

GP Specialty Registrar Sickness & Absence Guidelines

Process

1. GP Specialty Registrar notifies Host of absence.	<ul style="list-style-type: none"> (i) Directorate/Clinical Board or Practice Manager completes self certification form (ii) Directorate/Clinical Board or Practice Manager completes return to work form (iii) NWSSP to be informed of the sickness via a monthly return to be completed by the host. (iv) NWSSP to log the absence on ESR (v) NWSSP to inform the Wales Deanery of any absences
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2. Monthly Absence reports from HR/Payroll sent to HRBP	<p>NWSSP Medical Workforce team to monitor sickness cases in line with the Sickness Policy and trigger points</p> <ul style="list-style-type: none"> (i) Is there a concern on short term sickness in line with the policy. Refer to Process A (ii) Has the absence become a a long term sickness case. Refer to Process B
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PROCESS A: Short Term Sickness	
(i)	NWSSP to monitor if a trigger has been met.
(ii)	Liaise with the host and Deanery to ascertain any underlying reasons
(iii)	Instigate sickness policy if trigger has been met

PROCESS B: Long Term Sickness	
(i)	NWSSP Medical Workforce team to advise host organisation of next steps
(ii)	Referral to Occupational Health to be considered
(iii)	Liaising with the Performance Support Unit
(iv)	Instigate sickness policy and arrange a long term sickness meeting