

Procedure for Reporting Absence:

SCRH:

E-mail NICU Consultants to inform of your absence (ensure all 3 copied in). This should be sent as soon as you anticipate your absence so that chances of arranging cover are maximised and to allow us to keep track of staffing and absence. This e-mail should include the reason for your absence (you do not have to divulge the specific reason why – “I am not well” would suffice if you do not wish to share any other details) and your anticipated length of absence. Please note that if you have had symptoms of gastroenteritis you will need to have been clear of symptoms for a full 48 hours prior to returning to work.

If Claire/Edile are in work that day, they will adjust the rota and arrange cover for clinical shifts.

If Claire/Edile are not in work that day, the task of arranging cover will fall to the consultant who is on for the particular area that you are working in that day. This means that **you should also phone the consultant who is attending for the area you are due to be working in between 08:45 and 09:00**. If you are not sure who is on for the area you are covering you can phone the on-call consultant through switchboard. In the past, people have also wanted to call colleagues on their rota to give a “heads-up” – this is appreciated but not expected in addition to the above.

If you think that you are going to be absent for a night shift, it is important to inform us as early as possible in the day that you will not be in. This maximises chances of cover being arranged.

Daily updates reported in the same way as above are expected unless it is clear that your absence will be longer and that this has been notified to us.

If your absence lasts for four to seven calendar days you need to complete a sickness self-certification form (form SC2 – available on the intranet) and submit it on your return. For longer periods of absence you need to get a note from your doctor.

In addition to the above, ANNPs should also report their absence and provide updates to Neonatal Clinical Nurse Manager – preferred means of communication by mobile

We hope this clarifies things for you – if you have any questions please Contact Claire Smith.

SJH:

ANNP’s should contact the consultant of the week for SJH, as well as above. SJH Doc’s should follow their usual reporting instructions.

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