

## Planning your Return: Checklist and Tips

<input type="checkbox"/>	<p><b>Arrange a 'Planning Meeting' with your TPD/College Tutor and discuss:</b></p> <ul style="list-style-type: none"> <li>Your experiences of time out including the positives, negatives &amp; any transferable skills</li> <li>Your concerns about returning to clinical practice - clinical and personal</li> <li>Confirm details of your placement</li> <li>Intention to train LTFT, if applicable</li> <li>Enhanced supervision options</li> <li>RTT courses &amp; activities</li> <li>Additional support – psychological, professional development, mentoring, occupational health, GP</li> </ul>
<input type="checkbox"/>	<p><b>Complete the Pre-Return SuppoRTT Plan 2</b></p> <ul style="list-style-type: none"> <li>You can find the form on the <a href="#">SuppoRTT pages of the NHSE website</a>.</li> <li>Complete during or at the end of your meeting as a summary of your discussion</li> <li>If you are opting out of enhanced supervision this should be indicated on the form, including the reasons for this.</li> <li>Include all the courses you hope to do as this will be reviewed if you request reimbursement of fees &amp; expenses from SuppoRTT.</li> <li>Once processed by the central team you will receive a copy of your form. Please upload this to your e-portfolio. This enables SuppoRTT to release any funding and keep you informed of relevant SuppoRTT related courses.</li> </ul>
<input type="checkbox"/>	<p><b>Refresh your clinical skills &amp; knowledge</b></p> <ul style="list-style-type: none"> <li>Review the areas you need to refresh – Use the 'Planning exercise' if you need some help</li> <li>Review the RTT activities sheet for ideas on useful activities</li> <li>Review 'Funding guidance' to understand what financial help you can receive towards these activities.</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>
<input type="checkbox"/>	<p><b>Plan your workplace return/enhanced supervision period</b></p> <ul style="list-style-type: none"> <li>Enhanced supervision are days for you to familiarise yourself with your workplace and refresh your clinical skills.</li> <li>Up to 10 days are available &amp; are paid at your basic daily rate</li> <li>These should be taken prior to your return date to allow you to be additional to the rota but can be taken in a flexible way.</li> <li>It's useful to read 'The trainee guide to enhanced supervision' before your meeting to understand how this period can work for you and your individual circumstances.</li> <li>If you decide to do an enhanced supervision period, the other documents in the 'Planning your enhanced supervision' section will guide you through the process.</li> <li>If you decide to opt out of enhanced supervision, you will still find useful information to help you optimise your return to work, in the 'Enhanced supervision' section of this guide.</li> </ul>
<input type="checkbox"/>	<p><b>Consider your personal circumstances/ongoing commitments</b></p> <ul style="list-style-type: none"> <li>If you have young children, this may include: <ul style="list-style-type: none"> <li>Childcare arrangements, Plans for unexpected family emergencies, Logistical planning for everyday routines</li> </ul> </li> <li>Managing ongoing commitments e.g. research, project work, caring responsibilities, appointments</li> <li>Strategies to protect your health &amp; wellbeing</li> </ul>
<input type="checkbox"/>	<p><b>Confirm rota arrangements</b></p> <ul style="list-style-type: none"> <li>Contact your rota co-ordinator early to let them know you are returning after a break, inform them of any special circumstances and periods of enhanced supervision, so they have time to make adjustments to the rota.</li> <li>All trainees returning after a break should ideally not be rostered to work weekends or night shifts in the first two weeks back (longer if LTFT), even after any enhanced supervision period.</li> <li>Evening shifts should have adequate peer or consultant supervision, as you feel is needed</li> <li>If you have any difficulties, please discuss this with your TPD/college tutor/SuppoRTT champion.</li> </ul>
<input type="checkbox"/>	<p><b>Complete new starter paperwork</b></p> <ul style="list-style-type: none"> <li>Contact HR if you have not received your new starter paperwork including: <ul style="list-style-type: none"> <li>Details of pay &amp; tax forms</li> <li>OH forms</li> <li>Parking, if applicable</li> <li>Security &amp; ID badge forms</li> <li>IT forms</li> <li>DBS disclosure forms</li> </ul> </li> </ul> <p>Inform HR of your intention to have an enhanced supervision period, ideally 5 months before your intended start date</p>