a guide to note keeping during this time.

Current evidence suggests that at least 2 in 5 clinical staff who worked in intensive care units during the Covid-19 pandemic are exhibiting signs and symptoms of post-traumatic stress disorder.² The work during the pandemic and the effect on mental health of NHS workers, whether working in intensive care or elsewhere, will have a long-lasting impact on everyone. Although Covid-19 has certainly contributed to worsening mental health in the entire population, it is not the only cause of mental health illness. Although Covid-19 currently has a lot of media attention there can be many causes and triggers to your sick leave.

A deterioration in your mental health can lead to a large variation in symptoms and signs. Commonly concentration, fatigue and feeling overwhelmed is experienced. Although you may be finding it difficult in your day-to-day tasks, unfortunately control of your own health management rests with the you, including coordinating the input of multiple people.

An example of a normal number of meetings during long term sick leave:

1. Welfare meeting
2. Supervisor meeting
3. TPD meeting
4. Occupation health meeting
5. GP appointments
6. Practitioner health appointments
7. Counselling
8. Therapy/EMDR
9. Less than full time training lead - College
10. Less than full time lead – Trust
11. BMA representative
12. SuppoRTT champion

Although during sick leave you are based at home, all meetings should be arranged in advance and allow for you to plan and prepare for them. It is not okay to be expected to be called at any time or day by your employer or a representative of them, unless urgent. You are not simply “off work” but are seeking help and treatment for an illness. You may feel that your relationship with your supervisor allows for a more relaxed approach but it is entirely reasonable to ask for all contact to be arranged in advance.

In many cases these meetings are multiple and complex. You will often be asked to relay information from one meeting to another, as few of these are linked together. Therefore, it is extremely important to keep a note of outcomes and further tasks from each meeting. Concentration and short-term recall can be affected during an acute mental illness, and you

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may find yourself forgetting key details after these meetings. The second half of this toolkit provides you with some structure for note keeping after these meetings.

Throughout this document hyperlinks to key resources have been included in the text with a full list of references and useful contact details included under their sub-headings.

Meetings with Lead Employer

During a period of ill-health and sick leave it is standard practice that your employer would have regular contact with you; these are referred to as Welfare Meetings. The lead employer usually advise that for trainees with mental ill health that they can appoint an advocate on their behalf to liaise and be part of any lead employer meetings. As a minimum these meetings should include:

- Yourself and/or your advocate.
- Your human resources case manager from your employer.
- A nominated educational advocate, usually your educational supervisor. However, this can be your College tutor or, your training programme director.

You are contractually required to attend Welfare Meetings and engage in discussions about your mental health and treatment progress. The Welfare Meetings will track your progress and return to work plans. These meetings will allow for the management team involved in your case to pro-actively pursue additional support and key in new professionals as you get closer to your return to work.

There may be additional people that you want to have at your Welfare Meetings. These people are invited to support you through this process. However, it will require you to contact them yourself and ask for them to be involved. This includes:

- British Medical Association employment advisor

Other professionals that may be invited to these meetings to support you and provide evidence are:

- Occupational health consultant
- Psychologist
- Union representative or defence union representative

After each Welfare Meeting your case manager will generate a report from your meeting. The report will be sent to you to be checked for accuracy. You will then be asked to sign that you agree with the accuracy of the meeting report and send this back to your case manager. It is advisable that you also keep a copy of these reports yourself.

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The following are your contractual requirements during a period of sick leave:

- Has a duty to report for work, when fit to do so.
- Must maintain regular attendance at work.
- Must comply with absence notification/certification procedures.
- Must maintain regular contact with their supervisor and the LET during their absence.
- Must attend occupational health appointments and meetings with supervisors or LET.
- Must be contactable at their home address during their absence, unless an alternative contact address has been notified to their manager.
- Must ensure that they do not partake in any activity that will have a detrimental effect on their recovery.
- Must return to any suitable alternative duties identified following receipt of recommendations on a Fit Note, where immediate return to their substantive role is not possible.
- Must notify their manager of any holidays occurring during their period of absence.

