

# SuppoRTT Initial Return Meeting Form

This form is to be completed with the Trainee and Appropriate Educator/Supervisor\* at the Initial Return Meeting. It is recommended the Initial Return Meeting takes place 8-12 weeks prior to the Trainees estimated date of return. This form is to be completed with the Trainee and Appropriate Educator / Supervisor\*.

It is the responsibility of the Educational Supervisor and Training Programme Director to disseminate the Trainees plan of return to all relevant educators/supervisors/medical education departments who will be responsible for the Trainee during their return.

If you have any queries regarding the SuppoRTT Programme please visit the SuppoRTT Webpage ([https://www.yorksandhumberdeanery.nhs.uk/learner\\_support/supported\\_return\\_to\\_training](https://www.yorksandhumberdeanery.nhs.uk/learner_support/supported_return_to_training)) or contact the SuppoRTT Team at [england.suppo-rtt.yh@nhs.net](mailto: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 Champion.

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. GMC/GDC or other professional registration number \*

The value must be a number

2. Trainee First Name \*

3. Trainee Surname \*

4. Trainee Email Address \*

5. Did you have an Absence Planning Meeting and complete the SuppoRTT Absence Planning Meeting form prior to your absence? \*

- Yes, I had an absence planning meeting, and completed the SuppoRTT form
- I had an absence planning meeting but didn't complete the SuppoRTT form
- No, I did not have a meeting or complete the absence planning form

6. Please explain why the Absence Planning Form was not completed at this meeting? \*

7. Please explain why an Absence Planning Meeting did not occur prior to your absence \*

It is important to arrange an Absence Planning Meeting prior to your time out of training to prepare for, and support you during your time out of training.

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 in the initial instance to inform SuppoRTT of the trainees absence. A meeting should still be arranged after this with the trainee where possible to complete the Absence Planning Meeting Form.

## Trainee Information

### 8. Gender \*

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

9. Grade \*

CT1

CT2

CT3

FY1

FY2

ST1

ST2

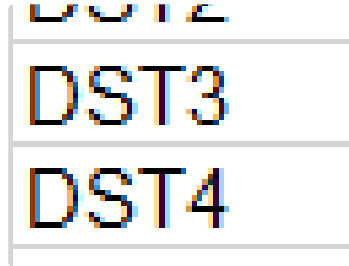
ST3

ST4

ST5

ST6

ST7



ST8

DCT1

DCT2

DCT3

DST1

DST2

DST3

DST4

DST5

DST6

DST7

DST8

Other

## 10. Employing Trust on Return (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

## 11. School \*

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

## 12. Speciality - Anaesthesia \*

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

## 13. 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

## 14. Speciality - Emergency Medicine \*

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





## 15. 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

16. Speciality - Obstetrics & Gynaecology \*

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

17. 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

## 18. Speciality - Psychiatry \*

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

## 19. Speciality - Radiology \*

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

20. 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

21. Start Date of Absence \*

22. Estimated Date of Return \*

23. 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

24. Which University are you completing your research degree at? \*



## 25. 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
- 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





- Weston Park Hospital
- York Hospital
- York Teaching Hospital NHS Foundation Trust
- Other

26. Name of Practice Prior to Absence \*



## 27. 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

- 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

28. Name of Practice on Return \*

29. Educational Supervisor Name \*

30. Educational Supervisor Email Address \*

31. Training Programme Director Name \*

32. Training Programme Director Email Address \*

- Wakefield Hospice
- Walton Hospital

### Summary of Discussion

33. Who was / is present at the Initial Return Meeting?

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

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



35. 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 confirm that the below have been discussed.

Please note that there is no expectation that you've engaged in activity while on leave, but the option to discuss CPD whilst absent is just an opportunity to discuss any CPD activities that you may have completed, or that you may wish to partake in.

	Yes	No
Any concerns over returning	<input type="radio"/>	<input type="radio"/>
Any work done during absence, i.e., on calls, KIT/SPLIT days	<input type="radio"/>	<input type="radio"/>
Change in working hours (For further information: <a href="https://rb.gy/8l127g">https://rb.gy/8l127g</a> )	<input type="radio"/>	<input type="radio"/>
Coaching (For further information: <a href="https://rb.gy/le8wcj">https://rb.gy/le8wcj</a> )	<input type="radio"/>	<input type="radio"/>
SuppoRTT Peer Mentoring (For further information: <a href="https://rb.gy/dzjt8m">https://rb.gy/dzjt8m</a> )	<input type="radio"/>	<input type="radio"/>
CPD done whilst absent	<input type="radio"/>	<input type="radio"/>
Enhanced Supervision Period	<input type="radio"/>	<input type="radio"/>
Supernumerary Period	<input type="radio"/>	<input type="radio"/>
Learning and Training Needs (including possible assessments or courses the Trainee should attend)	<input type="radio"/>	<input type="radio"/>
Occupational Health (if applicable)	<input type="radio"/>	<input type="radio"/>
On Call	<input type="radio"/>	<input type="radio"/>
Sign posting to useful resources, including the SuppoRTT Webpage (For further information: <a href="https://rb.gy/u1sx17">https://rb.gy/u1sx17</a> )	<input type="radio"/>	<input type="radio"/>
SuppoRTT Courses (For further information: <a href="https://rb.gy/hkhq3e">https://rb.gy/hkhq3e</a> )	<input type="radio"/>	<input type="radio"/>

