



Pre-Absence Form Questions

Link to the form: <https://forms.office.com/e/nRyRUu3GaV>

The format of the form means that further questions will appear based on your previous answers; this document contains all of the questions included in the form so that you have sight of them all and can prepare prior to your pre-return meeting.

There are 3 sections for you to complete.

Section A	includes information about you and your training.
Section B	includes questions relating to concerns you may have about taking time out and returning to training and is an opportunity to start planning activity to keep in touch and to prepare for your return to training.
Section C	requests the email addresses of people involved in the SuppoRTT process so that a copy of your completed form will automatically be sent to them, making them aware of vital information about your return to training.

This is not just a tick box exercise, but we have tried to keep the number of questions to a minimum and only included ones needed to support you whilst you are taking time out and during your return, and to help us manage the process. The form includes information which is important you have at this stage, or signposts to other relevant information.

SECTION A

To be completed by the Resident Doctor/Dentist or Public Health Specialty Registrar

This section contains 12-15 general questions about you and your time out of training; further questions will appear as you progress through the section.

Section B should be completed with your supervisor as part of your pre-absence meeting.

Date of meeting

Professional Registration Number (GDC / GMC / PH)

Surname

First Name(s)

Email Address

As communication primarily takes place via email, please provide an email address that you will access whilst out of training

School

Specialty

Training Grade

Current Placement

Start date of time out of training

Anticipated return to training date

Reason for time out of training

(If reason chosen is OOPE/P/R/T)

Who is your employer during your OOP

Are you happy to be contacted by the NW SuppoRTT Team during your time out of training?

This will generally only be to inform you of opportunities available to you and reminders about steps of the process.

Return to Training Activities (RTT-A)

A pre-return meeting is recommended **12 weeks before your return to training date** to plan your return to training. We strongly recommend meeting this early so that an enhanced supervision period can be arranged which requires liaison with the School and returning placement (including the department's rota master/coordinator). It may be a good idea to plan this meeting in diaries now.

RESOURCES AVAILABLE

****NW SuppoRTT Course:** <https://www.nwpgmd.nhs.uk/nw-supportt-course> **(HIGHLY RECOMMENDED!)****

SuppoRTT Activity Calendar: <https://nwpgmd.nhs.uk/activities-calendar> - Overcoming Imposter Feelings - Shapes Toolkit
Coaching: <https://nwpgmd.nhs.uk/supportt-coaching>
Resources: <https://nwpgmd.nhs.uk/supportt-trainee-resources> - Immersive Tech - Videos - Podcasts - Toolkits - Breastfeeding - GP specific resources
Peer SuppoRTT: <https://nwpgmd.nhs.uk/peer-supportt> - Peer SuppoRTT Rep Contacts - Coffee Catch Ups - RTT Socials - WhatsApp Group - Facebook Group

For more info about Return to Training Activities (RTT-A) and how to apply for funding and the time (i.e. KIT/SRTT day etc.) to undertake the activity visit <https://www.nwpgmd.nhs.uk/supportt-activities>.

For those on **Parental Leave**: please plan and apply for SRTT days at least **8 weeks in advance** of the activity (or sooner if possible) so that any additional annual leave can be included at the end of your accrued annual leave period.

SECTION B

To be completed as part of the pre-absence meeting with a relevant supervisor.

Please review the AoMRC's recommended Questions and Actions for planning an absence from training found here: <https://tinyurl.com/3kup3p48>

- If you have any **employment concerns** (i.e. contractual issues, pay, leave entitlement etc.) please visit the Lead Employer's website <https://leademployer.merseywestlancs.nhs.uk/> in the first instance or contact the helpdesk at lead.employer@merseywestlancs.nhs.uk.
- If you are considering returning to training **less than full time (LTFT)** please visit <https://www.nwpgmd.nhs.uk/content/less-full-time-training> for more information. Applications for LTFT training must be submitted to your TPD at least 16 weeks prior to your return date so you may wish to calculate when this will be now so that you can plan when you will need to apply.

Please detail any concerns you have about taking time out of training and/or any learning/training needs that have been identified. How will these be addressed?

Do you plan to access any of the following activities whilst out of training/prior to your return (please choose all that apply)?

Depending on the reason for your time out of training some of these may not be relevant to you.

Returning to training can be challenging if you aren't prepared; to help you have a positive return experience please consider engaging with some activities especially towards the end of your time out. You do not have to commit to anything at this time and can leave this question blank at this stage.

- Clinical work (including shadowing)
- Coaching
- Coffee Catch Ups
- Conference / Course / Webinar
- e-learning
- Facebook / WhatsApp Group
- Immersive Tech Resources
- Local / regional teaching
- NW SuppoRTT Course
- NW SuppoRTT Website
- Overcoming Imposter Feelings webinar
- Podcasts
- Other

If you have any specific details at this stage (including course title, dates, location etc.) please include them here

To be eligible to access RTT-A funding we ask that the activities are included in one of the SuppoRTT meeting forms; if you haven't planned this far ahead or don't know specifics yet, please include them on your pre-return form instead.

Please use the following space to record anything else that you, your School, or your supervisor requires in terms of this period of time out of training:

Name of the person/people in the meeting and completing the form with you

The email address of the person/people in the meeting and completing the form with you

What is their role in relation to your training (i.e. Educational Supervisor)

SECTION C

In an effort to simplify this process and automatically share the contents of the form with the necessary people, please provide us with the following email addresses:

Email address of a relevant supervisor (not the person completing the form with you - this may be your Educational Supervisor, Clinical Supervisor, College Tutor, Trust Specialty Training Lead (TSTL) etc.). *Please leave blank if you do not need it to be sent to anyone else*

Email address of the Foundation or Training Programme Director

School SuppoRTT Champion **please use the dropdown below the table to choose your Champion If you are a Foundation Doctor, please choose england.supportt.nw@nhs.net**

Trust SuppoRTT Champion **if you are returning to a Trust placement please use the dropdown below the table to choose your Champion If your return placement will not be in a Trust (i.e. you're returning to a GP practice) please select england.supportt.nw@nhs.net**

Please only choose Mersey and West Lancashire if your placement will be at that Trust; this question is not asking for Lead Employer details.