

## SuppoRTT Guide to Enhanced Supervision

### What is an enhanced supervision period?

'Enhanced supervision' is the term used to describe a period of time where a doctor returns to their workplace to familiarise themselves with their new role and engage in specific return to workplace activities aimed to refresh their clinical skills, whilst receiving an appropriate level of supervision.

### Is enhanced supervision different from enhanced shadowing?

Many different terms have been used to describe these days both in the EoE and in other SuppoRTT regions. To keep things simple, EoE have decided to use the term 'enhanced supervision' to describe the period/days where a doctor returns to work before officially starting their rotation and resuming their normal clinical duties. This term encompasses the varying levels of engagement and supervision doctors may choose which includes shadowing at one end of the spectrum.

In the context of post graduate doctor, dentist, and pharmacists, it will also apply to the funding provided by SuppoRTT for this period, but the term can be used by non-trainees who are not currently eligible for this funding but are doing an equivalent workplace return period.

### How is enhanced supervision different from just going back to work earlier?

Most people will feel anxious about returning to work and will naturally want to run in the opposite direction, but with some thoughtful planning, enhanced supervision can help make the transition easier.

The purpose of this guide and the associated planning resources is to make sure enhanced supervision is definitely not just going back to work earlier (and for less money!).

From our experience, we know that the vast majority of post graduate doctor, dentist and pharmacists returning to work are fully competent to deliver safe patient care and so enhanced supervision aims to provide an opportunity for post graduate doctor, dentist and pharmacists to regain confidence in their skills and acclimatise to their clinical environment.

Post graduate doctor, dentist and pharmacists are not expected to prove their competence, therefore there are no mandatory requirements to complete 'assessments' or be 'signed off', instead we encourage post graduate doctor, dentist and pharmacists to choose the most effective way to appraise their progress and encourage supervisors to be present and responsive to each trainee's needs.

You should be supernumerary to the rota and not be used to fill rota gaps, sickness or other types of leave. To facilitate this, we ask that these days be undertaken prior to your original rotation start date, which will also give you the benefit of working with an experienced team. If you are returning outside of usual changeover times, this may not be as crucial.

## SupportTT Enhanced Supervision Guide

(NB. This is different from a 'Supernumerary period' which is used by HEE, EoE in special circumstances and is not funded through SupportTT.)

During this time, we recommend you engage in a mixture of routine work to familiarise yourself with the clinical environment and your different roles/responsibilities AND specific return to workplace activities (RTW-As) aimed to refresh your clinical skills. Please see the 'RTW-As sheet' for examples. Being supernumerary gives you the greatest opportunity to create a diverse schedule.

The 'Planning exercise' will help you identify the skills you should focus on so you can get the most out of your enhanced supervision time.

### **What level of supervision should I expect during my enhanced supervision period?**

The level of supervision you require will vary with different activities. You should take some time to consider this before you start and discuss this with your clinical/educational supervisor during the planning phase of your enhanced supervision. Please use the 'Planning exercise' to assist you.

### **How many enhanced supervision days can I take?**

SupportTT provide funding for up to 10 days of enhanced supervision which should be taken in the 3-month period prior to your expected start date, regardless of whether you intend to return to training full time or less than full time.

These days can be used flexibly to fit in with your individual requirements:

- You can take less than 10 days, but not more than 10 full days
- The days can be taken consecutively or non-consecutively
- You can take them as full days, half days or a mixture
- There will be less flexibility if you cannot take enhanced supervision prior to your expected start date.

Please see the 'Case studies' for illustrations.

### **Can I have longer than 10 days?**

SupportTT funding is only for 10 days but you could utilise any remaining KIT/SPLIT or SRTT days for additional workplace days (if you are eligible AND the trust responsible for reimbursing these is in agreement - in the case of KIT/SPLIT days this may be different to the trust you are returning to). Please see the 'Funding guidance' for further details.

