

HEYH SCHOOL OF OPHTHALMOLOGY EDUCATIONAL SUPERVISOR CHECKLIST FOR RETURN-TO-WORK

Trainee name: _____

Educational supervisor: _____

Date of meeting:

- How long has the doctor been away?
- What was their level of expertise before going off?
- Returning FT or LTFT?
If LTFT, expect confidence and competence levels to take slightly longer to return to previous levels.
- Are they returning to the same post/department?
- If you are the new ES, have you received a handover from their previous ES? Have the last ES report and portfolio been reviewed?
- If returning from parental leave: Have they accessed any Keep-in-Touch (KIT) days? How were these spent?
- Has the doctor undertaken any clinical or educational activity during time out (especially if OOPT/OOPR/OOPE)?:
 - Simulation training
 - Knowledge refresher courses
 - Clinic sessions
 - Theatre sessions
 - Emergency work – locum on-calls/eye casualty
- Are there any health issues, and if so has Occupational Health advice been sought?
 - Any additional workplace adjustments needed?
- Have any new policies, operating procedures or equipment changes been introduced during their period of absence?
Especially important if rejoining at a time when there is no planned group induction session (i.e. not February or August)
 - New imaging modalities, new local forms, new IT systems – check doctor has up to date training and access rights
 - Any site relocation? E.g. new theatre, new clinic site, new out-of-hours work site
 - Updates about where things are: door/cupboard access codes for out-of-hours, lasers, drugs cupboards,

Please take into account the above when planning this doctor's return-to-work timetable