British Medical Association

The British Medical Association (BMA) is a trade union and professional body for doctors in the United Kingdom (UK)³. The BMA can provide a wide range of services that you may find useful during your sick leave^{3,4}.

The wellbeing support services include⁵:

- Counselling
- Peer support
- Helpline

In response to the Covid-19 pandemic the BMA have released numerous resources. You may want to set aside some time to look through the available resources on their [website](#).

The BMA also has regional specialist employment advisers who can provide advice and support on how your sick leave is being managed by your employer. There will be times when suggestions are made and you may be unsure of what the correct choice, for example raising concerns or complaints on how your case has been handled. It is important to engage with the BMA employment advisers early so that they can help to ensure that you are continuing to make progress towards your return to work. BMA employment specialists are able to attend Welfare Meetings as your trade union representative.

Check out the link section for a selection of useful BMA links.

Statement of fitness to work

A statement of fitness to work, often referred to as a 'sick note' or 'fit note' is required by employers for employees that are requiring leave from work due to sickness for longer than seven days, or for adjustments to work due to an underlying medical condition⁶. These are legal documents that are provided by a doctor, commonly your GP, which will include a short note on the cause of your absence. Although this does not need to be a detailed description of your condition it will divulge some information. It is therefore important to discuss with your doctor what they are going to write on the 'fit note'.

During a period of ill health, the onus to ensure that you continue to have an up-to-date 'fit note' will rest with you. Many GP services have electronic consultation and administration request platforms; however, it is important to factor in a reasonable turnaround time for your doctor to complete your request. A 'fit note' can be emailed to you directly, for you to forward on to your employer.

For more information on 'Statements of Fitness to Work' and sick leave follow this link to the government website; [Government Guidance on 'Fit Notes'](#).

Please note, that sick notes are changing from 6th April 2022. Sick notes will now only need the authorising doctors name to be printed on them, rather than a signature. During the change both notes are legally valid⁷.

Medication

Medication management of mental health conditions is an important element of treatment. Depending on your condition, there are several medications that may be trialled and unfortunately, additional medication required to treat their side effects. It can be difficult to keep up with when dose changes and additional medications are added into your treatment. Keeping a log of this can be helpful, particularly when discussing treatment changes and goals during your occupational health and Welfare Meetings.

Prescription charges can be high as you begin to settle onto your new treatment, with regular dose reviews. Charges are current £9.35 per item⁸, with exemptions for some conditions⁹. It may be financially beneficial to purchase a [Prescription Prepayment Certificate](#) which is a one off three month or twelve month payment for all your prescriptions.

Occupational Health

Occupational health is a clinical service provided by the employer to employees¹⁰. It is made up of occupational health nurses and occupational health consultants. Occupational health reviews are required to ensure the employee's health is not adversely affect by their work and that they are medically fit to carry out their work safely¹¹. This is by:

- Implementing medical surveillance.
- Ensuring employee is medically fit to undertake their role.
- Review employee risk assessment when returning to work following sick absence.

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You should be referred to occupational health by lead employer if you have been provided with a Fit-note that states a mental health condition. It is important that you access occupational health through lead employer and not your host trust.

After each occupational health meeting a report will be generated for your lead employer. This report must first be sent to you, for you to agree and raise any concerns. This does not need to divulge all your medical information, but to give your employer an update regarding your progress and any planned return to work time scale. After a few meetings you may have the report read back to you over the phone to consent for its release. However, if you prefer to have time to read the report yourself that is okay, and you do not have to consent to release of the report over the phone.

It is important to note that the guidance sent by occupational health is guidance only. This is to be discussed with your case manager whilst on sick leave, and then with your host Trust for amended duties. These are not legally binding restrictions.