### **I'm not sure I will be able to return to normal clinical duties, even after taking all my enhanced supervision days, what should I do?**

If you think you will require a longer period before you are able to return to normal clinical duties including out of hour shifts, please discuss this as early as possible with your TPD and SupportTT so an alternative package can be tailored for your needs.

This is not a problem and is best handled with good planning so you can receive the right level of supervision and support for as long as you need it and other funding options can be

## SuppoRTT Enhanced Supervision Guide

considered. Having a plan in place for extra support permits departments to arrange suitable cover whilst allowing you to go at your own pace without needless pressure.

Depending on what level of ongoing support you expect to need, you and your TPD could also consider the following:

- Choosing a training unit where there is good quality consultant/senior support (clinical and pastoral) available, including out of hours (resident consultants/two registrars/advanced practitioners to train or provide cover)
- Allocating you to a department with a well-staffed rota to allow flexibility, if required
- A rotation with a balance between sufficient patient turnover for experience and a manageable workload.

Being in the right environment may avoid the need to utilise special 'supernumerary periods'. This may need to supersede other requirements such as subspeciality exposure or location preferences, to prioritise your wellbeing and ensure patient care is not compromised.

### Am I eligible for SuppoRTT funding for enhanced supervision days?

All EoE post graduate doctor, dentist and pharmacists who have been away from their usual clinical practice for at least 3 months should be eligible for SuppoRTT funding for an enhanced supervision period, with the exception of GP trainees returning to a practice and public health trainees, who are already supernumerary.

In addition, those that are having a phased return organised through occupational health will not require additional funding for an enhanced supervision period.

However, both groups may have additional needs compared to those who have not been away and therefore will benefit from the advice and suggestions about planning a tailored workplace return and should make use of KIT/SPLIT/SRTT days, if eligible, to refresh their clinical skills and aid their return to the workplace.

### How much will I be paid for enhanced supervision days?

Funding is provided at your basic daily rate regardless of whether you choose to do any out of hours sessions. As a guide, a full day will be approximately 8 hours and a half day will usually not be more than 4 hours (anything more than that should ideally be paid as a full day, unless requested by you). If you are planning on doing a long day shift of approximately 12 hours this should constitute 1.5 days of pay. If you want to experience an out of hour shift (evening/weekend/night) you can do this as a partial shift or a full shift.

To ensure you are paid correctly and you are covered by an appropriate contract when you start, you must confirm with HR/medical staffing the number of days you intend to take and when your enhanced supervision period will start. If this changes, you must notify HR/medical staffing as soon as possible. Please review the 'Step by step guide to arranging your enhanced supervision' for guidance on what forms to complete.

### Can I claim expenses during enhanced supervision?

Yes, you can claim travel expenses and reimbursement of reasonable childcare costs, if your child would otherwise have not required childcare on those days (e.g nursery placement/afterschool club/approved child minder used to facilitate return to work during

enhanced supervision rather than normal provision/arrangements). Please see 'Funding guide' for further details.

### **Can I do out of hours shifts?**

Yes, you can work out of hours, but you will not receive enhancements on your pay above your basic daily rate for the hours worked. Therefore, it's worth taking some time to think about what you want to gain from working out of hours. The 'Planning exercise for enhanced supervision' will assist you with this.

### **Does enhanced supervision count as time towards training?**

We would expect that most post graduate doctor, dentist and pharmacists doing enhanced supervision will be engaging in clinical work at a satisfactory level to count as time towards training. At the end of your enhanced supervision, in conjunction with your supervisor, you should indicate on your SuppoRTT plan if you would like this time to count towards training. This will then be reviewed at your next ARCP. If you are not in agreement with your supervisor's decision, please discuss this with your TPD at the time, rather than waiting until your ARCP.

### **Can I start my enhanced supervision period from my original rotation start date?**

We ask that post graduate doctor, dentist and pharmacists do enhanced supervision prior to their original start date so they can be supernumerary to the rota.

