

**Key:**

- = SuppoRTT Officer responsibility (HEE EoE)
- = Trainee responsibility
- = Training Programme Director (TPD) / College Tutor responsibility

## Support for trainees taking time away from training (SuppoRTT) Process Flowchart

Trainee plans to take time away from training programme for parental leave, planned sick leave, research (OOPR) or a career break (OOPC),  
*(please note: for OOPR or OOPC the Out of Programme process must also be followed, [please click here](#))*

Trainee arranges a meeting with TPD/College Tutor at least 3 months prior to the intended leaving date in order to discuss and agree intention to take time away from training programme.  
If taking parental leave a meeting with HR/Medical Staffing should also be arranged 15 weeks prior to due date. Keeping in Touch (KIT) days and when these can be taken should be discussed as part of this meeting.

Trainee documents plans for time away from training (part 1 of the SuppoRTT leaving and returning form - [please click here](#))

TPD/College Tutor meets with trainee 3 months prior to intended leaving date in order to review trainees plans (part 1 of form), confirm a leaving date, and insert digital ID by way of agreement. The following is then actioned:

1. Ensure ARCP with trainee is arranged prior to leaving date (excluding planned sick leave)
2. Email approved form to trainee

*(please note: part 2 of the form should be completed with the trainee 3 months prior to their intended return date and part 3 completed 2-4 weeks post-return)*

Once review meeting has taken place and plan to leave training agreed (part 1), trainee actions the following:

1. Email form to SuppoRTT mailbox [supportt.eoe@hee.nhs.uk](mailto:supportt.eoe@hee.nhs.uk)
2. Upload form to ePortfolio (part 2 of the form will be completed in collaboration with TPD/College Tutor 3 months prior to intended return date)

SuppoRTT Officer completes the following in order to ensure all relevant parties are aware of trainee's plan to take time away from training:

1. Email copy of form to Trainee's College Tutor/TPD (whichever individual did not complete the support form)
2. Email copy of form to HR at leaving Trust and new Trust (if known)
3. Email copy of form to Programme Support Team
4. Upload copy of form to trainee's file on Intrepid/TIS
5. Liaise with Assessment Team (HEE EoE) to ensure ARCP is scheduled (excluding planned sick leave)
6. Update local record and ensure funding for enhanced supervision period is in place

Trainee arranges to meet with TPD/College Tutor 3 months prior to intended return date.  
Plan for return to work is agreed, return date and employing Trust on return are confirmed. Trainee decides whether to opt out of 2 weeks enhanced supervision.  
Part 2 of the SuppoRTT leaving and returning form is completed in collaboration as part of this meeting.  
*(please note: for OOP, return date will be the date identified in OOP application)*

Once return meeting has taken place and plan to return to training confirmed (part 2), trainee repeats the 2 steps outlined above (email form to SuppoRTT and upload to ePortfolio)

SuppoRTT Officer repeats the steps outlined above in order to ensure all relevant parties are aware of trainee's confirmed plan to return to training

Trainee arranges to meet with TPD/College Tutor 2-4 weeks after their return to training.  
Overall progress is discussed and plan for any additional support agreed.  
Part 3 of the SuppoRTT leaving and returning form is completed in collaboration as part of this meeting.

Once post-return meeting has taken place and any additional support identified (part 3), trainee completes the 2 steps as outlined in the box above (email form to SuppoRTT and upload to ePortfolio)

SuppoRTT Officer repeats the steps outlined above in order to ensure all relevant parties are aware of any additional post-return support required

**Additional SuppoRTT**

Ring fenced courses on appropriate courses have been identified for trainees returning to training, please click here for further information: [link to calendar](#)  
Some additional funding may also be available to support trainees to attend courses 3 months prior to and 3 months after their return to training: [link to funding info/form](#)