

<b>Name of Guidance</b>	Supported Returning to Training (SuppoRTT)
<b>Category</b>	Professional Support
<b>Authorised by</b>	Postgraduate Dean's Senior Management Team
<b>Date Authorised</b>	May 2018
<b>Next Review Date</b>	May 2019
<b>Document Author</b>	Caroline Hinds

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Notes Reason for Change, what has changed, etc</b>
2	May 2018	Caroline Hinds	Amendments to guidance in line with the Supported Return to Training (SuppoRTT) Programme and Guidance documents

## Section 1: Introduction

Many trainees take a period of absence from training for a number of reasons which can often vary in duration. This can include; Parental leave, OOP, Carers leave and Sickness.

In some cases, trainees who have had a prolonged period of absence have been expected to immediately return to full duties, including on-calls without a re-introduction period, which potentially has negative implications for the trainee and patient safety.

**The purpose of this Supported Return to Training Guidance (SuppoRTT) is to improve patient safety and quality of care, whilst giving trainees an opportunity to regain their confidence and previously acquired skills more quickly and safely.**

The SuppoRTT Guidance is designed to be flexible and take into account the differing nature and length of absence, as well as the speciality and stage of the trainee, to ensure that the individual can safely and confidently return and practice within their training programme.

## Section 2: Overview of the guidance

Any trainee that has a period of absence of 3 months or more is **strongly advised** to adhere to this guidance document and complete all of the attached forms.

If a trainee is absent for a period less than 3 months they can 'opt in' to this guidance document, but any phased return / training plan devised by Occupational Health or HR should take precedence. It is advised that the trainee will need to discuss their needs with their Educational Supervisor or Clinical Supervisor to determine what support they will need during their period of re-introduction.

It is the responsibility of **ALL** Trainees, Educational Supervisors (ES) and Training Programme Directors (TPD) to ensure that they understand and follow the Return to Work process and documentation as outlined within this guidance document. Additional support can be accessed via the SuppoRTT APDs.

## Section 3: Pre-Absence Meeting

**Planned absence:** Where possible the trainee should meet their ES or TPD at a **Pre-Absence meeting** before their period of absence to discuss; how the trainee **might** keep up to date (if appropriate for their circumstances) and any particular concerns they may have about returning.

The trainee and ES/ TPD will complete the **Pre-Absence Form** (Appendix A) detailing the discussion and then send a copy of this to the TPD. The TPD will then send a copy to the appropriate Programme Support team at HEYH. The trainee must also keep a copy in their portfolio.

The ES may also provide (if appropriate) the trainee with a copy of their Individualised Action Planner (IAP) (Appendix D) to enable the trainee to start to identify what support they may require prior to their return.

**Unplanned absence:** If the absence is unplanned, then this meeting can be held at a later date.

## Section 4: During Absence

During the period of absence **ALL** trainees are strongly encouraged to enter the SuppoRTT programme. This incorporates having access to; Return To Training Events (RTT-E), Return To Training Days (RTT-D) and a Mentorship / Coaching programme.

This programme has been developed to prepare, support and provide trainees with the necessary guidance prior to their return and to further support their re-introduction period, improving patient safety and quality of care.

If the employer and trainee agree, then the trainee can use their RTT-Days to attend study days, courses or team meetings. Salaries for these days will need to be discussed with the trainee's employer.

Trainees who are on parental leave (maternity) may have access to 10 paid Keeping in Touch Days (these can be used to attend RTT-D and RTT-E if their employer agrees).

## Section 5: Prior to Return

Once a timeframe for return is known then the trainee will be required to attend an **Initial Meeting** (using Appendix B);

- For a period of absence that is between 3 - 6 months the trainee will be required to meet with their Educational Supervisor
- For a period of absence that is over 6 months it is advised that the trainee should meet with their Training Programme Director (who will then cascade any relevant information to the trainee's ES and CS).
- For trainees who have been absent for more complex reasons (sickness, personal reasons) they will be offered the opportunity to have a 1:1 meeting with a SuppoRTT APD at Y&H who will then liaise with the trainee's TPD/ ES.

