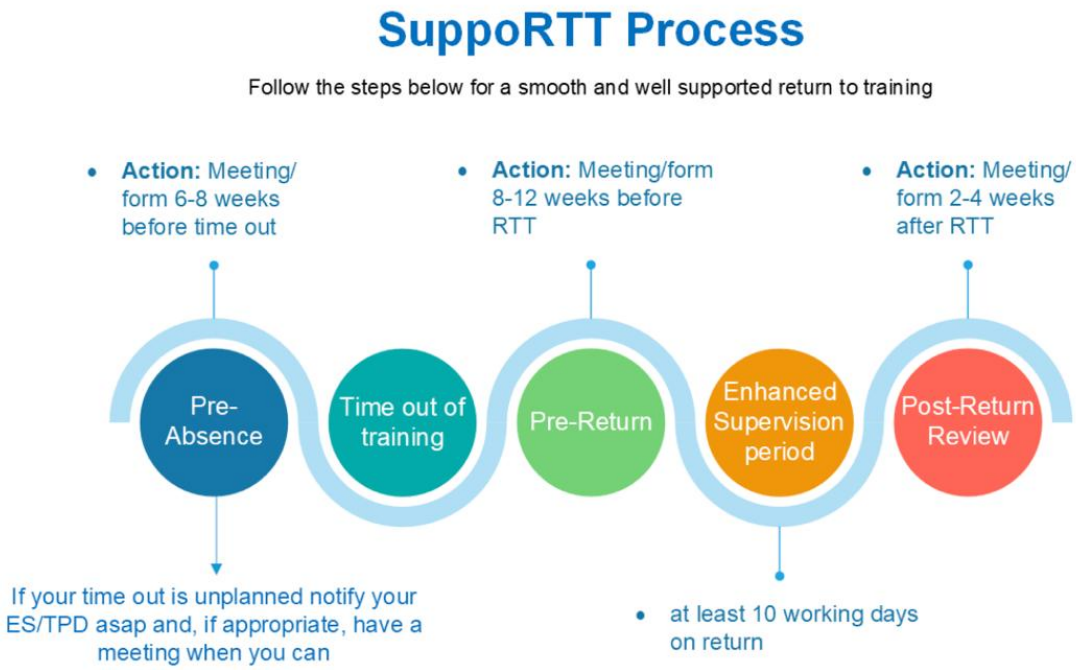
NHS England North West

North West School of Ophthalmology Supported Return to Training (SuppoRTT) Process



Pre-Absence

In the 6-8 weeks leading up to your time out of training, it is recommended that you have a meeting with your TPD to make a plan for your time out of training and subsequent return. Please agree to a date to make contact with your TPD in line with rotation completion dates (to allow your TPD to make plans for the rotation you will be returning to) in case there has been a change in plans or TPD has any queries, and a date can be set for this at the initial meeting.

Using the **Pre-absence form** to guide you, this meeting should include discussions on the following:

- How long you plan on being out of training (if known)
- Where you will be returning to training (if known) - where possible, the trainee returns to the same placement they worked in prior to their absence (see note regarding contacting TPD in line with rotation completion dates. These are usually early April for August rotations and October for February rotations.)

- Ways in which you may wish to keep in touch and stay informed during your time out, including ensuring an up-to-date email address is shared, if you agree to be contacted.
- Options for Return to Training activities which may be helpful to you as you approach your return to training date.

Planning Your Return

In the 8-12 weeks before your return to work, it is important to meet with your TPD to discuss any specific training requirements/LTFT and complete the pre-return form with the **SuppoRTT champions** so they can offer guidance on any specific requirements such as enhanced supervision, breast feeding and share the form with TPDs and ES at the trust you are returning to.

The meeting can help you plan for the remaining weeks before your return to training and also make a mutually agreeable plan for the first weeks after your return to work.

Using the online **Pre-Return form** to guide you, this meeting should include discussions on the following:

- Whether you wish to attend any return to training activities (RTT-A) in the remaining weeks before your return to work.
- Formalising your return to work date, based on accrued annual leave (including any added from attending RTT-A during this period) and any individual factors which need to be considered.
- An up-to-date health assessment (if required)
- An agreement on the anticipated period of phased return and / or enhanced supervision (anticipated as usually 2-6 weeks in the AOMRC guidance)
- Confirmation of LTFT or FT status planned on RTT
- List of mandatory requirements e.g. resuscitation and safeguarding
- The clinical activities of the enhanced supervision period (e.g. ward work, surgery / outpatient work, home visits, emergency work, out of hours work etc.)
- The assessment methods for the enhanced supervision period (e.g. SLEs, direct observations, simulation scenarios, senior team feedback, peer feedback etc.)

If planning to return LTFT, please note that all applications will need to be fully completed and sent to the LTFT Team (by the TPD) with at least 16 weeks' notice as per national guidance. LTFT will commence only at rotation points – unless an unexpected reason is identified during a placement.

For more information on the Less Than Full Time process, please visit the North West Deanery LTFT website.

Your Pre-Return Meeting may need to be scheduled significantly earlier than the standard 8–12 week guideline to accommodate the 16-week notification window.

Post-Return

You should meet with your ES to complete the post-return form after you have completed your period of enhanced supervision. Please flag any issues or concerns to your TPD and share the form with them.

Using the online **Post-Return Review form** to guide you, this meeting should include discussions on the following:

- Whether you have encountered any issues during your return to training.
- Whether you and your supervisor(s) feel you are ready to work usual duties again.

School SuppoRTT Champions

School SuppoRTT Champions work with the training programmes, Trust SuppoRTT Champions, Trust Specialty Training Leads (TSTLs) and LTFT Leads to ensure that postgraduate doctors in training and trainers are aware of the SuppoRTT process, and ensure that relevant return to training activities (RTT-A), including speciality specific return to training days, are available.

Trust SuppoRTT Champions

Trust SuppoRTT Champions provide postgraduate doctors in training of all specialties and their supervisors with guidance regarding the relevant policies and available resources for the relevant trusts.