

# Supported Return to Training (SuppoRTT)



## Out Of Programme Study Group Set Up Guide

## Table of contents

1. Background.....	3
2. Introduction .....	3
3. Principles of SuppoRTT: Out of Programme Study Group.....	3
4. Eligibility.....	4
5. Venue: Cost & Requirements.....	4
6. Refreshments.....	4
7. Speakers.....	4
8. Session format.....	5
9. Roles & Responsibilities.....	5
10. Contacts.....	5

## 1. Background

There are approximately 50,000 doctors in England who are currently undertaking postgraduate medical training, it is estimated that at any given time there are approximately 5,000 – or 10% – of postgraduate doctors taking approved time out of programme. While this is a normal and expected part of many doctors' progression through training and should be recognised as such. There is robust evidence indicating that time out of practice can impact on a clinician's competence and technical skills, as well as their confidence. Targeted support may be required to help doctors get back "up to speed" when they return to training.

The 2016 Acas junior doctors' contract agreement committed Health Education England (HEE) to develop innovative, evidence-based initiatives to "remove as far as possible the disadvantage of those who take time out. The Department of Health allocated £10 million recurrent annual funding from the 2017/18 financial year to support the delivery of this commitment.

HEE has taken this work forward introducing the Supported Return to Training initiative that aims to provide all trainees with a consistent and individualised supported return to their training programme.

Each regional team has been encouraged to create a programme of supported return to training activities and support established initiatives that are already taking place. In Yorkshire and the Humber (YH), the SuppoRTT team are thrilled to fund/support a trainee led initiative following a successful pilot that took place in Sheffield. In February 2018, the baby friendly 'Out Of Programme study group' started out as a local pediatric study group that was open to anyone out of clinical practice. Trainees met once a month, taking it in turns to host a session and review a topic. All sessions were and will remain free to attend.

## 2. Introduction

- 2.1. This guide is intended to provide a practical overview to those who may wish to set up their own SuppoRTT: Out of Programme Study group within their locality.
- 2.2. To ensure trainees are confident and fully supported when returning to practice following a sustained period of absence, HEE YH is committed to supporting those who wish to set up their own baby friendly Out Of Programme Study Group.
- 2.3. The SuppoRTT: Out of Programme Study Group will form part of a wider programme of supported return to training activities in YH.
- 2.4. The SuppoRTT team will endeavor to support any individual who intends to set up their own study group however, this initiative is primarily trainee led and it will be the responsibility of the trainee to:
  - Find a suitable location that does not exceed £200
  - Arrange the guest speakers
  - Promote the event within their region/specialty
  - Liaise with the SuppoRTT team to provide them an appropriate time table of events

## 3. Principles of SuppoRTT: Out of Programme Study Group

3.1. To provide a regular, accessible teaching programme that is;

- Trainee led
- Baby/Infant friendly
- Relaxed and inclusive
- Fully accessible to any trainee out of clinical practice, regardless of the reason
- Delivered monthly

## 4. Eligibility

4.1. Access to either attend or initiate a SuppoRTT: Out Of Programme Study Group is available to all trainees in YH who are planning to take, or are already on an approved period of time out, or have recently returned to training for one or more of the following reasons:

- Parental Leave exceeding three months
- Out Of Programme for Research (OOPR) / Career Break (OOPC) / Experience (OOPE) / Training (OOPT)
- Global health fellowships
- Sick leave exceeding three months
- Having been out of training for three or more months and are planning to return to training (the trainee must have a designated training number)

## 5. Venue: Cost & Requirements

5.1. The cost of the venue should not exceed the maximum of £200 per session.

5.2. The venue needs to be able to accommodate a maximum of 20 trainees plus babies/infants and meet the following criteria:

- Have basic presentation facilities i.e. computer, projector, flip chart paper
- Baby friendly facilities i.e. highchairs (preferable but not essential), baby changing facilities (a changing area could be set up within the room if onsite changing facilities are not available)
- Fully accessible for prams and wheelchairs
- Where possible venues should be easily accessible by public transport and/or have good parking facilities nearby

5.3. When the trainee believes that they have found a suitable location they will need to liaise with the SuppoRTT team who will confirm the suitability of the location and arrange for booking and payment of the sessions.

## 6. Refreshments

6.1. Basic refreshments are currently funded by HEE YH maximum of £100 per session (£5 per head). This is only available if provided directly from the venue.

## 7. Speakers

7.1. It is recommended that two expert speakers are sought to attend and speak at each session for approximately 45 minutes per speaker.

7.2. Talks can be about anything medically relevant and can be non-clinical, with previous talks including “hot topics” in a clinical area, “common pitfalls”, or areas related to diagnostic decision making, human factors, or learning from incidents.

7.3. A speaker pack is available which can be provided to the speaker to enable them to fully prepare for the session.

7.4. Speakers will be offered a speaker fee of £75 per session. This can be claimed once the event has passed and by completion of a non-staff claim form (please see attached). Please note, due to the NHS counter fraud standards 2018/2019 speakers are unable to claim this if they would have already been paid for their time through their Trust.

## 8. Session format

8.1. An example session format is as follows:

- 12:30 - 1300hrs; Access to room for set up
- 13:00 - 13:15hrs; Arrival & registration
- 13:15 - 1400hrs; Speaker one
- 1400 – 14:15hrs; Refreshment break
- 14:15 - .1500hrs; Speaker two
- 1500hrs; Close and finish

8.2. Sessions should be delivered monthly.

## 9. Roles and Responsibilities

9.1. To initiate and run regular sessions a core group of volunteer trainees are required to:

- Source a location
- Promote the event within their locality/specialty
- Source speakers
- Facilitate sessions

9.2. By having a small core group of trainees responsible for running the sessions, it means that facilitators can take it in turns to run sessions, which helps to ensure the sustainability of the programme and avoids overburden and reliance on a single individual.

9.3. Session facilitation involves ensuring the room is set up appropriately, introducing the session and completing a short safety briefing (fire alarms, toilet location etc) introducing speakers, closing the session and sending the completed register to the SupportTT team.

9.4. While this initiative is predominantly trainee led, the SupportTT team will provide some administrative support. This currently includes:

- Booking the venue
- Liaising with venue with regards to all associated costs
- Creating and managing the online booking system (maxcourse)
- Provide the facilitator with a register for attendance to be recorded
- Collation of feedback
- Distribution of certificates
- Answer all enquires that have been directed to the SupportTT mailbox

## 10. Contacts

10.1. If you need any more information about setting up a session or would like to discuss ideas, then please feel free to contact the team below.

- Laura Blakemore - Paediatric ST5 Trainee (South Yorkshire session facilitator)  
07905559224  
[laura.blakemore@nhs.net](mailto:laura.blakemore@nhs.net)
- HEEYH SuppoRTT Team  
[supportt.yh@hee.nhs.uk](mailto:supportt.yh@hee.nhs.uk)