The aim of this meeting is to create an individualised plan of return which will consist of; identify & discuss specific concerns, learning & training needs (including possible assessments), sign posting to relevant courses and provide support/guidance to help with the trainees return to training. The trainees plan will be entered onto their Individualised Action Planner (using Appendix D) and the ES or TPD should sign post the trainee as to where they can access the necessary support.

It is advised that this takes place 6-10 weeks prior to the estimated date of return, allowing enough time for the trainee to be incorporated into the rota. However, this should be flexible depending on the needs and circumstances of the trainee.

## Section 6: Supervised Period

In the absence of exceptional circumstances\*, upon their return to work, trainees who have had a period of absence for over three months **SHOULD** have a period of increased supervision including any on-calls, during which time workplace-based assessments, including supervisor reports will be performed (this will need to be discussed with the trainee's ES or TPD prior to their return to enable the necessary arrangements to be made).

Near to the end of the trainee's supervised period the trainee and ES will meet at a **Return Review Meeting** (using Appendix C\*\*) to discuss the trainee's progress, review the assessments, address any concerns, arrange any further targeted training and if necessary extend the supervised period (See Section 7).

Once the trainee and ES are **both** satisfied with the trainee's progress then the trainee can be signed off to return to 'normal duties'.

**\*Consideration should be given to not requiring enhanced supervision during the phased return period only if the trainee has had a period of OOP time prospectively recognised for training (OOPT). Clear evidence of this must be documented on the Return to Training form, and the fact that no enhanced supervision period is needed is agreed with the Training Programme Director.**

**\*\*All documents to be sent to TPD**

## Section 7: Return Review

Towards the end of the supervised period the trainee and ES will meet and discuss the trainee's progress, review assessments, address any concerns and arrange any further targeted training. If the trainee and Educational Supervisor are satisfied with the trainee's progress, then the trainee can be signed off and return to normal duties (using Appendix C).

## APPENDIX A: Pre-absence Form

If possible this form should be completed by the trainee doctor and their Educational Supervisor, before the trainee doctor is due to go on absence.

The return to work scheme is compulsory for absences of 3 months or more, but can be opted into for absences less than 3 months if the trainee or Educational Supervisor feel it is necessary.

<b>Trainee Name:</b>		<b>GMC Number:</b>	
<b>Specialty and level:</b>		<b>Educational Supervisor:</b>	
<b>Current place of training:</b>		<b>Anticipated date of absence:</b>	
<b>If known, place of return to training:</b>		<b>Estimated date of return:</b>	
<b>Reason for Absence:</b>			

### Summary of discussion between trainee and Educational Supervisor:

Discussion parameters:

- Keeping up to date
- Use of Keeping in Touch days
- SuppoRTT programme
- Particular concerns

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Are you happy for HEEYH to contact you whilst you are absent? (please circle)	Yes	No
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If Yes then please provide your preferred contact details:

Address:			
Email Address:		Phone Number:	

<b>Signed:</b>	<b>Trainee:</b>		<b>Date:</b>	
	<b>Educational Supervisor:</b>		<b>Date:</b>	

**ONCE COMPLETED PLEASE SEND A COPY OF THIS FORM TO THE TRAINING PROGRAMME DIRECTOR**

**A copy also needs to be retained in your portfolio**



## APPENDIX B: Return to Training Form: Initial Meeting

<b>Date of initial Meeting:</b>			
<b>Trainee Name:</b>		<b>GMC Number:</b>	
<b>Specialty and level:</b>		<b>Educational Supervisor:</b>	
<b>Place of training prior to absence:</b>		<b>Date absence commenced:</b>	
<b>Anticipated place of training on return:</b>		<b>Anticipated date of return:</b>	
<b>Reason for Absence:</b>			

<b>Intention to return to training Full Time or Less than full time (LTFT)? (please circle)</b>  If LTFT Please see our website for more details  <a href="http://www.yorksandhumberdeanery.nhs.uk/policies/less_than_full_time/">http://www.yorksandhumberdeanery.nhs.uk/policies/less_than_full_time/</a>		
	<b>Full Time</b>	<b>LTFT</b>

