

Appendix 5: Return to Placement Discussion Form

This Return to Placement Discussion Form is designed as a guide for the Practice Placement Educator when meeting with students on their return to the hospital from sickness absence.

Student Name:
Placement:
Department:
Date of discussion:
Person conducting interview

Section 1: Absence Details

1. Date of absence	From:	To:
2. Date of return to department		
3. Did the student follow the correct absence reporting procedure? (if no why not)		
4. Has the PEC been notified?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
5. Has as a Doctor's note been received	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
6. If absence was for 3 days or more what arrangement has been agreed to make up the time?		

Summary of action points agreed and any other comments

Review date for agreed action

Practice Placement
Educator's signature

Date

Student's signature

Date

Please email or send a copy of this form to Maria Mc Neill, Practice Education Coordinator, School of Physics, DIT, D8