

Top Tips for a successful Return to Training - Trainees

Pre-absence

- 1) Get everything up-to-date prior to the absence
- 2) Be ready for an ARCP
- 3) Meet with your Educational/Research Supervisor and ask them to start the pre-planning SuppoRTT paperwork (which can be found on our website <https://www.eastmidlandsdeanery.nhs.uk/trainee/supportt>). Remember to upload this to your e-portfolio.
- 4) Start thinking about childcare plans (where appropriate)
- 5) Think about what staying in touch is going to look like – what contact would you prefer? Discuss this with your Supervisor. Remember that the SuppoRTT team may also contact you in your absence to pass on details of relevant training/support/courses.
- 6) Think about any support you might need while away. Discuss this with your Supervisor.
- 7) Consider LTFT training (where appropriate), look at the LTFT pages on our website (<https://www.eastmidlandsdeanery.nhs.uk/policies/ltft>) and start the application process.

During Absence

- 1) Stay in touch with your Educational Supervisor.
- 2) When appropriate – start thinking about your return and get in touch with your Supervisor to schedule a meeting. Don't leave it until the last minute!
- 3) Before any meeting takes place – think about what you would like from your return? What are your immediate and long-term needs?
- 4) If on sick leave for longer than three months, liaise with occupational health, your supervisor and rota co-ordinator to organise a safe return with therapeutic and phased return as necessary.
- 5) If applying for LTFT training, apply as early as possible in order to allow time for the application to be processed.
- 6) Organise your KIT days with the support of your Supervisor and make sure that your workplace is aware of them.
- 7) Together with your supervisor, start to complete the SuppoRTT Return to Training paperwork. The document is designed to act as a log of actions taken to support your return so can be a very useful aid.
- 8) If you need a period of Enhanced Supervision on your return, let your rota co-ordinator know well in advance cover will be needed. Complete the SuppoRTT Enhanced Supervision paperwork along with your Supervisor.
- 9) Firm up plans for childcare and think about contingency plans should your child unfortunately be ill.

On your Return

- 1) Schedule in meetings with your Supervisor as early and as many times as practical. Let them know of any significant changes since your pre-planning meeting.
- 2) Find out if there have been any changes in your absence, e.g.:
 - The need for training such as for new equipment, medication, changes to infection control, health and safety, quality assurance, other new procedures, NICE guidelines etc
 - Changes to common conditions or current patient population information
 - Significant developments or new practices within your specialty
 - Changes in management or role expectations
 - Teaching, management, research or leadership roles required
 - Changes in the law that affects doctor's practice and developments in guidance on professional standards and ethics
- 3) Reduce clinics and on-calls (where appropriate) until you feel confident.
- 4) Check whether there is any mandatory training for your Trust which you need to complete (this is very often missed or postponed)
- 5) When you have successfully returned to work, meet with your Supervisor and sign off the SuppoRTT Return to Training paperwork. Ensure all paperwork is uploaded to your e-portfolio and emailed to your TPD and the SuppoRTT team.

REMEMBER: PLANNING IS KEY!

