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!