

HEE East of England : Supported Return to Training Pre-Return Form

Response ID	Start date	Completion date
950153-950135-106241105	24 Feb 2023, 10:19 (GMT)	24 Feb 2023, 10:27 (GMT)

1	Date of SuppoRTT meeting	24/02/2023
2	When is this meeting being completed?	Before returning to training (pre-return)
3	Have you completed the SuppoRTT Pre-absence Form?	No
4	Title	Dr
5	First name	Jane
6	What is your preferred name? (if different)	
7	Surname	Doe
8	Email address when out of programme	supportt.eoe@hee.nhs.uk
9	Phone Number	01234 56789
10	Professional registration (GMC/GDC/HPC no. etc)	12345
11	Training Position/Grade prior to absence	ST2
11.a	If you selected Other, please specify:	
11.b	Training Grade on return to training?	The same
11.b.i	Training Position/Grade on return to training?	
11.b.i.a	If you selected Other, please specify:	
12	Training Programme	Acute Medicine

12.a	If you selected Other, please specify:	
12.b	GP Programme	

13 Known name of educator(s) involved in your training - if you are still not aware of who these are yet, please put Not Known in the text. Please provide the following educator information and highlight whether they are in attendance of the SuppoRTT meeting:

13.1	Educational Supervisor	
13.1.a	Educators' Name	Supervisor 1
13.1.b	Email address	
13.1.c	Present at SuppoRTT Plan meeting?	No
13.1.d	Additional comments	
13.2	TPD	
13.2.a	Educators' Name	TPD 1
13.2.b	Email address	TPD1@hee.nhs.uk
13.2.c	Present at SuppoRTT Plan meeting?	Yes
13.2.d	Additional comments	
13.3	Clinical Supervisor	
13.3.a	Educators' Name	CT 1
13.3.b	Email address	CT1@hee.nhs.uk
13.3.c	Present at SuppoRTT Plan meeting?	No
13.3.d	Additional comments	
13.a	I can confirm that the trainee was present at the pre-return meeting.	I can confirm
13.a.i	Please can you explain why they were not present and other details.	
13.b	Anyone else who you would like to be part of this plan	No
13.b.i	Add their Name, Role and email address	

14	Primary reason for absence	OOP Career Break (OOPC)
14.a	If you selected Other, please specify:	

14.b	When taking parental leave, Keeping in Touch (KIT) days may be used to attend any relevant courses, regional teaching or departmental meetings. For shared parental leave, Shared Parental Leave in Touch (SPLIT) days may be utilised in the same way. Any planned KIT/SPLIT days should be documented on the SuppoRTT plan form. If known there, will be an opportunity to do this further down the form. If not, that is fine but this will need to be agreed via your current employing Trust not Health Education England. Childcare costs, including standard class travel, will need to be claimed via the SuppoRTT funding request form, found on the HEE EoE website	
14.c	Are you a Tier 2 Visa holder?	No
14.c.i	If you are on a Tier 2 Visa please confirm you read the guidance carefully before applying.	
14.d	Are you happy to be contacted by HEE during your time out of training?	Yes

15	Place of training pre-absence: The following list includes NHS Trusts rather than individual hospitals; if you are in a hospital placement please choose the Trust that hospital sits within. There is also the option to choose community, dental, GP and public health settings which if chosen will provide a box to write the specific site.	Cambridge University Hospitals NHS Foundation Trust
15.a	If you selected Other, please specify:	
15.b	Please specify:	

16	Do you know which place you are returning to?	No
16.a	Place of training returning to: The following list includes NHS Trusts rather than individual hospitals; if you are in a hospital placement please choose the Trust that hospital sits within. There is also the option to choose community, dental, GP and public health settings which if chosen will provide a box to write the specific site.	
16.a.i	If you selected Other, please specify:	
16.a.ii	Please specify:	