Practitioner Health

Practitioner Health (PH) is a primary care mental health and addiction service for healthcare professionals¹². This is free and confidential. The service has the support of a multi-disciplinary team (MDT), where your case may be discussed with your primary practitioner. The MDT includes GPs, psychiatrists, nurses and therapists. Appointments are currently offered virtually but face-to-face has previously been possible.

PH is not a specialist mental health service, but rather a service directed towards the needs and understanding of healthcare professionals. They are not there to provide a second opinion or to act as your GP, but to help guide your treatment and offer additional interventions that are available to the service.

Practitioner health has a self-referral process and is often sign posted by occupational health for further assistance in managing your mental health illness. Some talking therapies, such as CBT, are available through the service. Case discussions at MDT can help in determining appropriate treatment escalation, particularly in those with complex needs.

Click [here to access the self-referral webpage](#).

Counselling

Although pharmacological management may be necessary, talking therapies are just as important. The most basic form that this comes in is counselling. It can feel daunting at first as you try to find out what is available to you, whether that be through professional organisations, charities, NHS or privately. Each have their own positives and negatives. Counselling can be a very useful way to introduce yourself to talking therapies with a therapist. Counselling can also provide a structured way to analyse how you are feeling and start to explore the issues that may have triggered your illness.

There are now several charities and professional organisations providing counselling support in the wake of Covid-19. These are not all restricted to issues around Covid-19 but provide general counselling. Some of these are restricted to a limited number of sessions due to demand and availability.

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Examples of free counselling services include (each bullet point is a link to their website):

- [Healthcare workers foundation](#)
- [BMA Counselling and peer support service](#)
- [Frontline 19](#)
- [Mental health at work](#)

If you decide that you wish to pursue counselling privately then you may want to check the [British Association for Counselling and Psychotherapy](#) (BACP) website. BACP is a charity organisation of registered therapists. You are then able to search the registry based on the type of counselling or psychotherapy that you think that you require or by your mental health condition. The biographical profiles of the therapists can help you to select someone that you feel you will be able to work with. Many therapists offer the initial consultation free, so that they can complete an assessment and ensure that they are best placed to be able to help you. Counselling services on average cost between £40 and £60 per one hour session.

CBT/DBT

Cognitive Behavioural Therapy

Cognitive behaviour therapy (CBT) is a talking therapy. CBT aims to help you to manage your problems by changing the way that you think and behave¹³. CBT aims to help you deal with overwhelming problems in a more positive way by breaking them down into smaller parts. You are then directed to changes these negative patterns by your therapist. CBT is useful for dealing with present problems, rather than historical problems. There are different subtypes of CBT, for example trauma CBT. Your doctor and therapist should be able to direct you as to which one will be the most beneficial.

CBT is recommended by NICE for¹⁴:

- Anxiety
- Depression
- Panic attacks
- Obsessive compulsive disorder
- Post-traumatic stress disorder
- Health anxiety
- Schizophrenia

CBT can be delivered in a variety of mediums. This can be online, via telephone, virtually or face-to-face. Initially you may be provided with a link to online CBT by your GP. However, virtual appointments are available through Practitioners Health and the Healthcare Workers Foundation.

Dialectical Behavioural Therapy

Dialectical behavioural therapy is a talking therapy. It is a form of CBT that has been adapted for people that feel emotions very intensely¹⁵. DBT aims to help you to understand and accept your difficult emotions and feelings, and then learn new skills to manage them into making positive changes.

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Although originally developed for treating borderline personality disorder¹⁶, DBT can be used for^{15,17}:

- Self-harming
- Suicidal ideation
- Depression

This can sometimes be offered as an alternative to CBT if recommended by your therapist.

EMDR

Eye Movement Desensitisation and Reprocessing (EMDR) is a psychotherapy aimed at treating traumatic memories and the associated stress symptoms.¹⁸ Although a key treatment in PTSD, there is evidence for its use in anxiety disorders as well. EMDR can be used after a single traumatic event, or in chronic trauma with repeated traumatic events.¹⁹ EMDR involves identifying traumatic memories and then reprocessing the emotions and feelings to bring them to a resolution.²⁰ The aim of EMDR is to relieve distress, reformulate negative beliefs and reduce the physical symptoms of distress. There are 8 steps to this process that you will go through with your psychotherapist, which will take differing amounts of time for each individual.

