

Sickness Absence Reporting

Guidance for Resident Doctors in Training

**Foundation and Locally Employed to follow local trust process.*

Reporting Sickness Absence: Step-by-Step

1. **Contact Your Rota Coordinator/Supervisor:** Inform them as soon as possible, ideally before your shift begins. Provide a clear reason for your absence and expected duration.
2. **Document the Absence:** Ensure all absences are properly documented and discussed during your ARCP (Annual Review of Competence Progression).

Certification Requirements

- **Self-Certification:** For absences of up to 7 calendar days, you can self-certify your absence. A self-certification form is usually available on the Lead Employers intranet (QR code below), complete and submit this as per your Trust's procedure.
- **Medical Certificate (Fit Note):** For absences longer than 7 calendar days, a medical certificate ('fit note') from your GP is required. Submit this to the Lead Employer as soon as you receive it.
- **Ongoing Absence:** If your absence extends beyond the initial period covered by a medical certificate, obtain a renewal certificate from your GP and submit it promptly.

Return-to-Work Process

1. **Contact your rota coordinator/supervisor:** Confirm you are fit to return to work and clarify your start date/time.
2. **Return-to-Work Meeting:** You will have a return-to-work meeting with your supervisor or consultant. This meeting will cover:
 - a. Reasons for absence
 - b. Impact of absence on training and service
 - c. Any support you may need
 - d. Adjustments to your work (if necessary)
3. **Occupational Health:** Depending on the nature or length of your absence, referral to Occupational Health may be required to assess fitness to work and provide support.

Wellbeing Support

- **Occupational Health:** Provides confidential advice and support on health-related matters.
- **GP:** Access your General Practitioner for medical needs
- **Your Supervisor/Consultant:** A good source of support - use these meetings as an opportunity to address any concerns you may have.
- **BMA Counselling:** Available 24/7 for BMA members, 0330 123 1245.
- **Lead Employer:** Provides support and guidance for absence here -
- **Practitioner Health:** Practitioner Health is a free, confidential NHS primary care mental health and addiction service with expertise in treating health & care professionals - www.practitionerhealth.nhs.uk

Lead Employer Absence Support

