

# Maternity Leave SuppoRTT Checklist

Congratulations on your happy news!

We hope everything goes smoothly for you during the pregnancy and through your planned leave. You are probably familiar with the SuppoRTT programme which is intended to ensure that trainees have a personalised induction upon return to work and training, with additional support and supervision if necessary. This checklist will help guide you through the various steps from planning your leave, right through to being signed off after a success return.

- ☐ Book 'Pre-leave meeting' with ES for approx. 6 weeks prior to finish date
- ☐ Complete Form 1 and upload to reflective LL (*see link below*) to register for SuppoRTT information
- ☐ Apply for LTFT training if you plan to return at a different percentage  
<https://www.eastmidlandsdeanery.nhs.uk/policies/ltft>
- ☐ Confirm date of starting maternity leave when reached
- ☐ Send us a photo of the baby!
- ☐ Contact SLE **when paid maternity leave finishes** to plan an actual return date as you will need to allow for accrued annual leave – *we recommend trying to time your return with the usual changeover dates, unless you are in ST3*
- ☐ Inform admin office of intended actual return date – *NOTE: the more notice we get, the better the choice of placements for your return*
- ☐ Book 'Pre-return meeting' with ES for approx. 6 weeks prior to return date
- ☐ Complete Form 2 and upload to reflective LL (*see link below*)
- ☐ Book chat with TPD – this is likely to have changed since you were away
- ☐ Book 'Post-return review meeting' with ES approx. 2 weeks after return if full-time (4 weeks after return if LTFT) – *NOTE: the training 'clock' starts again as soon as you return unless you need an extension or an enhanced induction – please discuss this with your TPD if unsure*
- ☐ Complete Form 3 and upload to reflective LL (*see link below*)
- ☐ Inform your TPD and the admin team when signed off successfully so we can re-calculate your anticipated CCT and next ESR / ARCP dates

Link to SuppoRTT online forms: <https://www.eastmidlandsdeanery.nhs.uk/trainee/supportt>

*Please remind your ES to also make an entry into Educator Notes about the SuppoRTT meetings*