

SuppoRTT Review Meeting Form

This form is to be completed with the trainee and appropriate Educator/Supervisor* at the Review Meeting. This meeting is to take place at the end of any supervised/supernumerary period *or* four weeks after the trainee has returned to clinical duties if no supernumerary or enhanced supervision period was completed. The purpose of this meeting is to discuss the trainee's progress, review assessments, address any concerns and arrange any further targeted training.

Once the trainee and Appropriate Educator/Supervisor* are both satisfied with the Trainee's progress the Trainee can be signed off to return to 'normal duties'.

Trainees, if you are unable to complete this review meeting for any reason, please complete our SuppoRTT Feedback (<https://healtheducationyh.onlinesurveys.ac.uk/feedback-3>).

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) 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 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. Trainee 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 Initial Return Meeting and complete the SuppoRTT Initial Return Meeting form when planning your return to training? *

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

6. Please explain why the Initial Return Form was not completed at this meeting? *

7. Please explain why an Initial Return Meeting did not occur prior to your return to training? *

It is important to arrange an Initial Return Meeting prior to returning to training in order to create a plan for the trainee's return, discuss any concerns the trainee may have, identify any outstanding training needs, and agree to any supernumerary or enhanced supervision periods.

It is recommended the Initial Return Meeting takes place within 8-12 weeks of the trainee's planned return to training date. Where a trainee is absent for health reasons, this may need to take place sooner.

Trainee Information

8. Gender *

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

9. Grade *

CT1

CT2

CT3

FY1

FY2

ST1

ST2

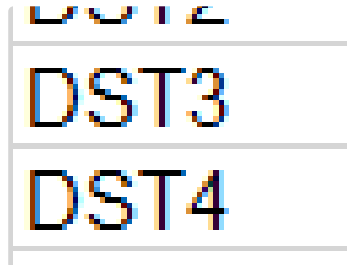
ST3

ST4

ST5

ST6

ST7



ST8

DCT1

DCT2

DCT3

DST1

DST2

DST3

DST4

DST5

DST6

DST7

DST8

Other

10. Employing Trust (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. Date of Return *

Date clinical duties commenced, after any period of accrued annual leave was taken

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 did you complete 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. 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

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 *

- 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

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 Educator / Supervisor* should use this meeting as an opportunity to discuss anything relating to the Trainee's return, including but not limited to the following. Please indicate that the below have been discussed. *

	Yes	No	N/A
Confidence in returning to clinical practice safely	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outstanding concerns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Additional learning or support needs (if applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assessments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Efficacy of the supernumerary period/enhanced supervision (if applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall progress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

36. Does the trainee have any outstanding concerns about their return? *

Yes

No

37. Please detail their concerns and any agreed action to be taken to address them: *

38. Have any additional learning/training or support needs been identified? *

Yes

No

39. Please detail these needs and any agreed action that will be taken to address them: *

40. Is an extension to the supernumerary period required? *

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 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 is not limited to, familiarization of work environment, IT setup, shadowing a senior member of staff. For example, an anaesthetic trainee might be paired with a senior colleague for a list or support in 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.

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

Not applicable

41. How many additional supernumerary days are required? *

The value must be a number

42. Please detail the reasons additional supernumerary days are required, and how they will be utilised: *

43. Are you requesting funding from SuppoRTT for this extension of supernumerary? *

Please note that any funding requests for supernumerary periods at this point, will need to be approved by the SuppoRTT Associate Deans.

Yes

No

44. Proposed First Day of Extended Supernumerary Period *

45. Proposed Last Day of Extended Supernumerary Period *

46. Is an extension to enhanced supervision required? *

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 RTT 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.

Its 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

Not Applicable

47. How many additional days are required? *

The value must be a number

48. Please detail the reasons additional supervision is required, and how it will be utilised: *

49. First Day of Enhanced Supervision Period *

50. Last Day of Enhanced Supervision Period *

51. 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

52. 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 *

53. 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*

Confirmation of Readiness

If an extended enhanced supervision or supernumerary period is required, please answer **No** to the following question.

54. To be completed by the Educator / Supervisor: I am confident that this trainee is ready to recommence the full responsibilities and duties of the role. *

Yes

No

55. Name of person completing form with the trainee *

56. Role in relation to trainee (i.e. Educational Supervisor) *

Further Review of Return

Where there are remaining concerns about the trainee's return to the clinical environment, or an additional period of supernumerary time/enhanced supervision is required, it is recommended that an additional Review Meeting takes place, and a further Review Meeting form is completed at this meeting.

It is recommended that this meeting takes place two weeks after this Review Meeting, or at the end of the extended period of enhanced supervision/supernumerary time.


57. Is an additional Review Meeting required? *

Yes

No

58. Date of next Review Meeting *

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