If due to exceptional circumstances, you are unable to start prior to your original start date, attempts should be made to facilitate you being supernumerary, but this cannot be guaranteed, especially if it coincides with normal changeover times. If this is not possible, it is still important that you receive an appropriate level of supervision and have some time to engage in useful return to workplace activities. You are not expected to do out of hours shifts during your enhanced supervision, but if you choose to for your own learning then this MUST be done on a supernumerary basis.

If there is concern that this cannot be accommodated, this should be discussed with your TPD/SuppoRTT team/trust SuppoRTT champion.

Secondly, in some cases, regardless of exceptional circumstances, it may be reasonable to allow a trainee to start their enhanced supervision period at their original rotation start date, rather than unnecessarily cutting short their leave. This situation may occur when the specific job allows the trainee to be supernumerary without leaving a gap in the rota that affects service provision, increases workload or restricts training opportunities for other doctors.

In both situations this must be agreed by both the clinical/educational supervisor and/or TPD and documented in the SuppoRTT plan.

### If I start my enhanced supervision period from my original rotation start date, do I have to work the same days as allocated on my rota?

No, you don't have to work the same days as allocated on your rota, but you should aim to complete your enhanced supervision days pro-rata to limit the time there is a gap in the rota. (See table below for a guide).

If the unit has ample staff or has committed to a locum to cover a certain period, this may not be an issue, so discuss this with your supervisor.

If you are a LTFT trainee, you are not restricted to working only on your usual working days (although in most cases this is desirable) and you may choose to do more shifts per week than those set out below, although this should not be expected of you.

If you start before your rotation date, there is more flexibility to spread out your days as you are additional to the rota, so doing a few days before and a few days after your start date may give you more flexibility.

Induction days do not need to be included in your enhanced supervision days.

### Guide to when you should aim to complete enhanced supervision period if returning after your original rotation start date

Work time equivalent	minimum day shifts per week*	Completion of 10 days enhanced supervision #	Completion of 5 days enhanced supervision #
1.0	5	2 weeks	1 week
0.8	4	2-3 weeks	1 -2 weeks
0.6	3	3-4 weeks	2 weeks

\*Less if you are doing any long day shifts

# Not including induction days

### If it's agreed that I can start at my original start date, do I really need to complete the enhanced supervision paperwork and inform HR?

Yes, you should complete the same process as there are different expectations, pay levels and funding for enhanced supervision.

During enhanced supervision you are paid at your basic daily rate and although you are paid through the trust, the funding comes from the SuppoRTT budget. You should inform HR of your new rotation start date so you are not overpaid, after which you will be paid at your full rate, inclusive of any enhancements.

It can be helpful to remind your trainers of this difference in pay, to avoid them expecting more than they should from you during this time, which is potentially more likely to happen when you start with other new starters.

## SupportTT Enhanced Supervision Guide

It's even more important, that you share a timetable or list of activities with your supervisor ahead of time, so you can work out together how to balance RTW-As with routine work. E.g replace MDT meeting with equipment training (Both are good learning opportunities but if your priority is to get up to speed, the latter may be more helpful at this time)

Remember to inform the rota coordinator that you will be on an enhanced supervision period and will therefore be spending some time engaging in a separate timetable of activities to support your return and therefore you should be regarded as 'supernumerary' when considering ward cover/approving leave requests. Appropriate cover should also be arranged for your out of hour shifts (evenings, nights, weekends) regardless of whether you choose to do some OOH shifts as part of your enhanced supervision period.

If you're concerned that you will be expected to meet service provision with minimal time for RTW activities and/or inadequate supervision for your needs, then please inform your TPD/trust SupportTT champion or SupportTT team so they can assist you further. If this is not resolved, you should ensure you are paid appropriately.

### Can I opt out of enhanced supervision?

We recommend that all post graduate doctor, dentist and pharmacists do an enhanced supervision period before returning to their normal clinical duties which is why we operate an 'opt out' rather than an 'opt in' approach. Even a couple of days of shadowing can bring significant benefit for a returning trainee.

If you decide to 'opt out' of taking an enhanced supervision period this should be on the basis that you feel confident to resume your normal clinical duties, including out of hour shifts without extra supervision, in line with other post graduate doctor, dentist and pharmacists beginning the same rotation.

