

# SupportTT HEE South-West – Fact sheet for Educational Supervisors

*A guide to help you to support post-graduate doctors returning to training*



## Pre-absence meeting

### The meeting

- At least 4 weeks before absence is due to commence
- Held by current Educational Supervisor (ES)
- Set aside 30-60 minutes, in a relaxed but confidential space (either virtual or face-to-face)
- Explore trainee's intentions for leave, being open and taking time to listen
- Highlight any areas that might be challenging for the trainee when they return
- Motive trainee to seek out opportunities for development and support, as they feel appropriate, whilst they are away
- Signpost to available resources (<https://www.severndeanery.nhs.uk/about-us/supportt-2/>)

### Discussion points

- Circumstances around leave
- Contact preferences – how often and how?
- KiT / SPLiT / RTTA days
- Mentoring (formal or informal) for ongoing support and development
- Occupational Health / GP for health-related issues
- Intentions to return LTFT?
- Specialty-specific issues
- Timing of ARCP
- Reminder to arrange pre-return meeting 3 months before return date

### The SupportTT plan

- Access and review the Pre-absence form from the HEE-SW SupportTT website <https://healtheducationyh.onlinesurveys.ac.uk/sw-pre-absence-planning-form-161120>
- Complete the form at the end of the meeting after the discussion
- Summarise important discussion points being mindful of the documentation of sensitive issues
- Download completed form and email to trainee
- Trainee to upload form to their portfolio and email a copy to their ES and SupportTT champion

## Unplanned absences

- In cases of unplanned absence that is expected to last 3 months or more, the ES should complete an Unplanned Absence form on behalf of the trainee  
<https://healtheducationh.onlinesurveys.ac.uk/sw-unplanned-absence-form-161120>
- This ensures that the trainee is offered the appropriate support on their return