Prince Harry has been an advocate of the use of EMDR and has been filmed whilst undergoing a psychotherapy session on his Apple TV documentary. Prince Harry has since discussed his positive experience of psychotherapy and, in particular, EMDR in numerous interviews and articles.

A therapist can be found through the BCAP website, while further information can be found through this [link](#).

Return to work planning

Once you are nearing a time for your return to work, it is extremely important that this is well managed and not rushed. It would be of serious detriment to you to return to work too soon and require another period of absence. Your treatment team should be able to guide you to when a return to work seems most appropriate. This can then be discussed during your Welfare Meeting to organise appropriate support and plans for your return.

At this stage you will need to engage with more support tools and teams available to you. This is to allow for a phased return that has a gentle introduction back to work after your leave. This is particularly important if you have been off for six months or more.

Health Education England (HEE) have developed a specific return to work programme that is able to provide a tailored return plan with protection of your pay and ensured supervision - [SuppoRTT](#). Each Trust will have its own SuppoRTT champion that your educational team will be able to put you in touch with, there are also School SuppoRTT Champions in post for all specialties in the North West.

What types of support are available?

- Return to work courses, for example
 - Local trust-based course
 - Regional SuppoRTT Course
 - Practical skill courses e.g. Anaesthetic 'Gas Again' course

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- Human factors courses
- Imposter syndrome workshop
- Webinars, podcasts and eLearning resources
- Virtual reality and immersive technology
- Mentoring

There is a wealth of resources on HEE North West's Training Support Network website which isn't just related to LTS and worth reviewing – www.nwpgmd.nhs.uk/TSN/DoS.

Please also visit the relevant pages of the Deanery website for further details of events, resources, courses and SuppoRTT Champions: <https://nwpgmd.nhs.uk/supported-return-to-training>

Even if you are returning to the hospital or Trust you worked at prior to your sick leave, it is important that you undergo a new induction. This should include:

- Sorting out parking and permits
- Allocated time for re-orientation and/or retraining with IT systems
- Allocation of time for mandatory training, i.e., basic life support.
- Discussion on what your rota will be like during those first six to eight weeks.

It cannot be stressed enough the importance of taking your time and ensuring that all key elements are in place prior to your return. Returning to work after a period of absence can be extremely stressful and difficult. It is best to have all additional pit falls, such as access to the IT system, ironed out prior to starting back.

Keep In-Touch Days

Keep in touch (KIT) days are available to people who are on parental leave and supported return to training (SRTT) days are available to trainees on an absence of leave that is not sick leave. Whilst on sick leave you have been deemed as not suitable to be in work. If you want to observe any clinical practice, you should discuss this with your human resources case manager to check whether that would be possible.

Less Than Full Time Training

During your time away from work and as you begin to recover, you may make the decision to return to work at less than full time (LTFT) working hours. The two common options for this are 60% and 80%, with a relative drop in pay based on this. GMC guidance prevents anyone working within a training role working less than 50%, in a role that contributes towards their training.

To go LTFT you will first need to discuss this with your Training Programme Director (TPD). You will then be contacted by your regional LTFT lead who will discuss your reasons and whether you would like to go 60% or 80%. You must then complete an application form that will need to be signed by your TPD, the LTFT lead for the region, your local LTFT lead (Trust based) and then sent off to human resources. Although this may sound like an arduous task it is helpful to know who your local LTFT lead is and to have discussed it with your TPD to understand who is available for your support and your training needs as a LTFT trainee.

Annual Leave

Whilst on sick leave you will continue to accrue annual leave that can be used on your return. It is important to ensure that your additional annual leave is calculated when you return. Although, you may feel that it is important to maintain a presence at work during your return, it is important to try and spread your annual leave over the whole year.

