Supported Return To Training (SuppoRTT) Process Flowchart

Pre-Absence Meeting

Trainee Responsibility

SuppoRTT Team Responsibility

TPD / ES / CS Responsibility

Trainee & TPD / ES / CS Responsibility

Planned Absence

- Discuss absence with TPD/ES
- Inform Programme Support & Employing Trust HR
- Review SuppoRTT Guidance
- Arrange pre absence meeting

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Unplanned Absence

- Discuss absence with TPD/ES
- Inform Programme Support & Employing Trust HR Maintain regular contact with Employing Trust
- Review SuppoRTT Guidance
- Arrange retrospective pre absence meeting

Pre-Absence Meeting

- Present at meeting; Trainee & TPS/ES/CS
- Refer to SuppoRTT Guidance for meeting content
- Complete Pre-Absence Form (Appendix A)
- Send completed form to supportt.yh@hee.nhs.uk
- Trainee to save copy of form to E-Portfolio

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Pre-Absence Meeting - SuppoRTT Team

- Acknowledge receipt of Pre-absence form
- Direct Trainee to SuppoRTT webpage
- Update local SuppoRTT record
- Save to Trainee file



Prior to Returr

- Signpost Trainees, Trusts, Head of schools of Trainee returning within 3 months, 2 months and 1 month
- Communicate SuppoRTT activities with Trainees
- Support Trainees with any queries



Prior to Return

- Engage in SuppoRTT programme
- Check SuppoRTT webpage for Activities, Guidance and other helpful resources
- If absent due to sickness, check with HR whether OH referral is required