

## Physician Associate (University and Placement) Fact Sheet

### North West **Physician Associate** Pilot Programme Day to Day Reporting Absence

Students **must** report absence to their agreed university contact on the first day of absence.  
**NB** – Other than in exceptional circumstances students must ring in personally to report absence and must provide a short explanation as to why they will not be in e.g.

- Flu like symptoms, cough and cold, sore throat etc. for sickness.
- Childcare issues for Carers Leave

On the first day of any absence the **university must** e mail the **Lead Employer** at

[Lead.Employer@sthk.nhs.uk](mailto:Lead.Employer@sthk.nhs.uk) giving them the

- Students name,
- University
- Reason for absence and
- Expected period of absence.

Also include these details on the attached *Weekly Reporting Template* which should be sent to the Lead Employer every Monday morning that the students are in university.

The **Lead Employer** will update ESR and send the **university** the relevant forms for completion on the students return.

The students must on the first day they return to **university** notify you of their return.

You will need to record their return on the *Weekly Reporting Template* and e mail the **Lead Employer** to inform that the student has resumed.

A 'return to work' interview must be undertaken and the relevant paperwork completed.

For other absences the student will complete the relevant **Lead Employer** form which will have been sent to you.

The self-certificate and return to work forms plus fit notes (if required) must be sent to the Lead Employer within 5 working days of the students return.

[Lead.employer@sthk.nhs.uk](mailto:Lead.employer@sthk.nhs.uk)

The **Lead Employer** will update ESR and produce a monthly sickness/absence report for the **universities** and **Health Education England North West (NW)** office.

If a student has reached the 4 week point, the **university** will start an Academic Review and inform the **Lead Employer and Health Education England** of the outcome.

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### Reporting Absence Additional Guidance

- Calls from other people, texts and e mails are **unacceptable** when reporting sickness
- If a student does not make contact on the first day of sickness/non-attendance they are considered **to be absent and pay will be suspended**.
- A short explanation as to why they will not be in must be given e.g.
  - Flu like symptoms, cough and cold, sore throat etc. for sickness.
  - Unexpected childcare issues for Carers Leave
  - Death of a close family member – Bereavement Leave
- The student must inform the university of their **return on their first day back**.
- If a student has not informed the university in advance of their intention to return to the course any/all Saturdays, Sundays, bank holidays etc. will be counted in the overall day's absence.
- For periods of sickness of under 7 days a self-certification must be completed and for periods of sickness **over 7 days** a Statement of Fitness for Work ('Fit Note') must be produced.
- When the student returns to work a **'return to work' interview must be undertaken**.
- If a student has come into university and then becomes unwell and is sent home by a member of staff this will be counted as sickness if it is half a day or more.
- If the student is not coming into university the next day they **must follow the process above**.
- If a student has sought and been given permission to leave university early, **no more than 2 hours**, this does not need to be recorded or reported as absence.
- If the student is attending a dentist/doctor/hospital appointment they should endeavour to make this appointment as early or as late as possible in the day and they **should attend university prior to or after any such appointment**. Such cases do not need to be recorded as sickness.
- All forms will be audited and **any absence not covered by the relevant forms** will result in salary payments being withheld.

The postal address for the Lead Employer is as below –

Lead Employer  
 LG1, Nightingale House  
 Whiston Hospital  
 Warrington Road  
 Prescot  
 L35 5DR