

## **Supported Return To Training (SuppoRTT) Guidance & Timeline for Dental Training**

Absence from training can often vary in duration and be due to a number of reasons. These reasons can include Parental leave, Carers leave, Sickness and Out of Programme Period. The purpose of SuppoRTT guidance is to enhance the experience of trainees returning to clinical practice, enabling them to regain their confidence and previously required skills quickly and safely, significantly benefitting patient safety and quality of care.

The purpose of this document is to provide TPDs and Educational Supervisors of dental training with a timeline to support a trainee upon their return to training. It is designed to be flexible and take into account the differing nature and length of absence as well as specialty and experience of the trainee. This timeline is based on the SuppoRTT guidance which provides further information.

**Any trainee that has a period of absence of 3 months or more is strongly advised to adhere to this guidance and complete all of the required documentation.** (However, any phased return/training plans devised by Occupational Health or HR should take precedence but SuppoRTT guidance can still be used in parallel to outline educational needs during the return period)

Further information regarding the SuppoRTT programme including SuppoRTT guidance and the relevant documentation can be found at:

[https://yorksandhumberdeanery.nhs.uk/learner\\_support/supported\\_return\\_to\\_training](https://yorksandhumberdeanery.nhs.uk/learner_support/supported_return_to_training)

Alexandra Coleman  
Leadership Fellow, HEE YH  
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	<b>When?</b>	<b>Who?</b>	<b>Purpose</b>	<b>Documents*</b>
<b>1. Pre-Absence Meeting</b>	<p>3 months prior to start of trainee's planned absence</p> <p>Unplanned absence; meeting at a later date.</p>	<p>Trainee</p> <p>ES/TPD</p>	<p>Discuss</p> <ul style="list-style-type: none"> <li>• how trainee may wish to keep up to date</li> <li>• any concerns they have</li> <li>• ARCP prior to start of absence to review the training period from last ARCP to start of absence. (Where possible eg. parental leave or OOP)</li> </ul>	<p>Pre-Absence Form</p> <p>Individualised Action Planner (<i>can be given to the trainee to consider</i>)</p>
<b>2. During Absence</b>	<ul style="list-style-type: none"> <li>• All trainees encouraged to enter the SupportTT programme</li> <li>• Trainees must expect to be contacted by SupportTT team and ES/TPD to meet/plan their return to training and any relevant Return to Training Activities</li> <li>• Trainees on parental leave may have access to KIT Days</li> <li>• Trainees may wish to attend specialty specific courses outside the SupportTT programme and can apply for funding from the SupportTT budget</li> </ul>			<p>SupportTT CPD Funding Guidance &amp; Request Form</p>

\* All documents should be kept by ES, TPD, sent to the local SupportTT team and a copy uploaded onto trainee's e-portfolio.

<p><b>3. Initial Return Meeting</b></p>	<p>8-12 weeks prior to estimated date of return</p>	<p>Trainee</p> <p>ES/TPD</p> <p>TPD if absence &gt;6 months <i>(unless TPD deems ES suitable re reason for absence)</i></p> <p>If absent for complex reasons, trainee may request 1:1 meeting with SupportTT APD</p>	<p>Create an individualised plan of return.</p> <p>Discuss:</p> <ul style="list-style-type: none"> <li>• specific concerns</li> <li>• learning &amp; training needs</li> <li>• the need for a supernumerary +/- supervised period.</li> <li>• ARCP: If not done prior to absence, an ARCP (to review training period from last ARCP to start of absence) should be within 4 weeks of return. For trainees absent for more complex reasons, discuss/agree a suitable date.</li> <li>• For trainees returning from OOP, a remote ARCP should be organised within 2 weeks of return in order to review and close the related OOP learning agreement on ISCP.</li> </ul> <p>TPD/ES (&amp; trainee if appropriate) to disseminate trainee's plan of return to all supervisors, Trust medical staffing &amp; medical education departments.</p> <p>Trainee &amp; TPD/ES to ensure all requests arranged in time for trainee's return. <i>(Eg. Rota correct)</i></p>	<p>Initial Return Meeting Form</p> <p>Individualised Action Planner</p>
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<p><b>4. Supernumerary Period</b></p>	<p>Upon return</p> <p><i>The duration of this period should be agreed at initial return meeting. (usually 3 days)</i></p>	<p>Trainees with absence of 6 months or more</p>	<p>Short, intense period where trainee is an additional member of staff with no fixed work commitments.</p> <p>Programme of focussed learning and clinical activities. WBAs may be performed.</p>	
<p><b>5. Enhanced Supervised Period</b></p>	<p>Upon return</p> <p>(Following supernumerary period if applicable)</p> <p><i>The duration of this period should be agreed at the initial return meeting.</i></p>	<p>Trainees with absence of more than 3 months.</p> <p>Recommended even if trainee has had a supernumerary period.</p>	<p>Short, intensive period of enhanced supervised practice.</p> <p>Focussed learning activities and direct observation of clinical activities. WBAs may be performed.</p>	
<p><b>6. Return Review Meeting</b></p>	<p>Towards the end of the supervised period.</p>	<p>Trainee</p> <p>ES/TPD</p>	<p>Discuss trainee's progress, review assessments and outstanding concerns.</p> <p>If necessary, arrange any further targeted training +/- extend supervised period.</p> <p>If both trainee and ES/TPD satisfied with progress, trainee can be signed off and return to 'normal duties'.</p>	<p>Return to Training Form: Review Meeting</p>

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