

SupportTT HEE South-West – Fact sheet for Educational Supervisors

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



Pre-return meeting

The meeting

- About 8-12 weeks before agreed return date
- Held by new Educational Supervisor at the returning trust
- Set aside 30-60 minutes, in a relaxed but confidential space (either virtual or face-to-face)
- Review experiences of time out including positives and transferrable skills
- Explore concerns about returning, starting with the most important
- Create a bespoke action plan to facilitate the trainee's return to clinical practice
- Signpost to available resources (<https://www.severndeanery.nhs.uk/about-us/supporttt-2/>)

Discussion points

- Clinical skills and confidence
- KiT / SPLiT / RTTA days
- Enhanced supervision period
- Any coaching or mentoring required? Refer to PSW if this is the case
- Intention to return LTFT and reminder to submit request 3 months before return date
- Signpost to return to training courses, activities and resources
- If returning mid-rotation, ensure tailored induction is arranged prior to their start date, including mandatory training
- ID, parking, IT etc
- Childcare emergency plan

The SupportTT plan

- Access and review the Pre-return planning form from the HEE-SW SupportTT website <https://healtheducationyh.onlinesurveys.ac.uk/sw-pre-return-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
- Liaise with rota co-ordinator about the enhanced supervision period

Enhanced supervision period

- It is strongly recommended that all returning trainees benefit from a period of 10 days of enhanced supervision
- This may not be required if the trainee has undertaken clinical work during their absence
- Some trainees may require more than 10 days
- If there is deviation from the recommended 10 days, a variation reporting form must be completed through the SupportTT champion and SupportTT Hub, alongside the trainee's TPD <https://healtheducationh.onlinesurveys.ac.uk/sw-reporting-variation-to-the-enhanced-supervision-period>
- Discuss what level with trainee what level of supervision is required, e.g.
 - Reduced number of patients in clinic with a named consultant available for help and advice when required
 - Directly supervised operating lists
- The default is for trainees to work their normal daytime rostered hours
- Trainees should not undertake out of hours commitments unless it is in a shadowing role