

SuppoRTT Absence Planning Meeting Form

This form is to be completed with the trainee and appropriate educator/supervisor* at the Absence Planning Meeting. If the trainee is not aware of their returning trust, this form should

It is recommended the Absence Planning Meeting takes place 3 months prior to the start date of the Trainee's period of absence. If the absence is unplanned this meeting can take place at a later date and does not need to be face to face.

If a meeting is not able to occur for any reason, the TPD/ES can complete the Notification of Absence form (LINK) in the initial instance to inform SuppoRTT of the trainees absence.

Please note, you are able to pause your submission and come back to it later by selecting the 'finish later' option at the bottom of each page. This enables the form to be reviewed or completed by various people such as the Trainee and Appropriate Supervisor*. Once you have selected 'finish later' you will be provided with a screen which will provide a unique link for you to access your form and an option to email the link to access later.
The Trainee must upload a copy of this completed form to their e-portfolio.

If you have any queries regarding the SuppoRTT Programme please visit our SuppoRTT Webpage (https://www.yorksandhumberdeanery.nhs.uk/learner_support/supported_return_to_training) or contact the SuppoRTT Team at england.suppo-rtt.yh@nhs.net.

*For the purpose of this document, 'appropriate educator/supervisor' can be categorised but not limited to; Educational Supervisors (ES), College Tutors, Clinical Supervisors (CS), Foundation Programme Directors (FPD), Training Programme Directors (TPD), Head of Schools (HoS), Directors of Medical Education (DME), SuppoRTT Champions.

Please note that by using this form, you agree to NHSE's latest privacy statement which can be found here: <https://www.england.nhs.uk/privacy-policy/>.

The information collected in this form will be securely held by NHSE and will only be accessible to those directly involved in the Supported Return to Training. Information may also be made available to the trainees employing Trusts i.e HR and Medical Education / Supported Return To Training Champion / administrator, Head of School, Training Programme Director. Data will not be shared wider without your explicit consent.

* Required

1. Trainee GMC/GDC or other professional registration number *

The value must be a number

2. Trainee First Name *

3. Trainee Surname *

4. Please provide the email address the Trainee would like to be contacted on during their absence *

Trainee Information

5. Gender *

- Male
- Female
- Self-Identify
- Prefer not to say

6. Grade *

CT1

CT2

CT3

DF1

DF2

FY1

FY2

ST1

ST2

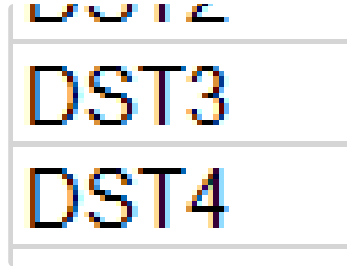
ST3

ST4

ST5

ST6

ST7



ST8

DCT1

DCT2

DCT3

DST1

DST2

DST3

DST4

DST5

DST6

DST7

DST8

Other

7. Employing Trust (pays salary) *

- Airedale NHS Foundation Trust
- Barnsley Hospital NHS Foundation Trust
- Bradford District Care NHS Foundation Trust
- Bradford Teaching Hospitals NHS Foundation Trust
- Calderdale and Huddersfield NHS Foundation Trust
- Chesterfield Royal Hospital NHS Foundation Trust
- Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust
- Harrogate and District NHS Foundation Trust
- Hull University Teaching Hospitals NHS Trust
- Humber NHS Foundation Trust
- Leeds and York Partnership NHS Foundation Trust
- Leeds Community Healthcare NHS Trust
- Leeds Teaching Hospitals NHS Trust
- Mersey and West Lancashire Teaching Hospitals NHS Trust (Previously St Helens and Knowsley Teaching Hospitals NHS Trust)
- Mid Yorkshire Teaching NHS Trust
- Northern Lincolnshire and Goole NHS Foundation Trust
- Rotherham Doncaster and South Humber NHS Foundation Trust
- Rotherham NHS Foundation Trust
- Sheffield Children's NHS Foundation Trust
- Sheffield Health & Social Care NHS Foundation Trust
- Sheffield Teaching Hospitals NHS Foundation Trust
- South Tees Hospitals NHS Foundation Trust
- South West Yorkshire Partnership NHS Foundation Trust
- Tees, Esk and Wear Valleys NHS Foundation Trust
- York and Scarborough Teaching Hospitals NHS Foundation Trust
- Other

8. School *

- Academic
- Anaesthesia
- Dental
- Emergency medicine
- Foundation
- General Practice
- Medicine
- Obstetrics & Gynaecology
- Ophthalmology
- Paediatrics
- Pathology
- Psychiatry
- Public Health
- Radiology
- Surgery

9. Speciality - Anaesthesia *

- Anaesthesia
- Acute Care Common Stem Anaesthesia
- Intensive Care Medicine
- Other

10. Speciality - Dental *

- Dental & Maxillofacial Radiology
- Dental Foundation Training
- Dental Public Health
- Oral and Maxillofacial Surgery
- Oral Medicine
- Oral Surgery
- Orthodontics
- Paediatric Dentistry
- Restorative Dentistry
- Special Care Dentistry
- Other

