**Form A: Pre absence**

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| --- | --- | --- | --- | --- | --- | --- |
| Date of  Meeting |  | GMC number |  | | | |
| RCoA number |  | | | |
| Trainee name |  | Educational Supervisor |  | | | |
| Grade |  | Estimated date of absence |  | | | |
| Place of training prior to absence |  | Estimated date of return |  | | | |
| Place of training on return |  | Intention to return FT or LTFT? | FT | | LTFT | |
| Reason for absence |  | If LTFT? | 60% | 80% | | other |

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| **Summary of discussion between trainee and ES.**  Keeping up to date during absence  Any additional or outstanding educational needs  KIT days  Concerns  Discussion regarding RTW policy and RTW courses |
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| --- | --- | --- |
| If planning to return LTFT has eligibility been completed? | **YES** | **NO If no refer to LTFT checklist** |

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| --- | --- | --- | --- | --- |
| Are you happy to be contacted during period of absence? | | YES | | NO |
| Preferred method of contact | Email | | Telephone | |

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| --- | --- | --- | --- | --- |
| Signed | Trainee |  | Date |  |
| Signed | Educational Supervisor |  | Date |  |

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| Once completed please send a copy to your TPD and upload onto your e-portfolio |