

London, Kent, Surrey and Sussex Supported Return to Training (SuppoRTT) Process

London KSS SuppoRTT Programme applies to all trainees out-of-training for 3 months or more, in line with Academy of Royal Medical Colleges (AoRMC) guidance. Trainees absent less than 3 months can opt in, if they and their supervisors agree it is appropriate.

Any trainees that have been absent due to ill health or a conduct or capability investigation also participate in the programme. Any phased return/training plan devised by occupational health or HR takes preference.

PRIOR TO ABSENCE – Completion of Pre-Absence Form

If the absence is unexpected then this discussion can be held as soon as possible after the trainee goes on leave.



DURING ABSENCE

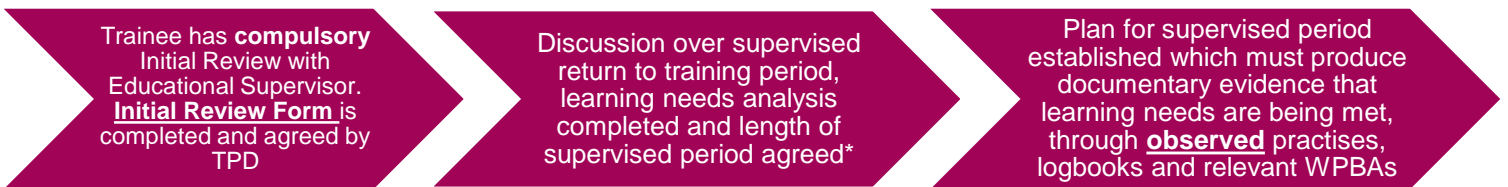
If trainee and Trust agree, the trainee can use KiT days (optional).

If possible, the TPD sends material from training session to trainee at their request.

Glossary:
 KiT days = Keeping in Touch days
 ES = Educational Supervisor
 TPD = Training Programme Director
 DME = Director Medical Education
 WPBAs = Workplace based assessments

PRIOR TO RETURN – Completion of Initial Review Form

Ideally the Initial Review should take place 6-8 weeks prior to estimated return date to allow time for the trainee to be incorporated into the rota. It is expected that this will be a face-to-face meeting.



*Please Note: It is expected that in most cases a supervised period is required. However, for shorter absences when the trainee has maintained active clinical practice the supervised return period may not be necessary. Good evidence of this practice must be documented on the Return to Training form and the lack of supervised period agreed with the Programme Director.

SUPERVISED RETURN PERIOD

The length of the supervised period depends on the specific needs of the trainee. It would be expected that a longer absence would require a longer supervised period on return.

During this period the trainee should engage in workplace-based assessments (WPBAs) with feedback from Educational Supervisor.

This period must be fully supervised including any on-calls or out-of-hours. When appropriate this supervision must be direct and not via phone.

The trainee should be attached to a range of consultants responsible for supervising trainees returning to training.

Please Note: Normally the supervised period would not affect the CCT date, however in exceptional circumstances the ARCP panel may recommend an extension to training if the required competencies have not been achieved by the time of the next ARCP.

REVIEW OF RETURN PERIOD – Completion of Follow-up Review Form