17	Absence Start Date (DD/MM/YYYY)	01/11/2022
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18	Predicted Return date (DD/MM/YYYY)	24/05/2023
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19	Do you intend to returning to training less than full time (LTFT)?	Unsure
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19.a	Considering Less than Full Time Training (LTFT)? Please refer to LTFT guidance for the East of England region by visiting the appropriate page on the website. This needs to be completed 8-12 weeks prior to returning to training. Please confirm that you are aware that you will look at the website and/or contact ltft.eoe@hee.nhs.uk for any questions you may have. You will need to complete a separate application process.	I confirm
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20	The Trainee and appropriate Supervisor should use this meeting as an opportunity to discuss anything relating to returning to training, including but not limited to the following. Please indicate if the below have been discussed.	
20.1	Concerns and expectations of returning to practice	
20.1.a	Discussed	Yes
20.1.b	Main points of discussion / agreed actions	
20.1.c	Do you need any more information on this?	No
20.2	LTFT and the application process (if appropriate)	
20.2.a	Discussed	Yes
20.2.b	Main points of discussion / agreed actions	
20.2.c	Do you need any more information on this?	No
20.3	Any work done (or planning during remainder of absence i.e. on calls, KIT/SPLIT days)	
20.3.a	Discussed	Yes
20.3.b	Main points of discussion / agreed actions	
20.3.c	Do you need any more information on this?	No
20.4	Signposting to useful resources, including the SuppoRTT webpages	
20.4.a	Discussed	Yes
20.4.b	Main points of discussion / agreed actions	
20.4.c	Do you need any more information on this?	No
20.5	Networking events	
20.5.a	Discussed	Yes
20.5.b	Main points of discussion / agreed actions	
20.5.c	Do you need any more information on this?	No
20.6	Coaching and Mentorship programmes	
20.6.a	Discussed	Yes
20.6.b	Main points of discussion / agreed actions	
20.6.c	Do you need any more information on this?	No
20.7	Returning to Training Activities	

20.7.a	Discussed	Yes
20.7.b	Main points of discussion / agreed actions	
20.7.c	Do you need any more information on this?	No
20.8	Supervised clinical sessions	
20.8.a	Discussed	Not relevant
20.8.b	Main points of discussion / agreed actions	
20.8.c	Do you need any more information on this?	No
20.9	Learning and training needs (including possible assessments or courses that should be attended)	
20.9.a	Discussed	Yes
20.9.b	Main points of discussion / agreed actions	
20.9.c	Do you need any more information on this?	No
20.10	Enhanced Shadowing	
20.10.a	Discussed	Yes
20.10.b	Main points of discussion / agreed actions	
20.10.c	Do you need any more information on this?	No
20.11	Occupational Health Review - are there currently any reasonable adjustments in place? Does another need to be considered before returning? (if applicable)	
20.11.a	Discussed	Not relevant
20.11.b	Main points of discussion / agreed actions	
20.11.c	Do you need any more information on this?	No
20.12	On Calls	
20.12.a	Discussed	Yes
20.12.b	Main points of discussion / agreed actions	
20.12.c	Do you need any more information on this?	No

21	Would be interested in receiving more information on coaching provided by HEE East of England SuppoRTT's provider? You can have access to up to 3 sessions with a trained coach.	Yes
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22	<p>Is an enhanced shadowing period (also known as a supernumerary period) required upon return? In order to arrange a period of Enhanced Supervision, this must be discussed and agreed with your Training Programme Director (TPD) and HR/Medical Staffing at your Trust. When returning to a general practice placement, for the first two weeks the Postgraduate Doctor should be offered the usual GP Practice induction period. this should include the opportunity to sit-in with various members of the practice team and a general reorientation to practice systems and protocols.</p>	OPT IN - Yes (provided as standard for return within the specialty)
23	<p>Please use the following space to record anything else that relates to this period of time out of training that has not been addressed above</p>	
24	<p>Please select the following box to confirm this is an accurate record agreed both with the trainee and the appropriate educator</p>	I confirm this is an accurate record agreed by both trainee and Educational Supervisor (or appropriate educator)
25	<p>How do you describe your gender?</p>	Prefer not to disclose
25.a	<p>Selected 'prefer to self-describe'</p>	
26	<p>How would you describe your ethnicity?</p>	Not stated