

Informing & recording of sickness / unplanned absence

Please complete **all 3** steps

1. COVID: from Tuesday 24 March 2020: all self-reporting of absence will be centralised to a 24/7 contact centre.
 - Call the Centralised Absence Reporting Line on 01752 430000.
 - [Support for Staff \(COVID-19\)](#)
 - This will be applicable to everyone working within the organisation, as it is essential we now monitor and track sickness in this way.
 - Absence reporting will not be authorised and uploaded onto Healthroster unless it comes through this number.
2. Please ensure that you **inform the shop floor consultant (01752 437005)** of short term shift absence (< 48 - 72 hr)
3. Please **inform your rota coordinator** by email
 - All grades - plh-tr.edjuniordoctors@nhs.net
 - Please also copy in your individual rota lead
 - Junior - as above
 - MG - christopher.humphries@nhs.net
 - ACP - becky.martyn@nhs.net
 - Consultant - sally.pearson5@nhs.net

Daily responsibility while sick

If there is any change in your status, for example:

- You were self-isolating due to a family member and are now symptomatic yourself
- Your symptomatic family member has been swabbed and does not have COVID-19

You **MUST** inform your rota coordinator, and the staffing (CADRE) doctor.

Contacts

| The DUTY CONSULTANT / CONSULTANT OF THE DAY on 01752-37005 or 01752-792564 | | |
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| ED Consultant rota lead | Sally Pearson | sally.pearson5@nhs.net |
| ED Middle grade rota lead | Chris Humphries | christopher.humphries@nhs.net |
| ED Junior doctor rota lead | Jill Potheary | plh-tr.edjuniordoctors@nhs.net |
| ED ACP rota lead | Becky Martyn | becky.martyn@nhs.net |
| ED Support Manager | Jayde Fletcher | jayde.fletcher1@nhs.net 01752 437642 |
| ED Service Line Manager | Helen Churchward | helen.churchward@nhs.net Ext 31081 |
| ED rota inbox | | plh-tr.edjuniordoctors@nhs.net |