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**Health Education and Improvement Wales (HEIW)**  
Tŷ Dysgu, Cefn Coed,  
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Ffôn | Tel: 03300 585 005  
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## PARENTAL LEAVE CHECKLIST

### PRE-DEPARTURE

This checklist is to be completed by the trainee and Educational Supervisor prior to Parental leave (which exceeds 14 days) commencing.

Please return the completed form to: Zoe Dummett ([zoe.dummett@wales.nhs.uk](mailto:zoe.dummett@wales.nhs.uk)) and Mrs Makiya Ashraf ([Makiya.Ashraf@wales.nhs.uk](mailto:Makiya.Ashraf@wales.nhs.uk))

**Trainee name:**

#### Training grade prior to Parental leave:

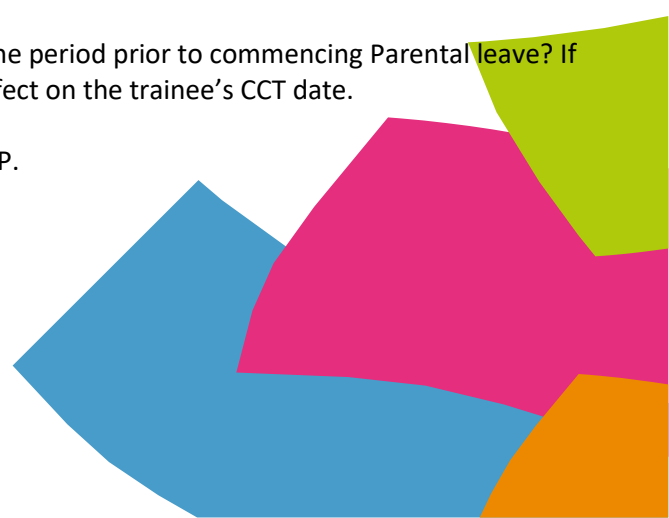
Please note, if it is anticipated the trainee will return to a higher training level, an ARCP must be completed prior to Parental leave starting. Please contact Jan Mills to arrange this.

**Educational Supervisor name:**

**Date checklist completed:**

1. Please provide details regarding the dates and planned duration of the Parental leave. Please note, this is indicative only and the trainee is entitled to amend their plans in line with their employment contract and by giving the required notice.
2. How long has the trainee been in their present role? Is this relevant in determining return to work needs?
3. Will the trainee be working in a reduced capacity (but not LTFT) in the period prior to commencing Parental leave? If so, please provide details in the box below, and include the likely effect on the trainee's CCT date.

Please note, the CCT date will be officially amended at the next ARCP.







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9. At this stage, does the trainee plan to return to work on a less than full time (LTFT) basis? Please note, this is indicative only and the trainee may amend their plans in line with the LTFT guidance available on the Wales Deanery website - <https://www.walesdeanery.org/less-than-full-time-training>

10. Please detail any other discussions / information in the box below.

**Trainee signature:**

**Educational Supervisor signature:**





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## PARENTAL LEAVE CHECKLIST

### RETURN TO WORK

This checklist is to be completed by the trainee and Educational Supervisor within 2 weeks of the trainee returning to work, or before the return to work if all parties are agreeable to this.

Please return the completed form to Zoe Dummett ([DummettZA2@cardiff.ac.uk](mailto:DummettZA2@cardiff.ac.uk)) and Mrs Makiya Ashraf ([Makiya.Ashraf@wales.nhs.uk](mailto:Makiya.Ashraf@wales.nhs.uk))

**Trainee name:**

**Training grade prior to Parental leave:**

**Educational Supervisor name:**

**Date checklist completed:**

**Has pre-departure checklist been reviewed:**

1. What was the total duration of Parental leave taken?
2. Will the trainee be working in a reduced capacity (but not LTFT) on their initial return to work? If so, please provide details below, including the likely impact on the CCT date.

Please note, the CCT date will be officially amended at the next ARCP.

3. Is the trainee returning to a hospital in which they have worked before?





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4. Is the trainee returning on a LTFT basis? Has this been approved by the Wales Deanery? What %WTE will the trainee work at?
  5. What responsibilities will the trainee have in the post to which they are returning and will any of these be new?
  6. How does the trainee feel about their confidence and skills levels? Is any additional support required?
  7. Have plans been made regarding reintroduction to on-call working?
  8. Are there any specific work-place based assessments the trainee is required to complete on their return to work?
  9. What support would the doctor find most useful in returning to practice?
- 



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10. Has the doctor had any relevant contact with work and/or practice, during absence e.g. 'keep in touch' days?

11. Have there been any changes since the doctor was last in post?

For example:

- The need for training such as for new equipment, medication, changes to infection control, health and safety, quality assurance, other new procedures, NICE guidance or anything that the doctor needs to learn.
- Changes to common conditions or current patient population information.
- Significant developments or new practices within the specialty.
- Changes in management or role expectations.
- Are there any teaching, research, management, or leadership roles required?
- Changes in the law that affect doctors' practice and developments in guidance on professional standards and ethics.

12. Is the trainee aware of support mechanisms in place to support them on their return to work?

13. Has the Educational supervisor informed the department of the trainee's return to work?

14. Has the trainee informed the Wales Deanery, Training Programme Director and Health Board HR and Clinical Director of their return to work date?



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15. Is a period of observation of other doctors' practice required and/or does the doctor need to be observed before beginning to practice independently again?

16. Will the doctor need training, special support or mentoring on return to practice?

17. Please detail any other discussions / information below.

**Trainee signature:**

**Educational Supervisor signature:**





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