



Pre-Return Form Questions

Link to the form: <https://forms.office.com/e/AZ3UAGZA2x>

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 has 2 versions; the correct version will appear depending on your answer to the 'Reason for time out of training' question in Section A	one for doctors who have taken a break from their training programme, or who have taken a break from training and will start in a new training programme (e.g. completed core in another Deanery, have had a period of parental leave and will now commence higher training in the NW) one for doctors who are new to the UK/NHS and are due to start their first NHS training post, or who have joined the NHS in the past 6-12 months in a community setting and are now due to start their first hospital post.
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.

It looks like a long form, but we have tried to keep the number of questions to a minimum and only included ones needed to support your return and help us manage the process. Much of the form includes information which is important you have at this stage, or signposts to other relevant information.

FOR ALL

SECTION A

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

This section contains 13-16 general questions about you and your return to training; further questions will appear as you progress through the section.

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

Date of Meeting

Professional Registration Number (GDC / GMC / PH)

First Name

Surname

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 on return

Anticipated Return Placement

The following list includes NHS Trusts rather than individual hospitals; if you are in a hospital placement, please choose the Trust that hospital sits within. There is also the option to choose community, dental, GP and public health settings which if chosen will provide a box to write the specific site.

If you do not yet know where you will be placed on your return, please choose Unknown

Is this different to where you were placed before your time out?

Start date of time out of training

Anticipated return to training date

Reason for time out of training

If you are an **international medical graduate (IMG)** either new to the UK and starting your first training NHS training post, or you started your NHS training in a community setting in the past 6-12 months and are due to start in a hospital setting please choose the New to the UK/NHS option

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

Who is your employer during your OOP

(If reason chosen is Long-term sick leave)

Returning from long term sick leave can have added difficulties when colleagues are unaware of the reason for your time off (i.e. they may unintentionally make comments or ask questions you find challenging/triggering).

To try and help limit the number of challenging conversations, would you like someone to make the colleagues you will be working with when you return aware that you were off sick and, if you're comfortable, why?

If you would, please discuss who will do this, how and when:

Less than full time training: If you are planning to return to training less than full time (LTFT) or plan to change your LTFT percentage on your return, please visit <https://www.nwpqmd.nhs.uk/content/less-full-time-training> to download and submit an LTFT application form.

Applications to train less than full time should be submitted at least 16 weeks before your RTT date.

What percentage will you be returning at?

Is this different to your percentage prior to your time out?

Return to Training Activities (RTT-A)

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.

FOR DOCTORS RETURNING TO TRAINING

SECTION B

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

Please review the AoMRC's recommended Questions and Action for planning a return to training found here: <https://tinyurl.com/4347ee5t>

Please detail any concerns you have about returning to training and/or any learning/training needs that have been identified. How will these be addressed?

If you have any **employment concerns** (i.e. contractual issues, pay, leave entitlement etc.) please visit the Lead Employers website <https://leademployer.merseywestlancs.nhs.uk/> in the first instance or contact the helpdesk at lead.employer@merseywestlancs.nhs.uk.

Do you plan to access any of the following activities 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.

- 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

Please provide further details including course titles, dates etc. (if known)

To be eligible to access RTT-A funding we ask that the activities are including in one of the SuppoRTT forms

ENHANCED SUPERVISION PERIOD

An enhanced supervision period is typically described as **a short, intensive period of enhanced supervised practice, focused learning activities and direct observation of clinical activities with the aim of enabling PGDiTs to return to normal duties safely and confidently.**

It is expected that during this time returners may not be required to undertake any out of hours arrangements if adequate supervision isn't available.

It is recommended that the first 10 working days after you return to training form your enhanced supervision period, however this is bespoke depending on your needs and different Schools have different arrangements (i.e. some Schools recommend a month depending on length of time out of training).

Following this meeting your Supervisor should disseminate your SuppoRTT plan to colleagues who will be working with you, and any rota coordinators. It is strongly advised that you also contact your Trust's SuppoRTT Champion. They can liaise with medical staffing and rota coordinators to ensure your SuppoRTT period is protected and your period of enhanced supervision is being arranged appropriately.

Further information about this can be found on the website here: <https://nwpqmd.nhs.uk/supportenhanced-supervision>.

Will you have an enhanced supervision period?

