

## Appendix 1. Intended absence from practice – A checklist for the GP

The following is a checklist of questions to consider when intending to be absent from practice for longer than 12 months. For each question, consider the implications of being absent from work. What are the possible issues/concerns/needs that might arise with re-entry to practice? The answers to these questions will assist in the formulation of a learning plan in preparation for re-entry to practice.

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### Intended absence from practice checklist

What are the reasons for the intended absence from work?	<input type="checkbox"/>
What is the intended time away from practice? (Defined time frame/open-ended/planned/unplanned.)	<input type="checkbox"/>
What is the plan for the transfer of care of your patients?	<input type="checkbox"/>
How old are you? What is your past work experience?	<input type="checkbox"/>
Will you be returning to the same place of practice? If so, how do you intend to stay in touch with the people at that practice?	<input type="checkbox"/>
If you are a GP trainee, how do you plan to return to GP training? (In this instance it is important to speak with the remediation officer in your training organisation.)	<input type="checkbox"/>
Will you be returning to the same/modified/entirely new scope of practice?	
Will reskilling be required?	<input type="checkbox"/>
Will you be working full time or part time?	<input type="checkbox"/>
Will a mentor and/or supervisor be advantageous/required?	
What will be the financial impact of the absence?	<input type="checkbox"/>
On re-entry, will there be any issues with respect to illness that should be considered (eg disability, mental concentration, medication)?	<input type="checkbox"/>
Will any adjustments or modifications be required in the workplace?	<input type="checkbox"/>
Would advice from a treating doctor, occupational therapist or rehabilitation physician be helpful?	
What might be the personal/psychological impact of absence from work, particularly if it will be prolonged? (Assistance from a psychologist and/or treating physician may be helpful.)	<input type="checkbox"/>
<b>Medical Board of Australia requirements:</b>	<input type="checkbox"/>
Are there any undertakings that will have to be met? Will there be any restrictions to your practice?	<input type="checkbox"/>
<b>Professional memberships:</b>	
Are these up-to-date (ie medical registration, medical indemnity, RACGP, others)?	<input type="checkbox"/>
Can any membership be maintained?	<input type="checkbox"/>

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