

Arranging Enhanced Supervision

Confirm details of rotation with TPD



Inform HR of intention to do enhanced supervision - 3 months before rotation start date, using the 'Enhanced supervision form'

Indicate provisional start date for enhanced supervision period & confirm rotation start date.
Request paperwork for occupational health, new starter paperwork, pay details, security, parking, IT, CRB checks if applicable



'SupportTT planning return meeting' with TPD/College Tutor 3 months before rotation start date

- Discuss intention to do enhanced supervision - How many days? When? OOH?
- Complete SupportTT plan



Submit SupportTT plan to SupportTT Officer/Team



Complete the 'Planning exercise for developing a schedule for enhanced supervision' & associated 'SupportTT worksheet'

- Assessment of clinical skills, RTW activities, OOH work, supervision requirements, appraisal of progress



Clinical/Educational Supervisor planning meeting to discuss provisional schedule for enhanced supervision

- Discuss areas of concern, RTW activities, OOH arrangements, supervision, induction arrangements
- Provide useful contacts - training buddy, rota coordinator



Contact Rota Co-ordinator

- Confirm dates for enhanced supervision period, rotation start date, earliest date likely to resume weekend & night shifts



Clinical/Educational Supervisor meeting to finalise schedule for enhanced supervision



Send copies of finalised schedule of enhanced supervision to TPD, Educational Supervisor, HR and SupportTT



Confirm with HR details of enhanced supervision period

- Dates and pay agreed in writing
- Confirm appropriate contract, occupational health clearance, CRB if applicable, ID check, IT, parking, security (check your medical indemnity reinstated)