

Top Tips for a successful Return to Training - Trainees

Pre-absence

- 1) Try and get everything up to date prior to the absence if possible
- 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) 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.
- 5) Think about any support you might need while away. Discuss this with your Supervisor.
- 6) 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 Supervisor during your absence. When appropriate, (3-4 months is good) start thinking about your return and get in touch with your Supervisor to schedule a meeting. Don't leave it until the last minute!
- 2) Before the meeting takes place – think about what you would like from your return? What are your immediate and long-term needs? Make notes and take them with you to the meeting. This is your chance to shape your return.
- 3) Together with your supervisor, start to complete the SuppoRTT Return to Training paperwork (which can be found online). The documents are designed to act as a log of actions taken to support your return so can be a very useful aid in terms of thinking what you would like.
- 4) If you think you might need a period of Enhanced Supervision on your return, speak to your Supervisor at the meeting as cover will be needed and this needs to be organised well in advance. Once confirmed, let your rota co-ordinator know so they can amend the rota and get cover in place. Complete the SuppoRTT Enhanced Supervision paperwork along with your Supervisor.

- 5) 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. Remember to ask for help if you need it.
- 6) If applying for LTFT training, apply as early as possible in order to allow time for the application to be processed. Details can be found on our website.
- 7) Organise your KIT days with the support of your Supervisor and make sure that your workplace and HR Team (or Lead Employer) are aware. Liaise with your HR team (or Lead Employer) to make sure you get paid for them! Don't forget that the SuppoRTT scheme will repay you for childcare expenses and travel incurred when you take your KIT days. Details are on our website or email the team.
- 8) Firm up plans for childcare and think about contingency plans should your child unfortunately fall ill. Who are your emergency ports of call should you need them? Is there a nursery onsite that you could use to save travelling and time?
- 9) Do you need to do any update courses (e.g. GP Update, ALS etc.) prior to your return? If so, make sure you book yourself on as early as possible so that you are ready to hit the ground running when you return. You will need to pay for courses, but you may be able to claim course fees back from SuppoRTT. Contact the team for further details.
- 10) Find out if your School runs Return to Work courses? Book yourself a place on one.
- 11) Find out who your Trust SuppoRTT Champion is in case you need support. This will be a senior Consultant based within the trust who will be able to provide advice and signpost support should you need it. Details will be posted on our website in the future or contact the SuppoRTT team.
- 12) Find out who your School Champion is in case you need Specialty support. This will be a senior Consultant based within the School who will be able to provide advice and signpost support should you need it. Details will be posted on our website in the future or contact the SuppoRTT team.

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) Ask to 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!

