

**Guidance for managing trainees returning to training (from time out for research, parental leave, sick leave etc).**

1. The trainee should contact their previous ES at least 12 weeks prior to their return date to discuss return arrangements and any support that may be required for their return. If this is not the same department they left, the trainee should contact the head of department/TPD to be allocated a new ES.
2. The trainee and ES should ensure that HR, the departmental rota coordinator and TPD are informed of their anticipated return date (sometimes this information comes through late from HEE). This will ensure the trainee has appropriate induction and rota
3. The trainee and ED should arrange a meeting around 12 weeks prior to the return date to discuss:
  - a. The trainee's rota on returning and LTFT working if required (NB request for LTFT needs to be given to HEE at LEAST 12 weeks prior to returning).
  - b. How the trainee feels about the return and their confidence with clinical work, on calls, working on the rota, etc
  - c. Any support and/or training that will help the trainee return to clinical work
4. The trainee and supervisor should make an individual plan as to what support he/she will need when he/she returns from leave via the SuppoRTT mechanism. The SuppoRTT form should be completed to apply for funding to support the return:
  - a. <https://www.hee.nhs.uk/our-work/supporting-doctors-returning-training-after-time-out>; [Supported Return to Training | London \(hee.nhs.uk\)](#)
5. The trainee can apply via this SuppoRTT funding for a maximum of £3000 to support supervised clinical sessions (£200 per session) and courses that may help their return.
6. Any questions regarding the SuppoRTT programme or returning to work can be directed to the SuppoRTT Champion- Rosy Wells (rosy.wells@stgeorges.nhs.uk)
7. NB: Also be aware that all staff on parental leave are entitled to up to 10 Keeping in Touch (KIT) days **whilst on** their parental leave, which are paid. The trainee should arrange with their supervisor as to when they wish to take and what they wish to do with these days. See St. George's policy [Document Preview - Maternity, Adoption, Maternity Support \(Paternity\) and Parental Leave Policy and Procedure \(unily.com\)](#). This is separate to Support RTT funding.
8. The supervisor and trainee will be notified of the result of the SuppoRTT funding application by e mail (usually <48 hours after application)
9. Once approved, the funding goes to the PGME and is then transferred to the department the trainee will be working in. If the funding is for a course(s), the trainee applies for this funding through PGME.
- 10. The supervisor and trainee MUST notify the rota coordinator of the agreed requirements for the rota and the funding for this as soon as possible so that this can be put in place.**
11. Rota coordinators must do their best to ensure this support is put in place as agreed. If there are any problems with arranging cover, this should be discussed with the trainee's ES, TPD and the trainee as early as possible.

12. The ES should proactively ensure that the support corresponds to the plan as much as possible – the LTFT champion can help if any disputes.
13. ES to meet with the trainee as soon as possible after their return to ensure they are progressing well and support the trainee with any ongoing concerns or difficulties he/she may be having.

## **Trainees requesting time out of training for Parental Leave**

- This is primarily a Trust process – follow the Trust parental leave process - link to policy: [Document Preview - Maternity, Adoption, Maternity Support \(Paternity\) and Parental Leave Policy and Procedure \(unily.com\)](#)
- You should inform HEE and your ES and local and regional TPDs of the dates of your leave once these have been agreed via Trust processes and if these change please update HEE as soon as possible.

