Supported Return To Training (SuppoRTT) Process Flowchart

SuppoRTT Officer Responsibility TPD / ES / CS Responsibility Trainee Responsibility **Unplanned Absence** Planned Absence Trainee plans to take time away from training programme for; Parental leave, Planned sickness, Out Of Programme Research Trainee expected to be absent for a period > 3months Trainee to: (OOPR), Career Break (OOPC), Experience (OOPE), Training Discuss absence with TPD/ES (OPPT). Trainee to; Programme support & Employing Trust HR to be Discuss absence with TPD/ES informed Programme support & Employing Trust HR to be Maintain regular contact with Employing Trust informed Inform programme support Arrange pre absence 1:1 Arrange retrospective pre absence meeting + Planned Pre-Absence Meeting Trainee to meet with ES/TPD/CS three months period prior to absence. It is recommended that all parties familiarise themselves with the Return To Training Guidance Document prior to the meeting. Actions to take; Ensure ARCP is arranged prior to leaving date (excluding sick leave/unplanned absence) Complete Pre-absence form (Appendix A) Email completed form to TPD & SuppoRTT Team, supportt.yh@hee.nhs.uk Trainee to save a copy to E-portfolio Planned Pre-Absence Meeting Acknowledge receipt of Pre-absence form Direct Trainee to SuppoRTT webpage Update local SuppoRTT record Save to Trainee file ₩ Prior to return Signposting emails to be sent to Trainee and Trust, Head of School and/or TPD at 3 month, 2 month, 1 month prior to Trainees Local SuppoRTT Records to be updated Prior to return If absent due to sickness, check with HR whether Occupational Health referral is required. Trainee to arrange meeting with TPD/ES/CS 3 months prior to return date (if possible). Initial Return Meeting Trainee to meet with TPD/ES/CS within three-month period prior to return. Arrange ARCP with trainee, if not taken place prior to period of absence. Complete Initial Return Meeting form (Appendix B) Send completed form to TPD & SuppoRTT Team TPD/ES/CS to disseminate trainees plan of return to all relevant educators/supervisors/medical staffing & Medical education departments. Trainee to save a copy to E-portfolio **Initial Return Meeting** Acknowledge receipt of Initial Return Meeting form Communicate any requests for supernumerary/enhanced supervision to Medical Staffing of Employing Trust, TPD and ES Save all communications to Trainee file Update local SuppoRTT record Reimburse any supernumerary costs, if applicable Trainee and TPD/ES/CS to ensure all requests are arranged in time for Trainees Return i.e. Check rota is correct **Review Meeting** Near to the end of Trainee's supernumerary and/or enhanced supervised period, Trainee to meet with TPD/ES/CS Complete Return Meeting Form (Appendix C) If period of supernumerary / enhanced supervisor needs to be extended TPD/ES/CS to make necessary provisions and arrange an additional review meeting Send completed form to TPD & SuppoRTT Team \downarrow

Review Meeting

Communicate any additional requests for supernumerary/ supervision to Medical Staffing of Employing Trust, TPD and ES.

Acknowledge receipt of Return Meeting Form

Save all communications to Trainee file.
Update local SuppoRTT record