

South West Supported Return to Training - Pre-Return Checklist

For more information, see deanery SuppoRTT website:

<https://www.severndeanery.nhs.uk/about-us/suppoRTT-2/> or search 'South West SuppoRTT'

Action	Notes
<input type="checkbox"/> Contact your future Educational Supervisor 3 months before returning to arrange a return planning meeting (if you are not sure who this is, contact your SuppoRTT Champion) <input type="checkbox"/> Complete the -Return Plan- ning form (see deanery website) during this meeting	<p>Things to discuss:</p> <ul style="list-style-type: none"> • Your experiences of time out including the positives, negatives & any transferable skills • Your concerns about returning to clinical practice - clinical and personal • Confirm details of your placement • Enhanced supervision options • RTT courses & activities—see deanery SuppoRTT pages • Any additional support needed – intention to train LTFT if applicable, psychological support, professional development or coaching, occupational health, GP
<input type="checkbox"/> If you would like to, refresh your clinical knowledge <input type="checkbox"/> Consider taking part in courses/ webinars/e-learning/other activities if needed to help with this <input type="checkbox"/> Look into funding available to support these (on deanery website)	<p>It might be useful to identify any aspects of your new job that might be causing you concern under the following headings:</p> <ul style="list-style-type: none"> • Clinical management (of common or life-threatening scenarios) • Clinical procedures • Interpretation skills (e.g. ECGs/radiology etc) • Prescribing • Resuscitation • Highly specialised skills (operative/airway/speciality specific) • Operating medical equipment (ventilators, pumps, defibrillation etc) • Communication • Leadership. <p>You can then look for resources or courses to help refresh any of these area. See the deanery website SuppoRTT pages for a comprehensive list of activities, courses and online training available.</p>
<input type="checkbox"/> Access additional support, if needed	<p>Ensure application submitted for LTFT, if applicable</p> <p>Would professional coaching be useful? See deanery SuppoRTT page on Coaching</p> <p>In various circumstances, think about involvement of psychological services, ask your supervisor about mentoring, contact occupational health or your GP</p>
<input type="checkbox"/> Plan your period of enhanced supervision <input type="checkbox"/> Contact rota co-ordinator	<p>Contact your rota co-ordinator early to let them know you are returning after a break, inform them of any special circumstances and periods of enhanced supervision, so they have time to make adjustments to the rota. All trainees returning after a break should not be rostered to work weekends or night shifts in the first two weeks back (longer if LTFT).</p> <p>Any problems, contact your Educational Supervisor or SuppoRTT Champion.</p>
<input type="checkbox"/> Consider your personal circumstances/ongoing commitments and plan where possible	<p>If you have young children, this may include childcare arrangements, plans for unexpected family emergencies, logistical planning for everyday routines</p> <p>Consider how you will manage ongoing commitments e.g. research, project work, caring responsibilities, medical appointments</p> <p>Think about strategies to protect your health & wellbeing</p>
<input type="checkbox"/> Complete new starter paperwork <input type="checkbox"/> If paused while away from work, contact relevant organisations to re-start e.g. MDS/MDU/ GMC	<p>Contact HR if you have not received your new starter paperwork, which may include</p> <ul style="list-style-type: none"> • Work schedule and details of pay & tax forms • OH forms • Parking, security & ID badge forms • IT forms • DBS/CRB check <p>Consider if any trust induction/e-learning needs to be completed online before starting—may be able to use KiT/SPLiT funding for this time if applicable</p>