If you have been on sick leave during the change in academic year, then you may need to carry leave forward. Although the lead employer will determine what your additional allocation of leave should be, it is up to your local employer to agree to you taking those additional days. Early discussion with your hospital administration team is key to facilitate this. You may have accrued more than five days to carry over.

Financial Support

When on sick pay you will continue to receive a wage based on how many years you have worked for the NHS. If you have a gap of greater than twelve months, then you will have to start building this allowance up from the beginning again.

The current allowance of pay is as follows:

Year of employment	Sick pay salary
First year	One month's full pay (if completed 4 months of service) and two months half pay
Second year	Two months' full pay and two months' half pay
Third year	Three months' full pay and three months' half pay
Fourth year	Four months' full pay and four months' half pay
Fifth year	Five months full pay and five months' half pay
Sixth year and over	Six months' full pay and six months' half pay

Once you have reached your allocated sick pay you may then receive statutory sick pay at £99.35 for up to twenty-eight weeks.²¹

There are several charities in the Useful Links section that you can apply to for additional financial support. Injuries pay is also available through your employer, but you must prove that your employment was the significant contributing cause of your mental illness.

USEFUL CONTACTS

Alcoholics Anonymous

Providing help for people with concern over their alcohol consumption.

<https://www.alcoholics-anonymous.org.uk>

08009177650 (Free phonenumber)

Anxiety UK

Providing support and advice for people suffering from anxiety.

<https://www.anxietyuk.org.uk>

0344 477 5774

Beat

Support and advice for anyone suffering from an eating disorder, or their family members.

<https://www.beateatingdisorders.org.uk>

British Association for Counselling and Psychotherapy

Provides information and contact details on counsellors and psychotherapists.

<https://www.bacp.co.uk>

British Doctors and Dentists Group

Providing support and self-help for medical professions with addiction.

<http://www.bddg.org>

British Medical Association

The union for doctors, with multiple sources of information and support.

<https://www.bma.org.uk>

A thorough breakdown of the available wellbeing support services for doctors and medical students through the BMA.

<https://www.bma.org.uk/media/5136/bma-wellbeing-support-services-contacts-update-24-february-2022.pdf>

BMA Counselling and peer support services

A BMA run resource of counselling and peer-support services.

<https://www.bma.org.uk/advice-and-support/your-wellbeing/wellbeing-support-services/counselling-and-peer-support-services>

Call 0330 123 1245

CALM (Campaign Against Living Miserably)

Provides support for people who need to talk.

<https://www.thecalmzone.net/about-calm/what-is-calm/>

0800 585 858

Citizens Advice

An advice services covering a wide range of disciplines, such as legal, debt, housing, and more.

<https://www.citizensadvice.org.uk>

Adviceline (England) 0800 144 8848

Adviceline (Wales) 0800 702 2020

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Cruse Bereavement Support

Providing support and advice for all types of bereavement.

<https://www.cruse.org.uk>

0808 808 1677

Doctors' Support Network

Peer support for doctors and medical students with concerns about their mental health.

<https://www.dsn.org.uk>

Frontline 19

A charity organisation set up after the coronavirus pandemic to provide support to healthcare professionals.

<https://www.frontline19.com>

Gamblers Anonymous

Providing support for those with compulsive gambling.

<https://www.gamblersanonymous.org.uk>

0330 094 0322

GamCar

Providing advice and support for people harmed by gambling.

<https://www.gamcare.org.uk>

0808 802 0133

Healthcare Workers Foundation

Set up by NHS workers to provide support and information for healthcare workers in the wake of the coronavirus pandemic.

<https://healthcareworkersfoundation.org>

Marriage Care

Provides relationship counselling.

<https://www.marriagecare.org.uk>

Mental Health at Work

Toolkits and resources to support mental wellbeing in the workplace.

