

## Missed Training Day

5 May 2023, Version 1

This form is to be completed by a trainee that has missed mandatory 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.

<b>Trainee Name:</b>	
<b>Trainee Trust:</b>	
<b>FTPD Name:</b>	
<b>Training day session missed:</b>	
<b>Trust session venue:</b>	
<b>Date of session missed:</b>	
<b>Date discussed with TPD / ES / CS:</b>	
<b>What was your reason for not attending the Training Day session? E.g. Study leave not approved / sick leave.</b>	
<b>Did you give the required notice of non-attendance and contact the course administrator / facilitator to advise of your non-attendance?</b>	
<b>If there was any pre session work for this session, have you completed it?</b>	

<b>What part of the curriculum does the session you missed cover?</b>
<b>What do you feel were the key objectives of the session?</b>
<b>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)?</b>
<b>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?</b>
<b>Have you completed a reflection on the impact your non-attendance has on the course administrators / facilitators / your colleagues?</b>