<p><b>Summary of discussion between trainee and Educational Supervisor / Training Programme Director:</b></p> <p>Discussion should include:</p> <ul style="list-style-type: none"> <li>• Anything done to keep up to date</li> <li>• Any work done during absence: on calls, KiT days etc.</li> <li>• Engaged with the SuppoRTT programme</li> <li>• Any particular concerns over returning</li> </ul>

<b>Is a supervised return to training period necessary (please circle):</b>	<b>Yes</b> (complete (1), (2) and (3))	<b>No</b> (complete (4))
<p><b>(1) If yes, please give details. To include:</b></p> <p>This must include details of the overall plan for supervised return to training period and the level of supervision required</p>		
<p><b>(2) Required assessment(s) in this period:</b></p> <p>These must include assessments of <b><u>observed</u></b> practice, and may include workplace based assessments (WPBAs) and logbook evidence. <i>NB: details should be discussed with the clinical supervisor for the returning post</i></p>		

<b>(3) Date for review meeting (if a supervised training period is required):</b>	
<p><b>(4) If, in <i>exceptional</i> circumstances, the decision has been made by both trainee and the Educational Supervisor / Training Programme Director that the supervised return to training period is unnecessary, please provide documentary evidence below that the trainee has maintained active clinical practice during the absence. If this is provided, then this form confirms that the trainee and Educational Supervisor are confident that the trainee can to return to “normal duties” from the date signed of this meeting</b></p>	

<b>Signed:</b>	<b>Trainee:</b>		<b>Date:</b>	
	<b>Educational Supervisor:</b>		<b>Date:</b>	

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## APPENDIX C: Return to Training Form: Review Meeting

**This form should be used for ALL review meetings after the Initial Meeting**

<b>Date of Review Meeting:</b>			
<b>Trainee Name:</b>		<b>GMC Number:</b>	
<b>Specialty and level:</b>		<b>Educational Supervisor:</b>	
<b>Place of training prior to absence:</b>		<b>Date absence commenced:</b>	
<b>Anticipated place of training on return to training:</b>		<b>Anticipated date of return:</b>	
<b>Reason for Absence:</b>			

<p><b>Summary of discussion between trainee and Educational Supervisor:</b></p> <p>Discussion should include:</p> <ul style="list-style-type: none"><li>• Summary of observed assessments and logbook</li><li>• Overall progress</li><li>• Outstanding concerns</li></ul>
<b>What additional learning needs have been identified?</b>

<b>Extension to supervised period required? (please circle):</b>	<b>Yes</b> (complete (1), (2) and (3))	<b>No</b> (complete (4))
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**(1) If yes, details of extension period:**

This should include:

- reasons why a further period is required and
- details of the overall plan for extended supervised return to training period

**(2) Required assessment(s) in this period:**

These must include assessments of **observed** practice, and may include workplace based assessments (WPBAs) and logbook evidence *NB: details should be discussed with the clinical supervisor for the returning post*

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**(3) Date for further review meeting (if an extension is required):**

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**(4) If no, then this form confirms that the trainee and Educational Supervisor are confident that the trainee can to return to “normal duties” from the date signed below**

<b>Signed:</b>	<b>Trainee:</b>		<b>Date:</b>	
	<b>Educational Supervisor:</b>		<b>Date:</b>	

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**APPENDIX D: Individualised Action Planner**

<b>Trainee:</b>		<b>Returning location:</b>		<b>Returning department:</b>	
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<b>Clinical</b>	
<b>Desired outcome:</b>	
<b>Action:</b>	
<b>Outcome:</b>	
<b>Trainee comments:</b>	
<b>Supervisor comments:</b>	

**Personal & Professional Wellbeing  
(Resilience)**

**Desired outcome:**

**Action:**

**Outcome:**

**Trainee  
comments:**

**Supervisor  
comments:**

**Mentorship & Coaching**

<b>Desired outcome:</b>	
<b>Action:</b>	
<b>Outcome:</b>	
<b>Trainee comments:</b>	
<b>Supervisor comments:</b>	

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