**Bristol School of Anaesthesia & ICM, Severn PGME, HEE**

**Return to Training Scheme**

The Academy of Royal Colleges recommends that an assessment of doctors on return to practice after an absence of more than 3 months.

The Bristol School of Anaesthesia Return to training is based on a scheme developed by the Wessex Deanery and applies to all trainees returning to work after a period of absence of greater than 3 months. Trainees returning after a period of ill health may have a phased return plan organised through occupational health, which will take precedence.

**Before the period of absence:**

If the period of absence is unplanned the meeting with the educational supervisor will need to be organised at a mutually convenient time, when possible.

**Pre-Absence meeting** with Educational Supervisor (ES)

Discussion:

* Keeping up to date
* Use of **Keeping in Touch (KIT) days** (recommended but optional)
* Ideally plan **Return to Work course**
* Any other concerns / needs

**Complete Pre-Absence form** and send copy to:

* Training Programme Director (TPD)
* College Tutor

**Prior to return:**

The trainee must contact his / her Educational Supervisor (or nominated deputy) to arrange an initial review, as a **face to face meeting, 6 -10 weeks PRIOR** to the estimated return date. This allows time for necessary adjustments to be made to the rota.

**Complete Section 1** of Returning to Training Form and send copy to:

* TPD
* College Tutor

Discussion:

* Period of supervised training (usually 2 weeks)
* Learning needs, and evidence that will be required to demonstrate that these are met e.g. through observed practice, log book, Work Based Assessments (WBA)

Trainee **MUST have an initial review** with their educational supervisor

**Supervised period of return:**

* In the majority of cases the period of supervised practice will be 2 weeks
* In some cases the trainee may not require a period of supervised practice – this should be documented on the return to training form and agreed by the TPD.
* Some trainees may require an extended period of supervised practice depending on their specific needs.
* During this period the trainee should address the learning needs outlined in the initial review and provide suitable evidence e.g. undertaking WBAs that these have been met.
* The trainee should not be part of any on call duties during the supervised period of return. On call duties will need to be repaid at a later date as per prospective cover arrangements
* The supervised period of return to work should not normally affect the trainees CCT date unless extended periods are required.

**Review of Return to Training (RTT) Period:**

**Section 2 & 3 of RTT** form signed and copy to TPD and CT

If ES and trainee agree sufficient progress, the RTT period is signed off and trainee joins normal rota

At End of Supervised RTT the trainee **MUST** have a Return review with their ES

If ES and trainee decide extra time is required, then the supervised period can be extended as necessary

If ES and trainee agree sufficient progress after extension to RTT period the **Section 5 & 3 of RTT** form completed, copy to CT and TPD and trainee joins normal rota

**Section 2 & 4 of RTT** form completed, and trainee meets again with ED after agreed extension