36. Please detail any concerns the trainee has about returning \*

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

38. How will these needs be met? \*

39. Has the trainee been referred to Occupational Health? \*

Yes

No

40. What activity has already been undertaken during the period of time out of training? \*

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

SuppoRTT Peer Mentoring

KIT/SPLIT days

Other



## 41. What activity is planned during the remaining period of time out of training? \*

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
- SuppoRTT Peer Mentoring
- KIT/SPLIT days
- N/A as trainee has already returned to training
- Other

## 42. What activity is planned for the three months after returning to training? \*

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
- SuppoRTT Peer Mentoring
- KIT/SPLIT days
- Other

## 43. Does the trainee intend on returning Full Time or Less Than Full Time (LTFT)? \*

Please note, that if the trainee is planning to change their regular working days or hours, they will need to apply for this through NHSE as early as possible (6-12 months in advance). Please see relevant information on the NHSE YH Website: [https://www.yorksandhumberdeanery.nhs.uk/learner\\_support/policies/less\\_than\\_full\\_time](https://www.yorksandhumberdeanery.nhs.uk/learner_support/policies/less_than_full_time)

- Full Time
- Less Than Full Time

## 44. What percentage LTFT does the trainee plan to return to? \*

## 45. Details of discussion \*

## 46. Will you have a supernumerary period upon your return? \*

Trainees who have been out of programme for 6 months or more are entitled to a three day supernumerary period funded by SuppoRTT (excluding GP Trainees in practice posts).

It is strongly recommend that at least a three day supernumerary period is put in place for all returning trainees. A supernumerary period is typically described as a short, intense period where the Trainee is considered as an additional member of staff to help them return to normal duties safely and confidently. During this time, it is expected that the Trainee will have no fixed work commitments, including no on-call commitments, enabling them to complete a programme of focused learning and clinical activities. The length of the supernumerary period and activities within it will be bespoke to the Trainee dependent on their needs.

This period could include, but not limited to, familiarisation of work environment, IT setup, shadowing a senior member of staff. For example, an anaesthetic trainee may be paired with a senior colleague for a list or support in a clinic.

SuppoRTT provide funding directly to Trusts for supernumerary periods up to 3 days. Requests for more than 3 days are reviewed by the SuppoRTT Associate Deans for approval. Please note that Associate Deans may exceptionally approve up to a maximum of 10 days. Circumstances where additional supernumerary days may be funded could be due to multiple years out of training, or complex returns.

We are aware that some specialities include a supernumerary period as standard when returning to training, after a period of absence. This period is not funded by SuppoRTT.

Yes

No

## 47. What will your supernumerary period be used for? \*

## 48. Has the supernumerary period been agreed by your trust? \*

Yes

No

## 49. How many days supernumerary has your trust agreed to pay for? \*

## 50. Are you a GP trainee returning to an in practice post? \*

Yes

No

51. Do you wish to request funding from NHS England through the SuppoRTT programme for a supernumerary period? \*

Yes

No

52. How many days supernumerary funding are you requesting from NHSE WT&E Yorkshire and Humber? \*

The value must be a number

53. If you are requesting more than three days, please provide details as to why more than 3 days funding is being requested. This will then be reviewed by the Associate Deans for approval.

54. First Day of Supernumerary Period \*

55. Last Day of Supernumerary Period \*

56. Please detail why a supernumerary period is not required \*

57. Is a period of enhanced supervision required upon return? \*

An enhanced supervised period is typically described as a short, intensive period of enhanced supervised practice, focused learning activities and direct observation of clinical activities with the aim of enabling trainees to return to normal duties safely and confidently.

It is expected that during this time trainees may not be required to undertake any out of hours arrangements if adequate supervision isn't available (as detailed in the returning trainees RIT plan). The length of the enhanced supervised period, level of supervision required and activities within it will be bespoke to the trainee dependent on their needs.

It is strongly recommended that all trainees have a 10-working-day enhanced supervision period in place upon their return to training.

Please note, this is not funded by SuppoRTT.

Yes

No

58. Please detail why a period of enhanced supervision is not required \*

59. First Day of Enhanced Supervision Period \*

60. Last Day of Enhanced Supervision Period \*

61. Would the trainee like to be referred to Professional Support for additional support? \*

Professional Support offers a confidential, neutral, safe space for you to explore any challenges you are facing and help you to find the right support and guidance, based on your needs.

In the context of returning to work, this might include support with a complex phased return as a result of a health condition or difficulties with clinical skills or confidence.

A referral to the Professional Support Team may result in you being provided with resources and guidance appropriate to your circumstances, or you may be offered a meeting with an Associate Dean. Our Associate Deans are experienced colleagues, who have supported a range of postgraduate doctors and dentists in training through a variety of different circumstances. The aim of the meeting is to be supportive. Our Associate Deans will provide you with a non-judgmental, safe space, for you to discuss your circumstances in more detail and to explore what options and resources would be helpful for you.

Yes

No

62. Please provide details of the additional support needed and an explanation as to how the trainee thinks they might benefit from assistance from the Professional Support team \*

63. 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\*

## Reviewing your Return

All trainees should have a Review Meeting upon their return to training. This meeting should take place either four weeks after their return to clinical duties or after the end of an agreed period of supernumerary time or enhanced supervision.

This meeting should be used to review the trainee's progress, to ensure that they have returned to the clinical environment safely and to address any remaining concerns they may have about their return.

The Review Meeting Form should be completed during this meeting.

We recommend that you schedule a date for the Review Meeting now, to ensure that it is scheduled appropriately in relation to the proposed return date.

64. Date Review Meeting to be held \*

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