

OOP Leave SuppoRTT Checklist

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

Although there are inevitably times when things don't go as expected, we hope that your return to training induction will go smoothly and that you can get signed off as soon as you feel comfortable that you are back up to speed

Please use this checklist as there are several steps in the process, and once you have been signed off we can then confirm your new CCT date and when your next ESR and ARCP will be

- Book 'Pre-leave meeting' with ES for approx. 6 weeks prior to starting OOP
- Complete Form 1 and upload to reflective LL (see link below)
- 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) – *please note, the training 'clock' starts again as soon as you return unless you need an extension or an enhanced induction*
- Complete Form 3 and upload to reflective LL (see link below)
- Inform your TPD and admin team when signed off successfully so we can re-calculate your anticipated CCT, ESR and 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