Missed Training Day

*5 May 2023, Version 1*

# This form is to be completed by an individual that has missed training or a booked course that cannot be rearranged or attended on a different date.

# It should be discussed with their TPD/ES/CS and uploaded to Horus ePortfolio.

# *This form does not need to be completed if you were on sick/compassionate leave.*

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| **Doctor Name:** |  |
| **Doctor Trust:** |  |
| **FTPD Name:**  |  |
| **Training day session missed:** |  |
| **Trust session venue:** |  |
| **Date of session missed:** |  |
| **Date discussed with TPD / ES / CS:** |  |
| **What was your reason for not attending the Training Day session? E.g. Study leave not approved / sick leave.** |
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| **Did you give the required notice of non-attendance and contact the course administrator / facilitator to advise of your non-attendance?** |
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| **If there was any pre session work for this session, have you completed it?**  |
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| **What part of the curriculum does the session you missed cover?** |
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| **What do you feel were the key objectives of the session?** |
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| **Have you completed a reflection for those objectives for the session and/or completed any relevant online modules (such as from the eLearning for Health platform)?** |
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| **If there was any further coursework available on the actual day of the session, have you completed it / completed a reflection on it / asked for any further advice if necessary?** |
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| **Have you completed a reflection on the impact your non-attendance has on the course administrators / facilitators / your colleagues?** |
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