<https://www.mentalhealthatwork.org.uk>

MIND

Mental health charity with lots of resources and support options.

<https://www.mind.org.uk>

Infoline: 0300 123 3393

Legal line: 0300 466 6463

Narcotics Anonymous

Provides help and support for anyone with a drug addiction.

<https://ukna.org>

0300 999 1212

OCD-UK

Support and advice for anyone suffering from OCD.

<https://www.ocduk.org>

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0133 258 8112

Practitioner Health

A healthcare service set up for healthcare workers with a mental health illness and/or addiction.

<https://www.practitionerhealth.nhs.uk>

Prescription Prepayment Certificate

The link to organise a prescription prepayment certificate.

<https://www.nhsbsa.nhs.uk/help-nhs-prescription-costs/prescription-prepayment-certificates-ppcs>

Relate

Provide relationship counselling.

<https://www.relate.org.uk>

Release

Provides independent and non-judgemental advice and information on drug use and drug laws.

<https://www.release.org.uk/>

0207 324 2989

Royal College of Anaesthetists

The RCOA have a list of useful contacts on their website.

<https://rcoa.ac.uk/training-careers/working-anaesthesia/support-wellness>

Samaritans

A support helpline for anyone in crisis.

<https://www.frontline19.com>

Call 116 123

Sane

An independent charity that provides emotion support and advice.

<https://www.sane.org.uk>

Shout

A text services for anyone struggling to cope.

<https://giveusashout.org>

Text 'SHOUT' to 85258

Sick Doctors Trust

Support and help for doctors, dentists and medical students who are concerned about their use of drugs or alcohol.

<http://sick-doctors-trust.co.uk>

0370 444 5163

Supportline

Advice and support for victims of crime.

<https://www.victimsupport.org.uk/help-and-support/get-help/supportline/>

0808 168 9111

Financial Support

British Medical Association Charities

Financial support for doctors, including grants for one-off payments.
<https://bmacharities.org.uk/support-for-doctors>

Royal Benevolent Medical Society

Support and advice for doctors in financial difficulty.
<https://rmbf.org>

Royal Medical Foundation

Support and advice for doctors in financial difficulty.
<http://www.royalmedicalfoundation.org>

Domestic Violence

If worried about your immediate safety call 999

Bright Sky

Support and information about domestic abuse.
<https://www.hestia.org/brightsky>

ManKind

Support and advice for men who are the victim of domestic abuse.
<https://www.mankind.org.uk>
01823 334 224

Rethink Mental Health

A charity that runs local groups and services for people with mental health conditions.
<https://www.rethink.org>

Respect - Men's advice line

For men who have experienced domestic abuse.
<https://mensadvice.org.uk>
0808 801 0327

Refuge

Advice and support for women who suffer domestic abuse.
<https://www.refuge.org.uk/our-work/forms-of-violence-and-abuse/domestic-violence/>
0808 200 0247

Women's Aid

Provide support and counselling for women who have experience domestic abuse.
<https://www.womensaid.org.uk>

Notebook

This next section of this toolkit is to act as a notebook for key events during your sick leave. It can be incredibly difficult to keep track of all your meetings, consultations, paperwork requirements and treatment sessions. You will often be asked to relay information from multiple sessions into other meetings, for example a conclusion of your GP and psychotherapist sessions during your Welfare Meeting. Having brief notes to refer to can be extremely useful during these meetings.

Each section has been created for you to write brief summary notes and keep track of treatment changes and payments. Additional blank pages for each section for you to use are available on the website.

www.nwpgmd.nhs.uk/TSN/DoS

Your Important Contact Details

Educational supervisor

Name

Email

Telephone

Call **Samaritans:**
116 123

College Tutor

Name

Email

Telephone

Text **SHOUT** –
text chat with
crisis volunteer:
85258

TPD

Name

Email

Telephone

Call **CALM** – a
national
helpline:
0800 58 58 58

General Practitioner

Name

Email

Telephone

Psychotherapist

Name

Email

Telephone

Crisis Line

Use this link to find your local mental health crisis line:
[Crisis Team](#)

