

## Before you Leave: Checklist and Tips

<input type="checkbox"/>	<p><b>Arrange a SupportTT meeting with your TPD/College Tutor</b>            Things to cover may include:</p> <ul style="list-style-type: none"> <li>• Motivations and aims for leave</li> <li>• Intended return date &amp; what factors may influence this</li> <li>• Who to contact if there is a change to return date</li> <li>• Impact on subsequent rotations/placements</li> <li>• Ways to keep in touch</li> <li>• Intentions to train LTFT, if applicable</li> </ul>
<input type="checkbox"/>	<p><b>Complete the Pre-absence SupportTT Plan</b></p> <ul style="list-style-type: none"> <li>• Fill in a SupportTT form</li> <li>• Complete it at the end of your meeting as a summary of your discussion</li> <li>• After the meeting submit the form to <a href="mailto:supporttt.eoe@hee.nhs.uk">supporttt.eoe@hee.nhs.uk</a> &amp; upload it to your e-portfolio</li> </ul>
<input type="checkbox"/>	<p><b>Update your e-Portfolio &amp; prepare for your next ARCP</b></p> <ul style="list-style-type: none"> <li>• Complete an MSF/360 before you leave if it will be required at your next ARCP</li> <li>• Complete an end of training/post report with your educational/clinical supervisor before you leave</li> <li>• Use a CCT calculator to work out where you are in your training (See RCPCH CCT calculator)</li> <li>• Consider arranging an ad hoc ARCP before you leave, especially if you think you have enough evidence to complete your current training level</li> <li>• If you are going on maternity leave your ARCP will be done 'in absentia' but you can attend if you feel this will be beneficial</li> <li>• If you are going out of programme, then you will still have to complete and submit ARCP paperwork at the usual time</li> <li>• Decide if you want to be able to access your e-portfolio while on leave as your college may offer a discount on fees which may be subject to whether you still require e-portfolio access. Think about how you can electronically log learning events so you can easily transfer them after your return, if necessary.</li> </ul>
<input type="checkbox"/>	<p><b>Consider any outstanding projects</b>            Decide how to deal with outstanding projects, options include:</p> <ul style="list-style-type: none"> <li>• Making time &amp; setting deadlines for completion of work, defer project until you return, Handover project to colleague</li> <li>• Inform relevant person/team you are no longer completing work</li> </ul>
<input type="checkbox"/>	<p><b>Review any courses that may need renewal before your return</b></p> <ul style="list-style-type: none"> <li>• Can you renew before your leave, or could you complete just before you are due to return? Consider what funding you will have available at these times to help you decide (See 'Funding guidance' for further information).</li> </ul>
<input type="checkbox"/>	<p><b>Inform relevant people of your intention to take leave</b>            You will need to inform the following people, in writing, of your leave date, the circumstances of your leave (if appropriate) &amp; your provisional return date:</p> <ul style="list-style-type: none"> <li>• The <a href="#">Programme Management team at HEE, EoE</a>, the Trust you are currently working at, including a formal resignation letter, your specialty school – TPD or Head of School &amp; Educational Supervisor</li> <li>• If you are taking parental leave, there may also be specific deadlines for informing your Trust relating to eligibility for related pay</li> </ul>
<input type="checkbox"/>	<p><b>Consider your finances</b></p> <ul style="list-style-type: none"> <li>• Consider impact of leave on your pension and national insurance contributions</li> <li>• If you are on maternity leave, your yearly pay increment will be honored</li> <li>• Some organisations may offer a reduction or pause in fees for those on leave e.g., MPS/MDU, GMC, Royal colleges</li> <li>• You may be entitled to financial support from the government depending on your personal circumstances, check at <a href="http://www.gov.uk">www.gov.uk</a>.</li> <li>• Obtain copies of relevant policies related to parental leave/pay and sick leave/pay and agree details of leave/pay, in writing, for future reference.</li> </ul>
<input type="checkbox"/>	<p><b>Access additional support, if needed</b></p> <ul style="list-style-type: none"> <li>• If you feel there are areas you need to address before returning to work, take some time to find the right support for your needs.</li> <li>• See the 'Accessing additional support' document</li> </ul>