

SuppoRTT Notification of Absence Form

This form is to be completed by either the Trainee, or Appropriate Educator/Supervisor* only if an absence planning meeting has not been able to occur.

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. You can access the Absence Planning Form [here](#). It is important to notify SuppoRTT of a trainee who has gone out of programme. This notification form should therefore only be used in exceptional circumstances where it is not possible to complete the Absence Planning Meeting form.

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.

If you have any queries regarding the SuppoRTT Programme please visit our SuppoRTT Webpage (<https://www.yorksandhumberdeanery.nhs.uk/professional-support/supported-return-to-training>) or contact the SuppoRTT Team at england.sppo-rtt.yh@nhs.uk.

*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. Are you: *

- The Trainee
- The Trainee's Educational Supervisor
- The Trainee's Clinical Supervisor
- The Trainee's TPD
- SuppoRTT Champion
- Head of School
- Director of Medical Education
- Other

2. Name of person completing this form *

3. Your email address: *

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

The value must be a number

5. Trainee First Name *

6. Trainee Surname *

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

8. This form should only be completed in exceptional circumstances, where an absence planning meeting has not been able to be arranged. Therefore, please indicate why an absence planning meeting has not occurred. *

If you need to access the absence planning form to complete this, you can access it at: <https://forms.office.com/e/cTJ7evh3Rr>

Trainee Information

9. Gender *

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

10. Grade *

CT1

CT2

CT3

FY1

FY2

ST1

ST2

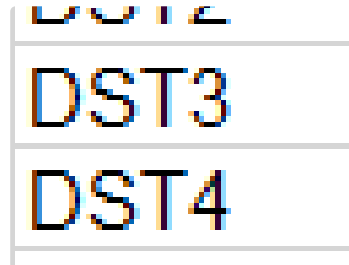
ST3

ST4

ST5

ST6

ST7



ST8

DCT1

DCT2

DCT3

DST1

DST2

DST3

DST4

DST5

DST6

DST7

DST8

Other

11. 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

12. School *

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

13. Speciality - Anaesthesia *

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

14. 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

15. Speciality - Emergency Medicine *

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

16. 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

17. Speciality - Obstetrics & Gynaecology *

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

18. 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

19. Speciality - Psychiatry *

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

20. Speciality - Radiology *

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

21. 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

22. Anticipated Start Date of Absence *

23. Estimated Date of Return *

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

24. 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

25. Which University is the trainee completing their research degree at? *

26. 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

27. Name of Practice Prior to Absence *

- 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

28. 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

29. Name of Practice on Return *

30. Educational Supervisor Name *

31. Educational Supervisor Email Address *

32. Training Programme Director Name *

33. 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

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 a date is scheduled for the initial return meeting between the trainee and relevant supervisor as soon as possible, to ensure that needs are assessed well in advance of the trainee's return to clinical duties.

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

 Microsoft Forms