

To:

Directors of Medical Education
Heads of Schools
Foundation Directors
TPD's Medicine
TPD's Surgery
Postgraduate Centre Manager's

**Postgraduate Medical
and Dental Education**

St Chad's Court
213 Hagley Road
Edgbaston
Birmingham, B16 9RG



16 August 2018

Dear Colleague

Supported Return to Training (SuppoRTT) 2018-19

As part of the 2016 junior doctor's contract negotiations, inconsistencies were highlighted across England with the level of support available to doctors returning to training following an approved period of time away from clinical practice.

This presented Health Education England (HEE) with an opportunity to ensure that consistent and appropriate time, resources, and support are invested in our returning trainees in order for them to step back into training without unnecessary difficulties.

Taking the above into consideration, we are very pleased to announce the launch of the 2018-19 Supported Return to Training (SuppoRTT) initiative. Please find attached the following documents.

- SuppoRTT summary
- SuppoRTT flowchart
- SuppoRTT plan forms
- West Midlands SuppoRTT Policy
- Funding request form
- Information gathering forms for DME and Heads of Schools

The ethos of the initiative is to provide a generalised structure for all returning trainees which can be made bespoke by selecting from a menu of options. In order to tailor specialty specific programmes for each trainee we ask that you complete the relevant attached Information Gathering Form regarding your school or trust.

We look forward to receiving this information, and any ideas or queries using the HEE WM SuppoRTT mailbox: SuppoRTT.wm@hee.nhs.uk

Yours sincerely,



Dr Sailesh Sankar
Associate Postgraduate Dean for Supported Return to Training

SuppoRTT WM Summary

We can confirm that Health Education England, West Midlands (HEE WM) will offer support to trainees returning to training, taking into account the approaches set out in the “HEE Supported Return to Training” document, through the following mechanisms:

- **SuppoRTT plan**
Trainees will complete an individualised SuppoRTT plan and participate in structured planning and review meetings when leaving and returning to training with their TPD/College Tutor. This will enable trainees to document any plans to stay up to date with training whilst away from practice and also identify any anticipated support required upon their return.
- **Return to Clinical Practice days**
Return to clinical practice days will be provided with dates and venues to be confirmed. These days will be provided at child friendly venues and topics covers will include wellbeing, mentoring, and workshops on less than full time training.
- **Enhanced supervision**
In order to rapidly regain clinical knowledge and confidence, doctors returning to training following a sustained period of absence will be strongly encouraged to participate in a period of enhanced supervision. It is expected that the doctor will be supernumerary for 2 weeks full time equivalent on their return. Trainees will need to negotiate this with HR/rota coordinator and their Educational Supervisor/College Tutor at least 3 months prior to their return date.
- **Access to pre-existing local training**
It is expected that there are a number of pre-existing courses locally which could be beneficial to returning trainees. If funding is required to attend existing courses a funding request should be completed.
- **Access to bespoke training**
Attending pre-existing regional courses is the preferred method for re-developing competence and confidence. If there are no suitable regional courses available, there may be a small amount of funding available for returners requiring further development of a specific skill set to attend external courses.
- **Reimbursement of childcare costs for KIT/SPLIT days**
For trainees taking maternity leave, Keeping in Touch (KIT) days may be used to attend relevant training courses, regional teaching or departmental meetings. Similarly for trainees taking shared parental leave, Shared Parental Leave in Touch (SPLIT) days may be utilised in the same way. A small amount of funding may be made available to reimburse childcare costs incurred whilst attending KIT or SPLIT days.

We are keen to ensure our trainees are clinically confident and fully supported when returning to clinical practice and have put the above mechanisms in place to help to achieve this. As always, we would be pleased to answer any specific queries that you may have using the HEE WM SuppoRTT mailbox: **SuppoRTT.wm@hee.nhs.uk**