Statements of fitness to work

Fit note 1

Date start Next note requested •
End Date

Fit note 2

Date start Next note requested •
End Date

Fit note 3

Date start Next note requested •
End Date

Fit note 4

Date start Next note requested •
End Date

Fit note 5

Date start Next note requested •
End Date

Fit note 6

Date start Next note requested •
End Date

Fit note 7

Date start Next note requested •
End Date

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GP Appointments

Contact Details of your General Practitioner

GP Practice	
GP Practice Address	
Usual GP	

Documentation of your GP appointments

GP Appointment 1

Name of GP:

Date of appointment:

Take home messages:

Change to medication:

Next appointment booked? • Yes • No Date:

GP Appointment 2

Name of GP:

Date of appointment:

Take home messages:

Change to medication:

Next appointment booked? • Yes • No Date:

Practitioner Health Appointments

Contact Details of your Practitioner Health Clinician

Clinician name:

Email:

Telephone:

Notes on consultations

Practitioner Health Appointment 1

Date of appointment:

Take home messages:

Change to medication:

Next appointment booked? • Yes • No Date

Practitioner Health Appointment 2

Date of appointment:
.....

Take home messages:

Change to medication:

Next appointment booked? • Yes • No Date

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Medication

Prescription Prepayment Certificate

Number: Expiry Date:

Pharmacy

Pharmacy:

Address:

..... Postcode:

Telephone:

Electronic requests activated •

Current medication and dose

Medication	Dose	Date of starting / dose change

Counselling

Counsellor Contact Details

Counsellor:

Email:

Telephone:

NHS • Private •

Consultation Notes

Psychotherapy Session 1

Type of session: Counselling

Date of appointment:

Take home messages:

Work to complete this week:

Next appointment booked? • Yes • No Date:

Private • If so, paid •

Therapist

Therapist Contact Details

Counsellor:

Email:

Telephone:

NHS • Private •

Consultation Notes

Psychotherapy Session ...			
Type of session	CBT	DBT	Other:
Date of appointment:		
Take home messages:			
Work to complete this week:			
Next appointment booked?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No Date:
Private	<input type="checkbox"/>	If so, paid	<input type="checkbox"/>

Occupational Health Appointments

Key contacts

Lead occupational nurse:

Email:

Occupational Health Consultant:

Email:

Changes to Key Contacts

Change to occupational nurse

Date

New occupational nurse

Email

Change to occupational nurse

Date

New occupational nurse

Email

Change to occupational nurse

Date

New occupational nurse

Email

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Consultations

Occupational Health Appointment 1

Date of appointment:

Clinician: Nurse • Consultant •

Take home messages:

Return to work plan update:

Appointment report release consented •

Date of next appointment:

Occupational Health Appointment 1

Date of appointment:

Clinician: Nurse • Consultant •

Take home messages:

Return to work plan update:

Appointment report release consented •

Date of next appointment:

Welfare Meetings

Key contacts

Lead employer Welfare Case Manager:

Email:

Educational Advocate:

Email:

Changes to Key Contacts

Change to Welfare Case Manager

Date:

New Welfare Case Manager:

Email:

Change to Education Advocate

Date:

New Education Advocate:

Email:

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Personal Notes of Meeting

Welfare Meeting 1

Present Welfare case manager • Other:
 Educational Adv •
 Union representative •
 Occupational health rep •

Date of appointment:

Take home messages:

Return to work estimated date and plan, if applicable:

Next appointment booked? • Yes • No Date:

Welfare notes reviewed and signed: • Date:

Welfare Meeting 2

Present Welfare case manager • Other:
 Educational Adv •
 Union representative •
 Occupational health rep •

Date of appointment:

Take home messages:

Return to work estimated date and plan, if applicable:

Next appointment booked? • Yes • No Date:

Welfare notes reviewed and signed: • Date:

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