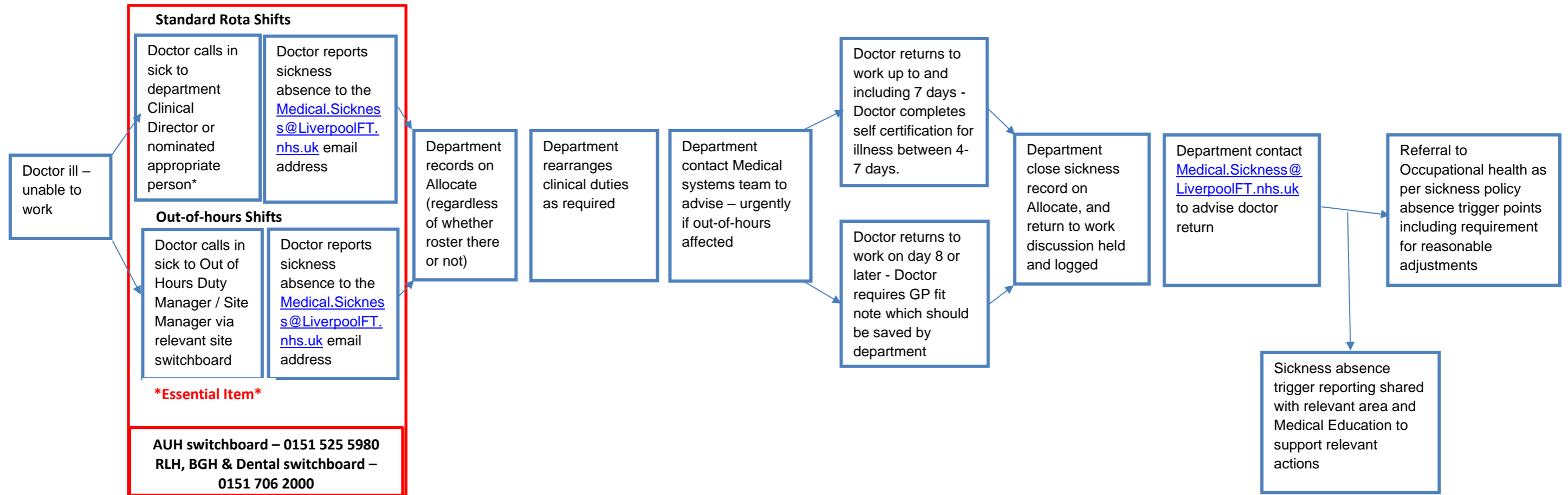**Doctor sickness process flow – For all Medical staff including Lead Employer Trainees**

This process flow should be read in conjunction with the Trust sickness policy.

Principles:
- Each department's precise reporting procedure within the Trust will vary depending on service needs. ***Your line manager/Clinical Director will advise you of the specific reporting procedure for your department during local induction – advising the nominated appropriate person you should contact in the event of being unable to attend work**. If you are unwell and unable to work, you should contact the **nominated appropriate person** detailing the reasons for your absence and the expected absence duration. Ideally this should be a verbal discussion.
- It is important that you inform the Trust of your absence at the earliest opportunity, as arrangements may need to be put in place to cover your shift. As a minimum, this should be 4 hours prior to shift commencement if your department has this facility.
- All incidences of sickness must be reported. The use of swaps/annual leave/lieu days to cover periods of sickness is not permitted. However annual leave can be requested during periods of sickness and can be used to facilitate a supportive return to work.

Standard Rota Shifts

Doctor calls in sick to department Clinical Director or nominated appropriate person*

Doctor reports sickness absence to the Medical.Sickness@LiverpoolFT.nhs.uk email address

Out-of-hours Shifts

Doctor calls in sick to Out of Hours Duty Manager / Site Manager via relevant site switchboard

Doctor reports sickness absence to the Medical.Sickness@LiverpoolFT.nhs.uk email address

Essential Item

AUH switchboard – 0151 525 5980
RLH, BGH & Dental switchboard – 0151 706 2000

Doctor ill – unable to work

Department records on Allocate (regardless of whether roster there or not)

Department rearranges clinical duties as required

Department contact Medical systems team to advise – urgently if out-of-hours affected

Doctor returns to work up to and including 7 days - Doctor completes self certification for illness between 4-7 days.

Doctor returns to work on day 8 or later - Doctor requires GP fit note which should be saved by department

Department close sickness record on Allocate, and return to work discussion held and logged

Department contact Medical.Sickness@LiverpoolFT.nhs.uk to advise doctor return

Referral to Occupational health as per sickness policy absence trigger points including requirement for reasonable adjustments

Sickness absence trigger reporting shared with relevant area and Medical Education to support relevant actions

Note – FAO Department managers / Head of Operations

As a Line manager (nominated appropriate person) responsible for managing attendance, you are not only responsible for managing sickness absence levels, but also encouraging a working environment where people want to come to work and support each other. Doctors should be supported in the same way.

When a doctor comes to your area, either via employment or rotation, as part of the local induction you should ensure that they are familiar with the named contact(s) in the department in addition to the email address (Medical.Sickness@LiverpoolFT.nhs.uk) that they should be reporting sickness to. This local induction should be documented in the same way as you do for any other member of staff.

Sickness in our clinical workforce can often lead to unexpected additional temporary workforce costs to cover the gap. As budget holder you must ensure that the process is followed and that all absences are added to Allocate (thus ESR once the sync takes place). This will ensure that appropriate action can be taken where required, and that any spend associated with sickness can be identified.

Where a worker is off for 8 days or more and fit notes are supplied, an end date should not be entered in the Allocate system until the worker returns to work as this closes the absence and subsequent days off would be considered a separate absence.

Sickness Absence - Hosts and GP practices

NHS
St Helens and Knowsley
Teaching Hospitals
NHS Trust

Notification that trainee is off sick (via local process).

Open Absence on ESR system or send Lead Employer notification of absence via the absence reporting spread sheet. Please note, if a FIT Note is supplied, do not enter absence end date in line with the 'end date' on the FIT Note. Absence should remain open ended until the trainee returns to work. If the trainee is off with a stress related absence, please make Lead Employer aware and a Health Work and Wellbeing referral will be sent.

Trainee returns to work within 7 days

Trainee absence spans more than 7 days

Close absence on ESR. Trainee needs to complete a self-certificate and have a return to work discussion with their supervisor, practice manager or university lead. All absence documentation needs to be submitted to Lead Employer.

After 7 days trainee/ SPA requires GP FIT note, a copy of which should be submitted to Lead Employer

Trainee returns to work within 28 days.

Trainee absence spans more than 28 days

Contact Lead Employer re. HWWB referral

Close absence on ESR. Check during return to work discussion that the trainee is fully recovered. Contact Lead Employer if a HWWB referral is required. Lead Employer can advise regarding phased return to work arrangements or any reasonable adjustments necessary. Please note phased return to work plans are supported by annual leave.

Arrange a welfare meeting with trainee. Template can be found in the Lead Employer Attendance Management toolkit. This can take place either face to face or via telephone

If the trainee is not likely to return to work within 28 days of initial welfare meeting a subsequent welfare meeting will take place supported by a member of the Lead Employer Case Management Team

If you require any further information or guidance about the process please contact leademployer.casemanagement@sthk.nhs.uk