(if Yes)

An Individualised Action Planner is available here: <https://tinyurl.com/2yxdftyu> to record the plan for your enhanced supervision period however please use the space below to summarise your plan (e.g. induction, supervised learning, out of hours on call, WPBAs, procedures etc.)

How many days will your enhanced supervision period be?

Start Date

End Date

Will your enhanced supervision period count towards training?

(if No)

Please explain the reason for no enhanced supervision period

POST-RETURN REVIEW

You should meet with your ES/TPD again after you have completed your enhanced supervision period (or approx. 2 weeks after your return if no enhanced supervision period is undertaken) to discuss whether you encountered any issues, whether you both feel that you are ready to resume your usual duties or if your enhanced supervision period needs to be extended.

What is the date of the post-return review meeting?

What is the proposed informal meeting date with your supervisor on return to training

This should take place within a week of return

Please use the following space to record anything else that you, your School, or your supervisor requires in relation to this return to 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)

FOR DOCTORS NEW TO THE UK/NHS (this section will only appear if 'New to UK/NHS' is chosen in the Reason for time out of training question in SECTION A)

SECTION B

To be completed by international medical graduates starting their first training post in the NHS or who began working in the NHS 6-12 months ago in a community setting and are now due to start their first hospital post

If you have any employment concerns (i.e. contractual issues, pay, etc.) please visit the Lead Employers website <https://leademployer.merseywestlancs.nhs.uk/> in the first instance or contact the helpdesk at lead.employer@sthk.nhs.uk.

RESOURCES AVAILABLE

There are a number of resources available to you including:

- The NW SuppoRTT Course is a free 2-day course which has been developed to offer doctors the opportunity to refresh their skills and knowledge across a range of generic themes before they return to training. Day 1 is delivered online so you can attend even if you are not yet physically in the country. Day 2 is face-to-face with practical simulations. <https://nwpqmd.nhs.uk/nw-supportt-course>
- Overcoming Imposter Feelings interactive webinar delivered by Sally Beyer <https://nwpqmd.nhs.uk/supporttactivities-calendar>
- Free online resources including videos and Immersive Technology Resources <https://nwpqmd.nhs.uk/supportt-trainee-resources>
- Coffee Catch Ups (informal weekly video calls with our NW SuppoRTT Fellows) details available here: <https://nwpqmd.nhs.uk/supportt-activities-calendar>
- NW SuppoRTT WhatsApp Group National SuppoRTT Programme Facebook Group Details of both groups are available here: <https://nwpqmd.nhs.uk/supportt-trainee-resources>

Please detail any concerns you have about starting training and/or any additional learning/training needs that have been identified. How will these be addressed?

NW SuppoRTT Course

Do you plan to access the NW SuppoRTT Course?

(if Yes)

Would you like us to share your name and email address with the team who organise the course so they can contact you directly about registering?

ENHANCED SUPERVISION PERIOD

Those doctors who are new to the UK and starting training in the NHS will benefit from a period of shadowing. As a minimum they should work under the close supervision of a named senior doctor (SAS or consultant) for at least the first 2 weeks of their placement. Some may require a longer period of enhanced supervision, depending on previous experience and how quickly they settle in to working in the UK.

An enhanced supervision period is typically described as a **short, intensive period of enhanced supervised practice, focused learning activities and direct observation of clinical activities**. It is expected that during this time you may not be required to undertake any out of hours arrangements if **adequate supervision isn't available**.

Following this meeting your Supervisor should disseminate your SuppoRTT plan to colleagues who will be working with you, and any rota coordinators. It is strongly advised that you also contact your Trust's SuppoRTT Champion. They can liaise with medical staffing and rota coordinators to ensure your SuppoRTT period is protected, and your period of enhanced supervision/shadowing is being arranged appropriately.

Will you have an enhanced supervision/shadowing period?

(if Yes)

How many days will your enhanced supervision period be?

Start Date

End Date

Will your enhanced supervision period count towards training?

(if No)

Please explain the reason for no enhanced supervision period

POST-RETURN REVIEW

You should meet with your ES/TPD again after you have completed your enhanced supervision period (or approx. 2 weeks after your return if no enhanced supervision period is undertaken) to discuss whether you encountered any issues, whether you both feel that you are ready to resume your usual duties or if your enhanced supervision period needs to be extended.

What is the date of the post-return review meeting?

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

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

FOR ALL

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 Trainee 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.