

# Supported Return to Training (SRTT)

## Trainee and Trainer Guide

1. If you know you are planning to take leave, arrange to meet your ES / TPD to discuss this 8 weeks prior to your planned leave and complete the SuppoRTT pre absence form <https://healtheducationyh.onlinesurveys.ac.uk/supportt-preabsence-form>.
  - If you are on leave that was unplanned – don't worry about this. Just move straight to 2.
  - When thinking about this meeting you may wish to consider:
    - a. How long will you be away?
    - b. Do you want to come in for Keeping in Touch days (if on mat leave KiT days are part of employment law and you are eligible for 10 days (pro rata) whilst on mat leave: not whilst on the annual leave part of this time off as technically you are back at work)
    - c. How do you want to be contacted whilst on leave? Ensure that your ES/TPD and myself have the email address you want us to use to contact you on whilst on leave so you know about courses / opportunities available whilst you're off.
    - d. Who do you want to contact you? How often? What about?
    - e. Is there anything worrying you about being off and then returning to work? Is there something you can identify that you could do whilst off to help with that? How can we help with that?
    - f. Do you think you will be returning full time or part time? There are forms to complete and people to inform so it is good to ensure you are aware of those processes in advance.  
[https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form\\_20=true](https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form_20=true)
    - g. Do you know what pay you are entitled to? Are you sure that payroll have your entitlements correctly calculated? You can speak with the BMA for help with this.
2. Spend your leave as you wish
  - a. There is lots available for you to access whilst off but equally if you do not wish to access it you do not need to. If you are on maternity leave it is perfectly acceptable to just take time completely away from work and concentrate on your family. If you are on sick leave then it is absolutely the right thing to concentrate on getting well. This is not expected to become a burden, or something else to tick off. This is a positive addition to support that is available should you wish to access it and to help once you are ready to return to work. Some people find it helpful to keep in touch with work / their knowledge whilst off and that is ok too. One size does not fit all!
  - b. Your ES/ TPD are expected to contact you whilst you are off to "check-in" and ensure you are aware of support available. This does not mean that they wish to pressure you to return to work any earlier than planned.
  - c. If you experience mental health problems including stress/ burn out or addiction, career doubts or problems with exams, then you can still access the Professional Support Unit whilst on leave. It is a confidential service, separate to your GP, designed for doctors and you can self-refer.  
<http://www.lpmde.ac.uk/professional-development/professional-support-unit>
3. As you start to think about returning to work, arrange to meet with your ES or TPD. Ideally this would be 8 weeks prior to return to work but sometimes you don't know in advance so just as soon as you do. If you are on planned leave you do have to give prior notice for your return.
  - a. Remember you may well have been exposed to lots of learning opportunities whilst on leave and these can become valuable reflective learning experiences. Your experience of illness; being a parent or carer develops you as a psychiatrist and gives you a deeper understanding of your patients' experiences in the future.
  - Remember to tell HR that you are returning so that you get paid correctly!

- b. Complete the form: you need email details for your ES and TPD.  
<https://healtheducationyh.onlinesurveys.ac.uk/supportt-rtw-form>
- c. Think about:
  - i. What are your main concerns about your return to work? Sharing your worries is not a sign of weakness! It helps people to put in support where you need it and to be there for you to help you be the best you can be.
  - ii. Are there practical skills you need to refresh? We are developing SIM course opportunities in ELFT.
  - iii. Are there knowledge gaps you feel you might have (you might want consider applying to attend courses to address your learning needs).
  - iv. Is your basic life support up to date? You could access training via the Trust.
  - v. What courses might you want to access? E.g. Section 12 refresher course, medical update training if ST4 or above
  - vi. Do you need an occupational health review prior to return to work?
  - vii. Do you need a phased return? You can use SRTT to support this.
  - viii. Do you need to review your job plan / hours / go LTFT? Talk about this early to help your employer make adaptations to support you back to work.
  - ix. Would you like to access coaching to help you think through any concerns you have or decisions you need to make? <https://www.lpmde.ac.uk/professional-development/coaching-service>
  - x. What will your first few weeks back at work look like? What will you be doing? When? With whom? Who will be supervising you and how closely? It is expected that you will have a period of close supervision on your return to work.
- d. Once you have completed the SRTT form online you will get an email confirming that you are approved for SRTT funding
- e. Any courses/resources that you access requiring funding should be paid for and then you apply via your usual Trust process for reimbursement. State on your application that it is under SRTT funding (they then get this reimbursed from SRTT).

**4. Meet regularly with your ES/TPD after your return to work to check in with how you are settling back in. Ensure that you have a meeting set up with your CS/ the SRTT Trust champion.**

- a. You need to be doing your WBPA during your return to work period – you should have lots of supervised time e.g. in a community post this might include joint clinics and joint visits so lots of chances for ACE/ mini-ACE and CBD. These are really useful to help identify any learning needs you have so that these can be addressed. You are a trainee – you are supposed to have learning needs so identifying some is not a failure! It keeps those of us employed to educate you in a job ☺.
- b. Flag any issues – don't hide if you're struggling to cope. It's important to get help if you need it.

**5. Once you are settled into work and your supervisor feels you are ready to return to standard training and service provision then you should meet with your ES/TPD and complete the final form <https://healtheducationyh.onlinesurveys.ac.uk/supportt-rtw-form> (it's the same as the return to work planning form).**

Each form you complete needs to be uploaded to your e-portfolio.

Questions should initially go to your ES or TPD. If you or they need further help please do contact me on [laura.checkley1@nhs.net](mailto:laura.checkley1@nhs.net)

I hope you have found this guide to SRTT for ELFT Trainees useful. Do let me know if there is something that would be useful to add or any resources that you find that others should know about.

I wish you all the best for the remainder of your training and hope to meet you in the future.

Kind Regards

Dr Laura Checkley, ELFT SRTT Champion