

Unplanned 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

We recommend you sign up for the SuppoRTT programme if you think you might be off for 3 months or more

- ☐ Complete Form 1 (see link below) to register for SuppoRTT
- ☐ Inform admin office / TPD / ES of anticipated return date as soon as known
- ☐ Book 'Pre-return meeting' with ES, to be done as early as possible prior to return date (6 weeks ideal)
- ☐ Complete Form 2 and upload to reflective LL (see link below)
- ☐ Book chat with TPD (this may 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 such as a phased return – please discuss this with your TPD if unsure*
- ☐ 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 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