| **Action** | **Responsibility of** | **Standard** | **Dependent upon** |
| --- | --- | --- | --- |
| Provide training in accordance with the Once for Scotland Attendance policy and Once for Scotland Roles and Responsibilities. Ensuring that those involved in attendance management are appropriately trained | **PB** | [Once for Scotland Attendance Policy](https://workforce.nhs.scot/policies/attendance-policy-overview/) |  |
| Ensure proactive, accurate monitoring, recording and management of all sickness absence for Doctors and Dentists in Training in accordance with the Once for Scotland Attendance policy and as per local procedures | **PB** | [Once for Scotland Attendance Policy](https://workforce.nhs.scot/policies/attendance-policy-overview/),Agreed local absence recording process. | Dependent on Placement Board to keep Employing Board and NES Deanery informed of any absence related issue. |
| Ensure all sickness absences are covered by the appropriate certificates. | **PB** | SSTS, [Once for Scotland Attendance Policy](https://workforce.nhs.scot/policies/attendance-policy-overview/) |  |
| Ensure absence information is shared with Placement Boards to assist with attendance management processes via monthly reports or upon request. | **EB** | Monthly reports provided\*. Ad hoc real-time reports available as and when required | \*Dependent on current process within Employing Boards. NHS Lothian do not provide this information monthly NES send monthly absence reports to TPM teams so placement boards can see absence via Turas, but boards can also contact to request if required.GGC send a monthly absence report from their own SSTS BOXI to the Training Programme Management team so that absence can be added to the timelines for those DDITs appearing on placement boards payroll.The report includes GMC number, first name, last name, specialty, location, grade programme name, absence reason description and absence start & end dates. NHS Grampian do not provide this information.  |
| Ensure sickness absence information is shared regularly and in timely manner with NES Deanery to update TPM. Absences may be directly reported to the Deanery by the TPDs, service as well as HR/ Medical staffing teams.  | **EB/PB** |  |  |
| NES Deanery to alert EB/PB immediately when a DDiT is off longer-term sick if absence directly reported to them. To ensure DDiT appropriately supported.  | **NES Deanery** |  |  |
| Ensure that NES Deanery, including the Trainee Development and Wellbeing Service, are alerted of any long-term sickness absence cases via monthly reports and/or upon request. | **PB** | Monthly reports provided\*. Ad hoc reports available as and when required | \*Dependent on current board process.  |
| Ensure that NES Deanery are made aware of trainees under a Skilled Worker Visa to whom one of the following instances apply:* changes that might reduce DDiT’s salary
* any DDiTs absent on first day of Training Programme
* changes to Programme start date
* 10 or more ‘expected contacts’ being missed
* any leave taken without permission
* if a DDiT resigns or is dismissed from a Programme and,
* if a DDiT is suspected of breaching the conditions of their Visa
 | **PB** | Home Office Guidance | PB updating NES Sponsorship Team within 5 days in order to notify the Home Office Team |
| Seek advice from NES Sponsorship Team regarding any unpaid leave requests that may affect a DDiT’s Skilled Worker Visa. Please note a maximum of 4 weeks unpaid leave can be taken. Please note that any absences – short or long terms may impact immigration status, please liaise with the NES Sponsorship Team for guidance.  | **PB** | Home Office Guidance |  |
| Notify DDiT’s on sick leave when they are due to go onto half/no pay. Approach the EB and request confirmation of the half/nil pay date on a case by case basis. | **PB** | [Once for Scotland Attendance Policy](https://workforce.nhs.scot/policies/attendance-policy-overview/) |  |
| Ensure absence information is sent to Payroll as per timescales stated in Once for Scotland Attendance Policy and in time for the next upcoming Payroll deadline. Absence information should be sent via SSTS system or alternatively, if unable to access SSTS, via spreadsheets by email. (Either centrally by HR/Medical Staffing or locally by service). | **PB** | [Once for Scotland Attendance Policy](https://workforce.nhs.scot/policies/attendance-policy-overview/)  |  |
| Ensure return to work interviews are conducted as soon as possible on return to work, absence is closed on SSTS system or alternatively Payroll is informed via spreadsheets. Any associated paperwork is stored locally as agreed. | **PB** | Regional Performance Review Group Data Transfer / TOI form |  |
| Ensure that DDiTs returning to work after long term sickness absence are managed appropriately as per Return from extended leave guidance and the Once for Scotland Attendance Management Policy. | **PB** | [Supplementary guidance on Return from Extended Leave](https://hub.nes.digital/media/1746/flowcharts-of-processes-13422.pdf)[Once for Scotland Attendance Policy](https://workforce.nhs.scot/policies/attendance-policy-overview/) |  |
| Attend regional performance support meetings to discuss trainees with absence related performance support issues. Engage OH as required in sickness absence management. | **EB/PB** |  |  |
| Manage any reasonable adjustments and discuss with the Employing Board and NES Deanery as necessary. | **PB** |  |  |
| Ensure that annual leave accrued whilst off sick is managed as appropriate. | **PB** | [Once for Scotland Attendance Policy](https://workforce.nhs.scot/policies/attendance-policy-overview/) |  |
| Administer and oversee formal sickness absence cases up to the point of dismissal/ appeal. For those DDiTs rotating between specialities and or Boards the TOI form ( [Transfer of Information | Hub (nes.digital)](https://hub.nes.digital/lead-employer-arrangements/help-me-with/lead-employer-arrangements/standard-operating-procedures-2021/transfer-of-information/) ) provides a mechanism for sharing information. This means that:The Placement Board will invite the employing board to join and chair any sickness absence cases that reach the dismissal/ appeal stages. Placement Board set up Stage 3 and the employing board HR’s rep joins the panel by invitation and identifies a NES Chairperson. The employer representative must be at a level of officer who has the autonomy to dismiss. The employing board HR representative is on the panel and receives papers at the same time as the Chair. Appeal – would be organised by employing board. Employing board HR Rep would attend as HR advisory support to the Chair, same HR rep travels from Stage 3 to the Appeal, rest of panel constituted by employing board. Appeal administered by placement board HR. Where any Doctor or Dentist in Training employed by NES in a hospital placement reaches stage 3/appeal, NES as the employer will identify a NES Chairperson and provide HR representation for the panel. | **PB****PB****PB****EB** | [Once for Scotland Attendance Policy](https://workforce.nhs.scot/policies/attendance-policy-overview/)[TOI](https://hub.nes.digital/lead-employer-arrangements/help-me-with/lead-employer-arrangements/standard-operating-procedures-2021/transfer-of-information/)  |  |