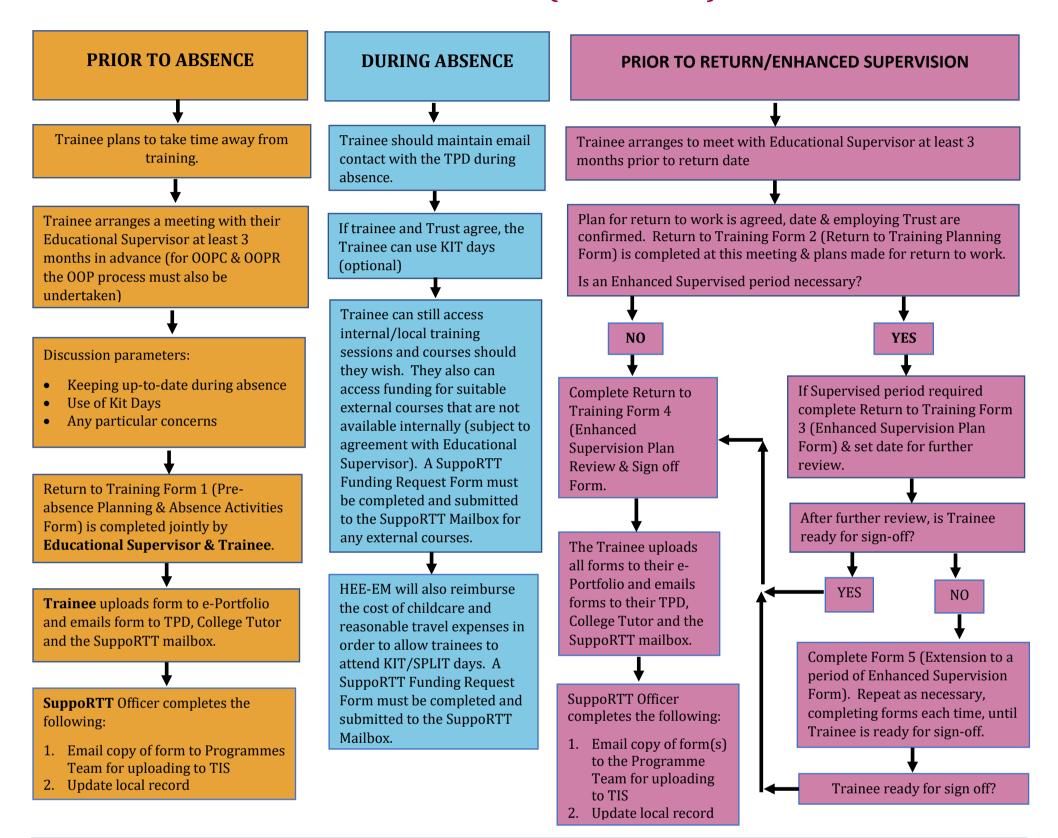


EAST MIDLANDS SUPPORTED RETURN TO TRAINING (SUPPORTT) PROCESS FLOWCHART



ENHANCED SUPERVISION PERIOD

This refers to the period of time from the first day back at work to the time when both the trainee and supervisor are satisfied that the trainee has adjusted back to the workplace and the training requirements. After short absences this may only be a few days covering mandatory training. For longer absences this may be 2-6 weeks and include assessments and additional levels of supervision for clinical activities. All trainees returning to work should have this additional planning and support.

- It is expected that in most cases a supervised period is required. However, for shorter absences when the trainee has maintained active clinical practice the supervised return period may not be necessary. Good evidence of the practice must be documented on Return to Training Form 2 (Return to Training Planning Form) and the lack of a supervised period agreed with the Training Programme Director.
- The length of the supervised period depends on the specific needs of the trainee. A longer absence may require a longer supervised period.
- During this period the trainee should engage in WBA's (Workplace Based Assessments) with feedback from their Educational Supervisor. The trainee should be attached to a range of consultants responsible for supervising trainees returning to training.
- The trainee must be fully supervised including any on-calls or out-of-hours. Where appropriate this supervision must be direct & not via the phone.
- If the Trainee has made sufficient progress at the end of the first supervised period they can be signed off and return to the normal rota.
- If the ES and trainee decide that extra time is needed, then the supervised period can be extended as necessary. However, a Form 5 (Extension to a Period of Enhanced Supervision) must be completed each time as a record and uploaded to the trainees e-Portfolio.
- It is the responsibility of the Trainee to ensure that all forms when completed are uploaded to the e-Portfolio and then emailed to the Training Programme Director and the SuppoRTT mailbox. When uploading the forms to the e-Portfolio, the trainee should store the paperwork in the Private Log and label as "Return to" Training.

CCT Date

- The "training clock" will normally re-start on the return to work day and when the trainee is ready to undertake training as well as routine work activities.
- Normally the supervised period would not affect the CCT date, however in exceptional circumstances the ARCP panel may recommend an extension to training if the required competencies have not been achieved by the time of the next ARCP.