EAST MIDLANDS
SUPPORTED RETURN TO TRAINING (SUPPORTT) PROCESS FLOWCHART

PRIOR TO ABSENCE	DURING ABSENCE	PRIOR TO RETURN/ENHANCED SUPERVISION

PRIOR TO ABSENCE

Trainee plans to take time away from training.

Trainee arranges a meeting with their Educational Supervisor at least 3 months in advance (for OOPC & OOPR the OOP process must also be undertaken)

Discussion parameters:
- Keeping up-to-date during absence
- Use of Kit Days
- Any particular concerns

Return to Training Form 1 (Pre-absence Planning & Absence Activities Form) is completed jointly by **Educational Supervisor & Trainee**.

Trainee uploads form to e-Portfolio and emails form to TPD, College Tutor and the SuppoRTT mailbox.

SuppoRTT Officer completes the following:
1. Email copy of form to Programmes Team for uploading to TIS
2. Update local record

DURING ABSENCE

Trainee should maintain email contact with the TPD during absence.

If trainee and Trust agree, the Trainee can use KIT days (optional)

Trainee can still access internal/local training sessions and courses should they wish. They also can access funding for suitable external courses that are not available internally (subject to agreement with Educational Supervisor). A SuppoRTT Funding Request Form must be completed and submitted to the SuppoRTT Mailbox for any external courses.

HEE-EM will also reimburse the cost of childcare and reasonable travel expenses in order to allow trainees to attend KIT/SPLIT days. A SuppoRTT Funding Request Form must be completed and submitted to the SuppoRTT Mailbox.

PRIOR TO RETURN/ENHANCED SUPERVISION

Trainee arranges to meet with Educational Supervisor at least 3 months prior to return date

Plan for return to work is agreed, date & employing Trust are confirmed. Return to Training Form 2 (Return to Training Planning Form) is completed at this meeting & plans made for return to work.

Is an Enhanced Supervised period necessary?

NO

Complete Return to Training Form 4 (Enhanced Supervision Plan Review & Sign off Form.

The Trainee uploads all forms to their e-Portfolio and emails forms to their TPD, College Tutor and the SuppoRTT mailbox.

SuppoRTT Officer completes the following:
1. Email copy of form(s) to the Programme Team for uploading to TIS
2. Update local record

YES

If Supervised period required complete Return to Training Form 3 (Enhanced Supervision Plan Form) & set date for further review.

After further review, is Trainee ready for sign-off?

YES | NO

Complete Form 5 (Extension to a period of Enhanced Supervision Form). Repeat as necessary, completing forms each time, until Trainee is ready for sign-off.

Trainee ready for sign off?

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.