This may be the case if you have:

- Continued to do clinical work alongside any non-clinical experiences (e.g research, medical education etc.)
- Worked in a clinical post (e.g OOPE/T) with transferable skills
- Perceive you have not been away long enough to impact your clinical skills
- Engaged in other RTT initiatives that have sufficiently prepared you for your return (e.g RTT courses, simulation, life support refreshers, utilised KIT/SPLIT/SRTT days for workplace activities/shadowing, virtual/e-learning etc).

Other exceptions include those who have alternative arrangements for their return period, such as:

- Trainees who are routinely supernumerary during their induction period e.g GP or Public health trainees
- Post graduate doctor, dentist and pharmacists with specific funding for a 'supernumerary period'
- Post graduate doctor, dentist and pharmacists returning on a phased return as arranged by occupational health

The reason for 'opting out' should be sufficiently explained in your SupportTT plan.

'Opting out' should not be selected if the trainee feels unable to arrange an enhanced supervision period due to:

## SuppoRTT Enhanced Supervision Guide

- Difficulties arranging the enhanced supervision related to trainee's personal circumstances (e.g. availability of childcare, availability prior to intended start date etc.)
- Difficulties arranging the enhanced supervision related to departmental/trust issues (e.g. service demands & rota gaps, inability to provide adequate support etc.)
- Difficulties in the process of arranging enhanced supervision (e.g. HR/medical staffing issues)

In these cases, the trainee should be supported to overcome these challenges rather than miss out on this important opportunity. Seek help from others as appropriate including TPD, SuppoRTT champions & the local SuppoRTT team.

### What if I do 'opt out'?

Even if you 'opt out' it's still important that your team ensure you are not put onto weekends or nights in the first few weeks. Please contact your rota co-ordinator early to inform them of the earliest time you would be happy to resume weekends and night shifts.

You should also make contact with your educational/clinical supervisor or department lead ahead of time to let them know you have been away from clinical practice, as this information rarely gets passed on. Doing this face to face or virtually rather than by email will be more fruitful.

With a bit of creativity and assertiveness, you may still be able to engage in some RTW activities, so review the 'RTW-As sheet' for inspiration. For example, if spending an hour in AE will be more beneficial than attending journal club don't be afraid to ask.

Don't forget to maximise your preparation time by engaging in a few RTT-As that you can do from home.

Be intentional and select the activities that are going to give you the most benefit. The 'Planning exercise' can help you find those key areas to focus on.

### Do I need any extra paperwork to do enhanced supervision?

The paperwork you need will be similar to those required for any new starter, so it's a case of completing the paperwork earlier rather than more paperwork.

All doctors doing enhanced supervision require the following from the start of their enhanced supervision period:

- An appropriate contract that covers clinical work (please confirm this with HR)
- Professional indemnity cover
- Appropriate occupational health clearance
- CRB disclosure form
  
- You will also likely need to submit the following:
  - Pay & tax information
  - New starter paperwork incl. emergency contacts
  - Security applications – ID badge & access
  - IT requests
  - Parking, if applicable

## SuppoRTT Enhanced Supervision Guide

The 'Enhanced supervision form' includes a request to HR to provide this paperwork when submitting your notification of intention to do enhanced supervision.

### **So, I know I want to do an enhanced supervision period – what is the next step?**

Once you know which trust you are returning to, the first step is to inform the HR/medical staffing of your intention to do an enhanced supervision period, ideally at least 3 months before your start date but definitely within 6 weeks. At this point you should provide them with at least a provisional start date for your enhanced supervision and your official rotation start date – you don't need to wait until you have your 'Planning Return SuppoRTT meeting' with your TPD/college tutor, if you know you would like to do this, but you should try to arrange this as soon as possible.

Please read the following next:

**['The step to step guide to arranging your enhanced supervision'](#)**

**['Planning exercise for schedule of enhanced supervision'](#)** to help you plan a bespoke enhanced supervision

**['Case studies'](#)** located towards the bottom of the page