

HEALTH EDUCATION ENGLAND – EAST MIDLANDS

Supported Return to Training & the SuppoRTT Project

TRAINEE BOOKLET



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What is SupportTT?

As part of the 2016 junior doctors contract negotiations, inconsistencies were highlighted across England with the level of support available to doctors returning to training following an approved period of time away from clinical practice.

This presented Health Education England with an opportunity to ensure that consistent and appropriate time, resource and support are invested in our returning trainees in order to help them step back into training without unnecessary difficulties.

Taking the above into consideration, we are very pleased to announce the launch of the 2018-19 Supported Return to Training (SupportTT) initiative.

Health Education England has allocated money to each region to deliver the SupportTT initiative. Funding will be held centrally, delivered locally and will benefit all Trainees.

What areas does SupportTT cover?

- Trainee Support
- SIM Centre Days by Trust & by School
- Shadowing Support for Trainees
- Individualised SupportTT Plans for Trainees
- Funding for SupportTT expenses e.g. Travel and childcare expenses
- Courses and Coaching for Out of Programme Trainees
- Educational Supervisor upskilling

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What are the current plans for the SuppoRTT project?

1) To Increase Awareness of the Scheme

HEE-EM held a successful awareness event at the Nottingham Belfry on June 22nd, 2018. This event invited trainees and educators to take part in discussions about enhancing junior doctors lives and supporting trainees returning to training.

2) Provide Simulation Training for Returning Trainees

HEE EM has already engaged with the East Midlands Sims Network and provided funding to allow the development of a co-ordinated provision of trainee focused sims. HEE EM also funded the purchasing of *IRIS* – an online web-based simulation platform for the use of all EM Trainees. For contacts in the region and access to *IRIS* see

<https://www.eastmidlandsdeanery.nhs.uk/node/1662>

3) Co-ordinate Educational Supervisor Upskilling

Educational Supervisor training days were organised to ensure a consistent approach to supporting trainees returning to training and provide greater support for Supervisors. Online training is coming soon!

4) Provide Better Support for Out of Programme (OOP) Trainees

A programme of support for OOP Trainees has begun in the East Midlands. A Productivity Retreat for OOPR/E trainees is now available (see Intrepid Course Manager for booking). SuppoRTT Coaching also has been put into place for OOP Trainees from two of our PSU Coach Providers. Details are here <https://www.eastmidlandsdeanery.nhs.uk/node/1670>

5) Provide Individualised Support Plans for Trainees

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Individualised support plans for trainees returning to training are being rolled out across the region from Aug 2018. Trainees will complete an individualised SuppoRTT plan and participate in structured planning and review meetings when leaving and returning to training with their Educational Supervisor/TPD. This will enable trainees to document any training done while away from practice and identify any anticipated support required upon their return.

6) To encourage Enhanced Shadowing

Trainees returning to training following a sustained period of absence will be strongly encouraged to participate in a period of enhanced shadowing/supervision. This should be negotiated at least 3 months in advance of the return to training and the agreed amount will vary.

7) Provide Access to Bespoke Training

Attending pre-existing regional courses is the preferred method for re-developing competence and confidence. However, if there are no suitable regional courses available there may be some SuppoRTT funding available for trainees returning to training to access external courses. For more details see <https://www.eastmidlandsdeanery.nhs.uk/trainee/supportt>

8) Provide Reimbursement of Childcare Costs and Reasonable Travel Expenses for KIT/SPLIT days.

KIT (Keeping in Touch) or **SPLIT** (Shared Parental Leave in Training) days may be useful for attending relevant training courses or teaching. SuppoRTT funding is available to repay childcare or reasonable travel costs (only) incurred while on KIT days. Please note that KIT days are paid by your Trust (or Lead Employer for GP's) and should be organised by you with their HR team and your Supervisor/TPD (or Lead Employer).

What are the key things I should consider when returning to training after absence?

1) How long have I been away from practice?

The Academy of Medical Royal Colleges (AORMC) concluded that all absences over 3 months were likely to “significantly affect skills & knowledge”. It also recognised that all doctors returning after any period of absence may benefit from good back to work procedures.

2) Was my absence planned or unplanned?

If your absence is anticipated, the Trainee should take the opportunity to engage with their Educational Supervisor or Training Programme Director (dependant on the Specialty) and the Trust to plan the absence carefully, particularly if it is for more than 6 months. The Trainee may well be able to access Keeping in Touch (KIT) events or formal training days which may make all the difference when you return to training.

Some absences may occur at short notice with little time to plan, e.g. illness, caring for a family member. Short periods of illness where the likelihood is that pre-existing levels of health will be regained are unlikely to impact on a successful return to training.

However, any illness, which has complications or persistence of symptoms, should prompt a return to work assessment and action plan.

