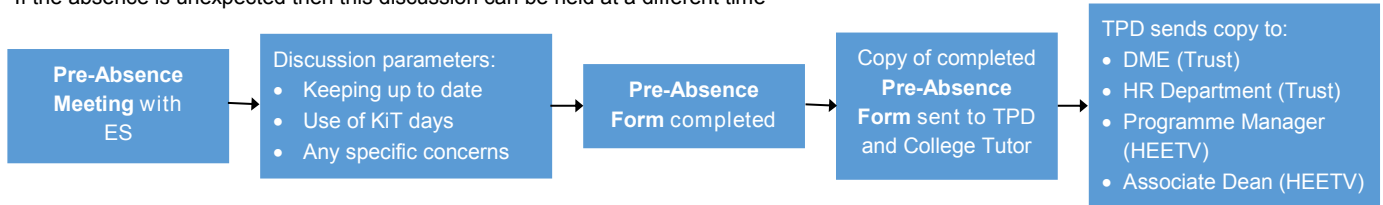


The Academy of Medical Royal Colleges recommend an assessment of doctors on return to practice after absences of more than 3 months. The Health Education England – Thames Valley (HEETV) Return to Training Scheme applies to all trainees after absences of 3 months or more, but can be opted into for absences of less than 3 months. Any trainees that have been absent due to ill health or a conduct or capability investigation may participate in the scheme, but any phased return/training plan devised by occupational health or HR should take preference.

PRIOR TO ABSENCE

If the absence is unexpected then this discussion can be held at a different time



DURING ABSENCE

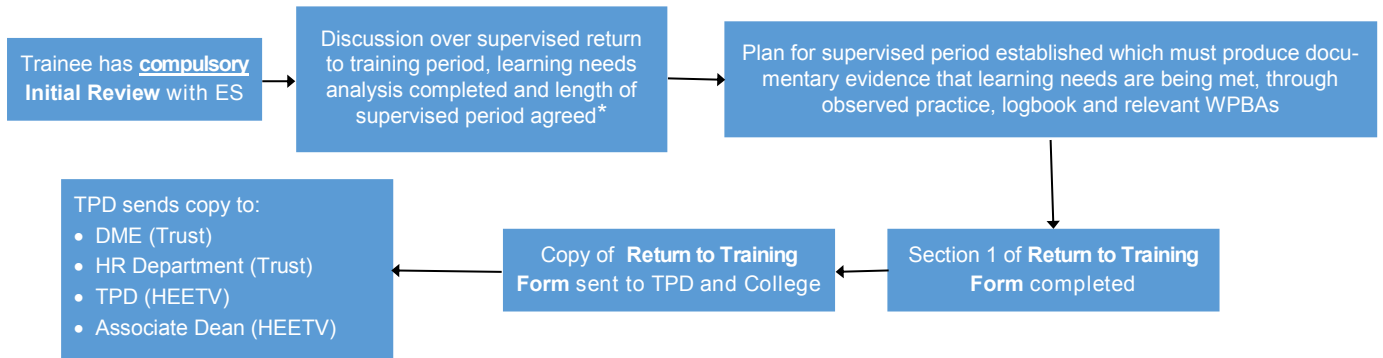
- If trainee and Trust agree the trainee can use KiT days (optional).
- If possible the PD sends material from training session to trainee at their request.

Glossary:

KiT—Keeping in Touch Days
 ES—Educational Supervisor
 TPD—Training Programme Director
 DME—Director of Medical Education
 WPBAs—Workplace Based Assess-

PRIOR TO RETURN

Ideally the Initial Review should take place 6 – 10 weeks prior to estimated return date to allow time for the trainee to be incorporated into the rota. It is expected that this will be a face-to-face meeting.



* **Please note:** It is expected that in the majority of cases, a supervised period is required. However, for shorter absences when the trainee has maintained active clinical practice, the supervised return period may not be necessary. Good evidence of this practice must be documented on the Return to Training form and the lack of supervised period agreed with the TPD.

SUPERVISED RETURN PERIOD

- The length of the supervised period can be varied depending on the specific needs of the trainee. It would be expected that a longer absence would require a longer supervised period on return.
- During this period the trainee should engage in workplace based assessments (WPBAs) with feedback from the Educational Supervisor.
- This period must be fully supervised including any on-calls or out-of-hours. When appropriate this supervision must be direct and not via phone.
- The trainee should be attached to a range of consultants responsible for supervising trainees returning to training.

Please note: Normally the supervised period would not affect the CCT date, however in exceptional circumstances the ARCP panel may recommend an extension to training if the required competences have not been achieved by the time of the next ARCP.

REVIEW OF RETURN PERIOD

