# DDiT Return to work CHECKLIST

The following checklist is to support all trainees returning to work following a period of absence.

There will be occasions where it is beneficial for the trainee to return to work to the placement they were in prior to the period of extended leave. Returning to previous placement allows appropriate return to practice in a familiar setting or completion of a phased return prior to rotating to a new environment.

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|  | **DME / Nominated Office to confirm all parties aware with a copy to the TPD** |
| Agreed date of return | dd/mm/yyyy |
| Service aware: |  |
| Name of CD informed |  |
| Name of Clinical Service Manager / Senior Clinical Manager informed |  |
| Name of General Manager informed |  |
| Unit rota manager |  |
| Name of rota manager contacted |  |
| Human Resources / Medical Staffing / Medical Workforce aware: |  |
| Name of HR contact informed |  |
| Payroll |  |
| Name of Payroll contact informed |  |
| Induction arrangements in place – name of person liaising with trainee about induction |  |
| Supervision arrangements in place – name of person liaising with trainee about supervision |  |
| **Trainee wellbeing**  Name of pastoral lead within department: -  Please highlight how to raise concerns within your department – who and how they should contact in the event of something going wrong or the trainee is worried about something.  Encourage discussion about facilities / where to store bags etc / where is the nearest place to get a cuppa / bite to eat / showers etc. | |