



The SupportRTT Timeline

Supported Return to Training is here to help you find your feet after 3 months or more away from training. The programme offers a range of resources which enable trainees to create a bespoke package of support for their return.

Planning an OOP

3-6 months pre-OOP

Discuss your options for support during/after your OOP with your educational supervisor (ES).* In some cases (such as sickness absence) you may not be able to plan an OOP in advance. In such cases, where possible, organise a pre-absence meeting as soon as you are able to once the OOP time begins.

Pre-Absence Meeting

3 months pre-OOP

Plan a meeting with your educational supervisor* to **complete the SRTT pre-absence form**. This meeting is an opportunity to discuss your return plans and highlight educational activities you may wish to undertake during your period of leave. If you are taking parental leave, start to plan KIT or SPLiT day activities if you wish to take advantage of these.

OOP Begins

This is the point at which your time away from training begins.

OOP RTT activities

During your period of leave we encourage you to engage in RTT educational activities to help renew and maintain skills and knowledge.

Pre-return Meeting

3 months pre-return

Arrange a meeting with your educational supervisor* around 3 months pre-return to training to **complete your pre-return form**. This is a good opportunity to re-visit your original return plan, identify training needs and to make adjustments as needed. At this meeting you may also wish to consider whether a period of enhanced supervision and/or a supernumerary period might help you to find your feet more easily when you return to training.

Pre-return RTT activities

- Check your local HEE SupportRTT website to access information about local webinars, SIM sessions and other educational events that may help you ahead of your return to training.
- Search **HEE SupportRTT** to access a vast array of national pre-recorded webinars and educational content.
- Consider accessing SupportRTT mentorship and professional coaching.

OOP Ends

You will return to training once your OOP comes to an end. A period of enhanced supervision +/- supernumerary period will give you the time and flexibility to settle in.

1-2 weeks after returning

The **return review meeting** with your educational supervisor* is to ensure you are ready to take on usual duties. If you need more support, this can be agreed during this meeting.

Please visit the [national SupportRTT pages](#) to access a wide range of resources including:

- Webinars
- Podcasts
- Immersive simulation resources
- e-learning

If you have any questions or concerns, or for signposting to SupportRTT resources please contact your **SupportRTT champion**.



*Or another appropriate educator.



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Frequently used terms

Enhanced supervision period

An enhanced supervised period is a short, intensive interval where the trainee is given a greater level of supervision in their practice, which may include focused learning activities and direct observation of clinical activities. The aim of this is to enable trainees to return to usual duties safely and confidently. It is expected that during this time the trainee will carry out their usual duties with support, and only do out of hours work if adequate supervision is available. The length of the enhanced supervised period, level of supervision required and activities within it will be bespoke to the trainee and dependent on their needs. An example would be pairing a trainee with a colleague for their first on call shift to reduce the workload and allow the trainee to find their feet and ask questions.

Supernumerary period

A supernumerary period is when the trainee is considered as an additional member of the team with no fixed work commitments, enabling them to complete a programme of focused learning and clinical activities which may include shadowing a senior member of staff. Activities undertaken during this time will be bespoke to individual trainees, and the length of the supernumerary period offered varies by region. Trainees should get in touch with their local office at least 3 months before returning to arrange this time. This period may not count towards training time if longer than two weeks.

Mentoring

Mentoring describes a 'learning relationship' which provides a confidential and safe space to discuss opportunities, challenges and problems. The SupportRTT programme offers a range of options for mentoring, details can be obtained from your local office. Generally mentors have experience of

returning to work or training, and are trained to help trainees to navigate their return to work.

Coaching

Coaching describes a relationship which is focussed on finding approaches and solutions to specific issues. Returning trainees may wish to discuss reintegrating back into training, or balancing work and home life. For details of what is available in your local office contact your local RTT team.

Pre-absence meeting

This is a meeting which the trainee has with their ES* 10-12 weeks before leave commences to discuss how they plan to keep up to date during their absence. The plan should be trainee specific. The **pre-absence form** is filled in during the meeting. For those who take unplanned leave, the meeting can be held at a later date if appropriate.

Pre-return meeting

This is a meeting which the trainee has with their ES* preferably 8-12 weeks before returning to training. They will discuss any additional learning needs including courses to attend, and any enhanced supervised period +/- supernumerary period if needed. An initial **pre-return form** is completed at this meeting.

Return review meeting

Towards the end of the supervised period the trainee and their appropriate educator will meet to discuss the trainee's progress, review any assessments, address any concerns and arrange any further targeted training. The **review meeting form** is completed.