In both instances the Trainee and the Educational Supervisor have a dual responsibility to identify the impact of the period of absence e.g. loss of confidence, clinical skills etc. Enhanced supervision may be required on return, especially for out of hours duties.

3) Was I able to maintain clinical activity and training during the absence?

During some types of absence e.g. during OOPE or Fellowship, a Trainee may be able to maintain clinical and training skills. In these cases, the Trainee and the Educational Supervisor may be able to confirm the maintenance of skills.

If the absence has involved clinical work not relevant to the specialty (e.g. OOPE) or little or no clinical work (e.g. OOPR) then a more detailed assessment and plan should be undertaken and should involve the TPD or Trust-based College Tutor.

4) Have there been any changes to my work-life balance

It is important to consider and document significant changes in your life outside of work after a period of absence. As a duty of care, the Educational Supervisor or TPD should explore significant changes to the Trainee's life e.g. adjustment after ill-health may require the need for additional health maintenance activities, reduced ability to travel and reduction in the amount of personal time available for training purposes.

Age may also be a factor for some and may need to be taken into consideration during any assessment to return to work. Some training posts are very arduous in terms of work commitments and training expectations, as well as the burden of on-call hours. Less than full time (LTFT) training may need to be considered.

What are the key components to planning and delivering a safe return to training for me?

1) Pre-absence Planning

The key to a successful return to training is planning. Where possible, the trainee, Educational Supervisor should work together in advance to plan both the absence and the return to training.

The planning meeting should be conducted between the Trainee and the Educational Supervisor. The absence planning form (Form 1 - Pre-absence Planning & Absence Activities) should be completed.

2) Keeping in touch

Whatever the reason for the absence, you should aim to keep in regular email contact with your TPD/Educational Supervisor.

You can still access internal/local training if you wish. Funding for suitable external courses that are not available locally may be possible through the Supported Return to Training (SupportTT) scheme.

If you are returning from Parental Leave, try and schedule your KIT/SPLIT days well in advance. You can access funding for childcare costs and reasonable travel expenses for KIT days through the SupportTT scheme.

KIT days are paid to you by your Trust (or Lead Employer for GP's) – please contact them for further details as far in advance as possible. It is up to you to organise your own KIT days in conjunction with HR/Lead Employer and your Educational Supervisor/TPD.

3) Pre-return to training Planning

Confirm your return date with your Educational Supervisor as soon as you can and be pro-active in setting up an early meeting especially if you are anticipating needing a phased return or enhanced supervision period.

The more you plan, the better your return to work experience will be. Start the process with a quick telephone call or email to get the ball rolling and set up a formal meeting later. You should aim to have the planning meeting at least 3 months prior to returning. A record of the meeting should be made using Form 2 (Return to Training Planning Form).

Where you anticipate needing phased return or enhanced supervision when you return to work, you will need to agree these with your Supervisor/TPD first. You will need to liaise with the employing Trust (or Lead Employer for GP's) to let them know your return date. If your absence has been complex, your TPD may need to discuss your case with the Head of School or Associate Postgraduate Dean (APD). An Occupational Health Report may also need to form part of the action plan to ensure a safe return.

The Action Plan – where possible the action plan for return to training should include:

- **An up-to-date health assessment (if required)**
- **Agreement on a period of enhanced supervision?**
- **Confirmation of LTFT or FT status planned on return?**
- **List of mandatory training requirement e.g. resuscitation**
- **The clinical activities of the enhanced supervision period e.g. ward work. Surgery/outpatient work, home visits, emergency work, out of hours work etc**
- **The assessment methods for the enhanced supervision period could include: SLEs, DOPs, WPBA's, Simulation scenarios, Feedback etc.**

4) Return to Training and Sign-off

You and your Supervisor should meet briefly each week to discuss progress against the action plan and trainee well-being. If progress is satisfactory, the trainee is well and clinical confidence is returning, the Educational Supervisor can agree to end the enhanced supervision phase and the resumption of the training period. The Educational Supervisor and trainee should complete the Return to Training Form 4 – Enhanced Supervision and Sign-Off

Please ensure that you and your Educational Supervisor complete all relevant SuppoRTT Forms during your return to work process. They should be uploaded to your e-portfolio and emailed to your TPD and the SuppoRTT mailbox.



Top Tips for a successful Return to Training

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
- 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.
- 6) Think about any support you might need while away. Discuss this with your Supervisor.
- 7) Consider LTFT training (where appropriate).

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
- 3) Think about what you would like on your return before any meeting takes place – what are your immediate 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
- 7) Together with your supervisor, complete the SuppoRTT Return to Training paperwork.

- 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 SupportTT Enhanced Supervision paperwork.
- 9) Firm up plans for childcare and what to do if your child is ill.

