**HEYH OPHTHALMOLOGY RETURN-TO-WORK PROTECTED ADAPTATION PERIOD:**

Trainee name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educational supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of meeting: \_\_\_\_\_\_\_\_\_\_

Agreed duration of protected adaptation period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Recommended length is 4 weeks, range 1-6. Factor in full-time vs LTFT status*

Agreed sessions for timetable (please check all that apply):

* Supervised eye-casualty clinic (supernumerary, with consultant present, no junior supervision duties)
* Buddied/shadowed on-calls: Number of on-calls \_\_\_\_\_\_\_\_
* Cataract theatre: Number of lists per week \_\_\_\_\_\_\_\_
* Subspecialty theatre list (senior trainees/TSC):

Subspecialty: \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_

* Protected wet-lab and simulation sessions (factor in travel, if applicable, when rostering): Number of days agreed \_\_\_\_\_\_\_\_\_
* Subspecialty supernumerary clinics (especially if on TSC)
* Other:

**TIMETABLE PLAN**

*Delete/cross out non-working days and extra weeks as needed)*

Week 1:

|  |  |  |
| --- | --- | --- |
|  | AM | PM |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

Week 2:

|  |  |  |
| --- | --- | --- |
|  | AM | PM |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

Week 3:

|  |  |  |
| --- | --- | --- |
|  | AM | PM |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

Week 4:

|  |  |  |
| --- | --- | --- |
|  | AM | PM |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

Week 5:

|  |  |  |
| --- | --- | --- |
|  | AM | PM |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

Week 6:

|  |  |  |
| --- | --- | --- |
|  | AM | PM |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

**Agreed progress review date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Educational supervisor to forward plan to College Tutor and Clinic Management team to finalise and confirm timetable.
* Trainee to document in e-portfolio/PDP