

Key:

- = Trainee
- = Training Programme Director (TPD) / College Tutor
- = Training opportunities

Supported Return to Training (SuppoRTT) Process Flowchart

Trainee plans to take time away from training programme for parental leave, planned sick leave or OOP
(please note: for OOP the Out of Programme process must also be followed, [please click here](#))

Trainee arranges a meeting with TPD/College Tutor at least 3 months prior to the intended leaving date in order to discuss and agree intention to take time away from training programme.
If taking parental leave a meeting with HR/Medical Staffing should also be arranged 15 weeks prior to due date. Keeping in Touch (KIT) days and when these can be taken should be discussed as part of this meeting.

Trainee documents plans for time away from training (part 1 of the SuppoRTT leaving and returning form - [please click here](#))

TPD/College Tutor meets with trainee 3 months prior to intended leaving date in order to review trainees plans (part 1 of form), confirm a leaving date, and insert digital ID by way of agreement. The following is then actioned:

1. Ensure ARCP with trainee is arranged prior to leaving date (excluding planned sick leave)
2. Email approved form to trainee

(please note: part 2 of the form should be completed with the trainee 3 months prior to their intended return date and part 3 completed 2-4 weeks post-return)

Once review meeting has taken place and plan to leave training agreed (part 1), trainee actions the following:

1. Email form to SuppoRTT mailbox supportt.eoe@hee.nhs.uk
2. Upload form to ePortfolio (part 2 of the form will be completed in collaboration with TPD/College Tutor 3 months prior to intended return date)

Trainee can continue to access pre-existing local teaching days and can book to attend specific ring-fenced courses
[LINK](#)

Trainee away from clinical practice

Trainee may be able to apply for additional funding for targeted development 3 months prior to the anticipated return to training date
[LINK](#)

Trainee arranges to meet with TPD/College Tutor 3 months prior to intended return date. Plan for return to work is agreed, return date and employing Trust on return are confirmed. Trainee decides whether to opt out of 2 weeks enhanced shadowing period.
Trainee contacts HR to negotiate and confirm start date of enhanced shadowing period.
Part 2 of the SuppoRTT leaving and returning form is completed in collaboration as part of this meeting.
(please note: for OOP, return date will be the date identified in OOP application)

Once return meeting has taken place and plan to return to training confirmed (part 2), trainee repeats the 2 steps outlined above
(email form to SuppoRTT and upload to ePortfolio)

Trainee returns to clinical practice

Trainee may be able to apply for additional funding for targeted development 3 months post-return to training

Trainee arranges to meet with TPD/College Tutor towards the end of the enhanced shadowing period.
Part 3 of the SuppoRTT leaving and returning form is completed in collaboration as part of this meeting.

Once post-return meeting has taken place and part 3 of the SuppoRTT plan completed, trainee completes the 2 steps as outlined in the box above
(email form to SuppoRTT and upload to ePortfolio)