On your Return

- 1) Meet with your Supervisor as early 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. equipment, policies, health and safety, procedures, significant developments, changes in management, role or law etc.
- 3) Reduce clinics and on-calls (where appropriate) until you feel confident.
- 4) Check whether there is any mandatory training you need to complete.
- 5) When you have successfully returned to work, meet with your Supervisor and sign off the SupportTT Return to Training paperwork. Ensure all paperwork is uploaded to your e-portfolio and emailed to your TPD and the SupportTT team.



Who can help me safely return to training?

It is the professional duty of the doctor to ensure they are safe to return to practice, but it is the joint responsibility of the trainee and the School to ensure a safe return to training. The employer also shares responsibility.

The key people in your safe return to work will be:

- **The Training Programme Director**
- **Trust College Tutor**
- **GP Programme Manager or Lead Employer for GP's**
- **Educational Supervisor**
- **Head of School**
- **Associate Postgraduate Dean (for complex cases)**
- **Trust HR dept**
- **Rota co-ordinator**
- **Other internal HEE-EM Teams**
- **Occupational Health**
- **The Professional Support Unit (PSU)**

HEE-EM is committed to offering SupportTT to as many trainee doctors as possible. This includes promoting the mainstreaming of the SupportTT process and providing awareness training to trainers and educators.

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Further information Support and Guidance?

HR Support for Trainees out of/returning to training

University Hospitals of Leicester

- Vidya Patel vidya.patel@uhl-tr.nhs.uk

Sherwood Forest Hospitals

- Rebecca Freeman Rebecca.freeman7@nhs.net
- Jayne Cresswell Jayne.cresswell1@nhs.net

Derby Teaching Hospitals

- Snobar Bhat snobarbhat@nhs.net

Lincolnshire Partnership

- Sandra O'Sullivan Sandra.O'Sullivan@lpft.nhs.uk

Northamptonshire Healthcare

- Sarah Fox Sarah.fox@nhft.nhs.uk

Nottingham University Hospitals

- Helen Wilkinson Helen.wilkinson@nuh.nhs.uk
- Sarah McCracken Sarah.McCracken2@nuh.nhs.uk

Chesterfield Royal Hospital

- Wendy Ridley wendyridley@nhs.net
- Deborah Couzens deborah.couzens@nhs.net

The Lead Employer (*GP Trainees only*)

- Lead Employer Leademployer.eastmids@sthk.nhs.uk

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If your Trust isn't listed, please contact your local HR department for further advice.

Please note we are currently unable to advise about individual Trust HR Policies or KIT days – please speak to your local HR Team/adviser/Lead Employer.

HEE EM is currently recruiting colleagues around the East Midlands known as **SupportTT Champions**. They will be able to advise you if you need support and advice on returning to training. Further details will be available on our website as they are recruited. In the meantime, please don't hesitate to get in touch with the SupportTT team.



SupportTT in the East Midlands

Further information regarding SupportTT in the East Midlands, including FAQs, events calendar, courses, funding, forms and all documents can be found on our website

<https://www.eastmidlandsdeanery.nhs.uk/trainee/supportt>

SupportTT Nationally

There is a wealth of information and support on our national SupportTT website at

<https://mysupportt.com/>

Parental Leave - KIT and SPLIT Days

Trainees are strongly encouraged to plan the utilisation of any KIT or SPLIT days with HR teams at their employing trust (or the Lead Employer for GP's). For further guidance see

<https://www.gov.uk/employee-rights-when-on-leave>

Out of Programme

For trainees taking OOPR or OOPC the East Midlands OOP process should also be followed. For further guidance see:

<https://www.eastmidlandsdeanery.nhs.uk/policies/oop>

Less Than Full Time (LTFT) Training

For trainees wishing to apply for less than full time training, the East Midlands LTFT process must be followed. For further guidance see

<https://www.eastmidlandsdeanery.nhs.uk/policies/ltft>

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Sickness Absence

For Trainees returning from sickness absence guidance from the trainees GP or Occupational Health (via the Trust) regarding a phased return to work may be required. Further support for sickness absence can also be sought from the HEE EM Professional Support Unit (PSU) via the usual channels <https://www.eastmidlandsdeanery.nhs.uk/trainee/psu> Please note that you cannot self-refer to the PSU, this needs to come from an Educational Supervisor or Training Programme Director.

Documents

Enhancing Junior Doctors Working Lives <https://hee.nhs.uk/our-work/doctors-training/enhancing-working-lives>

HEE National Supported Return to Training Document
<https://hee.nhs.uk/sites/default/files/documents/Supported%20Return%20to%20Training.pdf>

The Gold Guide – A Reference Guide for Postgraduate Dental Specialty Training in the UK <https://www.copmed.org.uk/gold-guide-7th-edition/>

BMA Guide to Returning to Practice after Absence
<https://mysupportt.com/bma-returning-to-clinical-practice-after-absence/>

HEE-EM Supported Return to Training (SupportTT) Team

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