11. Speciality - Emergency Medicine *

- Acute Care Common Stem Emergency Medicine
- Defined Route of Entry into Emergency Medicine
- Emergency Medicine
- Paediatric Emergency Medicine
- Other

12. Speciality - Medicine *

- ACCS Acute Medicine
- Audio Vestibular Medicine
- Clinical Pharmacology
- Musculoskeletal Medicine
- Renal Medicine
- Respiratory Medicine
- Rheumatology
- Sports & Exercise Medicine
- Stroke Medicine
- Tropical Medicine
- Acute Medicine
- Adult Congenital Heart Disease
- Allergy
- Cardiology
- Clinical Genetics
- Clinical Neurophysiology
- Clinical Oncology
- Core Medicine Training (CMT)
- Dermatology
- Endocrinology & Diabetes
- Gastroenterology
- Genito-urinary Medicine
- Geriatric Medicine
- Haematology
- Hepatology
- Immunology
- Internal Medicine Training
- Medical Oncology
- Medical Ophthalmology
- Metabolic Medicine

- Neurology
- Occupational Medicine
- Paediatric Cardiology
- Palliative Medicine
- Rehabilitation Medicine
- Other

13. Speciality - Obstetrics & Gynaecology *

- Community Sexual and Reproductive Health
- Feto-maternal Medicine
- Obstetrics & Gynaecology
- Other

14. Speciality - Pathology *

- Chemical Pathology
- Combined Infection Training
- Diagnostic Neuropathology
- Forensic Histopathology
- Histopathology
- Infectious Diseases
- Medical Microbiology & Virology
- Oral & Maxillofacial Pathology
- Oral Oathology
- Paediatric and Perinatal Pathology
- Other

15. Speciality - Psychiatry *

- Child and Adolescent Psychiatry
- Core Psychiatry
- Forensic Psychiatry
- General Adult Psychiatry
- Old Age Psychiatry
- Psychiatry of Learning Disability
- Psychotherapy
- Other

16. Speciality - Radiology *

- Breast Radiology
- Clinical Radiology
- Interventional Neuroradiology
- Interventional Radiology
- Paediatric Radiology
- Other

17. Speciality - Surgery *

- Cardiothoracic Surgery
- Core Surgery (Inc IST and ENT run-through)
- ENT (Otolaryngology)
- General Surgery
- Neurosurgery
- Paediatric Surgery
- Paediatric Urology
- Plastic Surgery
- Trauma and Orthopaedic Surgery
- Urology
- Vascular Surgery
- Other

18. Anticipated Start Date of Absence *

19. Estimated Date of Return *

Date trainee will commence clinical duties after taking any accrued annual leave

20. Reason for Absence *

- Carers Leave
- Exclusion
- International Medical Graduates (IMG) entering training
- Military
- OOPC (Career Break)
- OOPE (Clinical Experience)
- OOPP (Pause)
- OOPR (Research)
- OOPT (Training)
- Parental Leave (including Maternity Leave)
- Shielding
- Sickness / Health Absence
- Other

21. Which University will you complete your research degree at? *

22. Place of Training Prior to Absence *

- General / Medical Practice
- Dental Practice
- Airedale General Hospital
- Airedale NHS Trust
- Barnsley Hospital
- Bassetlaw Hospital
- Bradford District Care Trust
- Bradford Teaching Hospitals NHS Foundation Trust
- Bridlington & District Hospital
- Calderdale & Huddersfield NHS Foundation Trust Headquarters
- Calderdale Royal Hospital
- Castle Hill Hospital
- Chapel Allerton Hospital
- Charles Clifford Dental Hospital
- Chesterfield Royal Hospital
- Chesterfield Royal Hospital NHS Foundation Trust
- Derbyshire Mental Health Services NHS Trust
- Dewsbury and District Hospital
- Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust
- Doncaster Royal Infirmary (RP5DR)
- Harrogate and District NHS Foundation Trust
- Harrogate District Hospital
- Health Protection Agency Yorkshire & The Humber
- Huddersfield Royal Infirmary
- Hull & East Yorks. Hospitals NHS Trust
- Hull Royal Infirmary
- Hull University
- Humber NHS Foundation Trust
- Leeds and York Partnership NHS Foundation Trust
- Leeds Community Healthcare NHS Trust

- Leeds Dental Institute
- Leeds General Infirmary
- Lincoln County Hospital
- Lynfield Mount Hospital
- Mid Yorkshire Hospitals NHSTrust Headquarters
- Marie Curie Cancer Care
- Martin House Hospice
- National Blood Service Yorkshire
- Newcastle Dental Hospital
- Northern General Hospital
- Northern Lincolnshire and Goole Hospitals
- Nottinghamshire Healthcare NHS Foundation Trust
- Pinderfields General Hospital
- Pontefract General Infirmary
- Public Health England
- Regional Blood Transfusion Service
- Rotherham, Doncaster and South Humber
- Rotherham NHS Foundation Trust
- Royal Derby Hospital
-

23. Name of Practice Prior to Absence *

- Sheffield Health & Social Care
- Sheffield Teaching Hospitals
- South West Yorkshire Partnership NHS Foundation Trust
- St Catherine's Hospice
- St Gemma's Hospice
- St James's University Hospital
- St Luke's Hospice
- Tees, Esk And Wear Valleys NHS Trust
- Wakefield Hospice
- Walton Hospital

24. Anticipated Place of Training on Return *

- General / Medical Practice
- Dental Practice
- Airedale General Hospital
- Airedale NHS Trust
- Barnsley Hospital
- Bassetlaw Hospital
- Bradford District Care Trust
- Bradford Teaching Hospitals NHS Foundation Trust
- Bridlington & District Hospital
- Calderdale & Huddersfield NHS Foundation Trust Headquarters
- Calderdale Royal Hospital
- Castle Hill Hospital
- Chapel Allerton Hospital
- Charles Clifford Dental Hospital
- Chesterfield Royal Hospital
- Chesterfield Royal Hospital NHS Foundation Trust
- Derbyshire Mental Health Services NHS Trust
- Dewsbury and District Hospital
- Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust
- Doncaster Royal Infirmary (RP5DR)
- Harrogate and District NHS Foundation Trust
- Harrogate District Hospital
- Health Protection Agency Yorkshire & The Humber
- Huddersfield Royal Infirmary
- Hull & East Yorks. Hospitals NHS Trust
- Hull Royal Infirmary
- Hull University
- Humber NHS Foundation Trust
- Leeds and York Partnership NHS Foundation Trust
- Leeds Community Healthcare NHS Trust

25. Name of Practice on Return *

26. Educational Supervisor Name *

27. Educational Supervisor Email Address *

28. Training Programme Director Name *

29. Training Programme Director Email Address *

- Public Health England
- Regional Blood Transfusion Service
- Rotherham, Doncaster and South Humber
- Rotherham NHS Foundation Trust
- Royal Derby Hospital
- Royal Hallamshire Hospital
- Scunthorpe General Hospital
- Sheffield Children's NHS Foundation Trust
- Sheffield Health & Social Care
- Sheffield Teaching Hospitals
- South West Yorkshire Partnership NHS Foundation Trust
- St Catherine's Hospice
- St Gemma's Hospice
- St James's University Hospital
- St Luke's Hospice
- Tees, Esk And Wear Valleys NHS Trust
- Wakefield Hospice
- Walton Hospital

Summary of Discussion

30. Who was / is present at the Absence Planning Meeting? *

- Trainee
- Educational Supervisor
- Training Programme Director
- Clinical Supervisor
- College Tutor
- Human Resources
- Trust SuppoRTT Champion
- School SuppoRTT Champion
- Academic / Research SuppoRTT Champion
- Other

31. Please provide the names and email addresses of any of the above:

32. The Trainee and appropriate Supervisor should use this meeting as an opportunity to discuss anything relating to returning to training, including but not limited to the following. Please indicate that the below have been discussed. *

	Yes	No	N/A
Concerns and expectations of returning to practice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Less Than Full time Training (LTFT) and the application process (if appropriate) (For further information: https://rb.gy/8l127g)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use of KIT / SPLIT days (if applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sign posting to useful resources, including the SuppoRTT Webpage (For further information: https://rb.gy/u1sx17)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Networking events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SuppoRTT Courses (For further information: https://rb.gy/hkhq3e)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coaching (For further information: https://rb.gy/le8wcj)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SuppoRTT Peer Mentoring (For further information: https://rb.gy/dzjt8m)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Period of Supernumerary Time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Period of Enhanced Supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SuppoRTT Health Infographic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

33. Please detail any concerns the trainee has about taking a period of time out of training *

34. Please provide details of any learning/training or support needs that have been identified *

35. What activity is planned to address learning needs or keep up to date? Please choose all that apply. Please note: SuppoRTT Activities can include courses, conferences, webinars, e-learning, regional teaching, induction, simulation etc *

- CPD
- SuppoRTT Activities
- Coaching
- Mentoring
- KIT/SPLIT Days
- Supernumerary Period upon return
- Enhanced Supervision upon return
- Other

36. Please use the following space to record anything else the School, supervisor or trainee requires in terms of this period of time out of training *

37. Please select this box to confirm this is an accurate record agreed by both Trainee and Appropriate Educator / Supervisor* *

- I confirm this is an accurate record agreed by both Trainee and Appropriate Educator / Supervisor*

Planning your Return

An initial return meeting is ordinarily recommended 8-12 weeks before the trainee's time out of training comes to an end, to assist in planning their return to training. Where the trainee will be absent for health reasons, we recommend organising this sooner in case of any complex return needs.

We strongly recommend meeting this early so that any immediate needs prior to the return can be assessed, including the arrangement of any enhanced period of supervision, which requires liaison with the School and the returning host organisation (including the department's rota coordinator).

The Initial Return Meeting Form should be completed during this meeting.

We recommend that you schedule a date for the initial return meeting now, to ensure that needs are assessed well in advance of your return to clinical duties.

38. Date Initial Return Meeting will be held *

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