Completing supported return to training forms

These forms should be used to plan enhanced support when returning from a period of absence. There are separate forms to complete prior to the period of absence, before your return to training, and following a period of enhanced support.

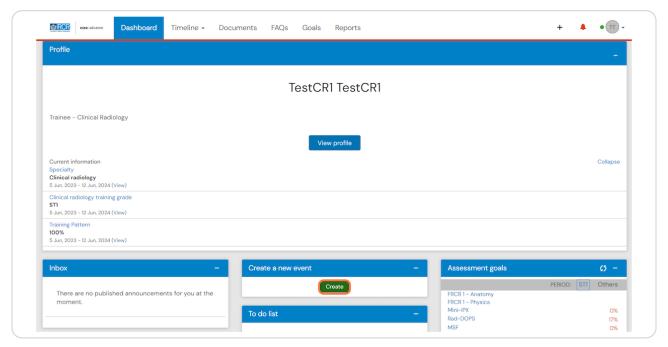
30 Steps

Created by Creation Date Last Updated WDAT July 3, 2023 July 27, 2023

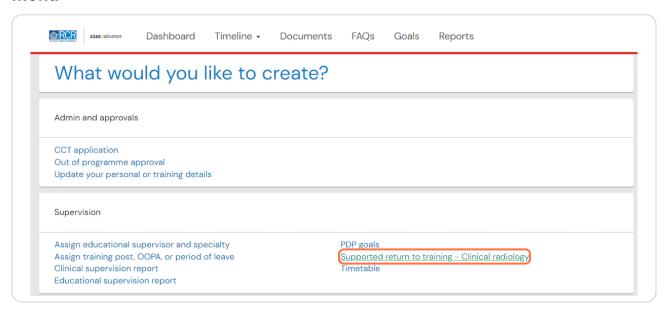


From your dashboard click on Create

You can also click the + button in the top righthand corner of your screen

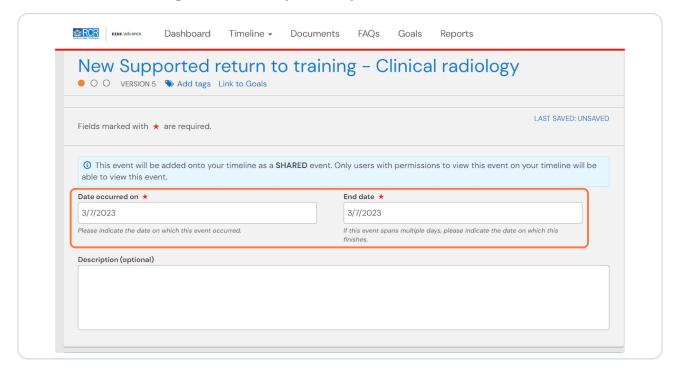


STEP 2 Click on Supported return to training in the Supervision section of the create menu





Enter the date range covered by the report



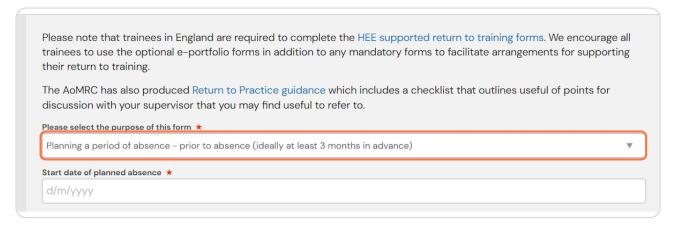
STEP 4

Please note that trainees in England are required to complete the HEE supported return to training forms through the HEE portal.

We encourage all trainees to use the optional e-portfolio forms in addition to any mandatory forms to facilitate arrangements for supporting their return to training.

The AoMRC has also produced <u>Return to Practice guidance</u> which includes a checklist that outlines useful of points for discussion with your supervisor that you may find useful to refer to.

Select Planning a period of absence - prior to absence (ideally at least 3 months in advance) from the dropdown menu



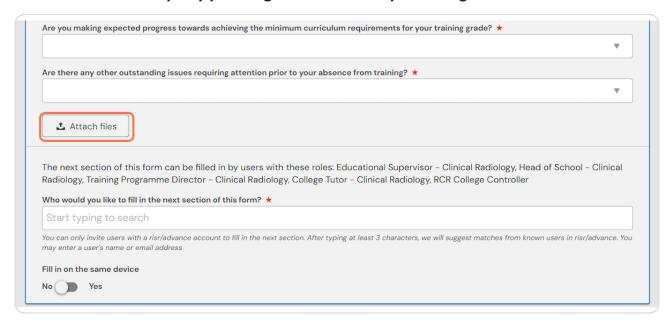
STEP 6

Complete the required information





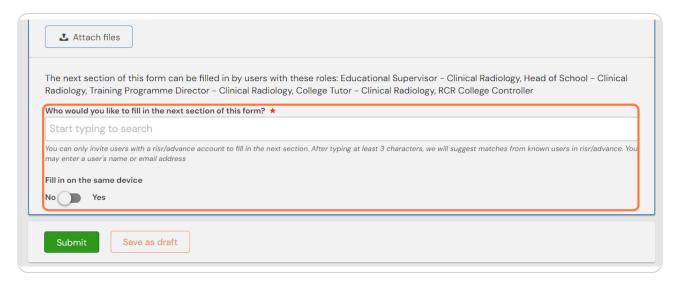
You can attach any supporting documents by clicking on Attach files



STEP 8

Enter the name of the supervisor you would like to complete the form

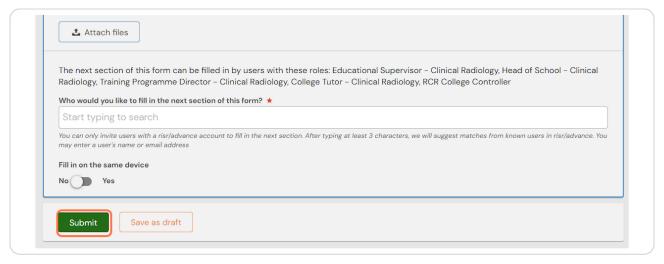
As you type your supervisor should appear beneath the text box and you can select their name from the list





Click on Submit to send to your supervisor

Once they have completed the supervisor's section of the form, the form will be published and visible in your timeline.

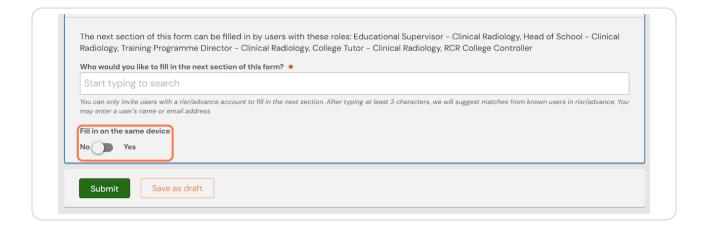


STEP 10

If you are with your clinical supervisor when you create the report form, they can fill in their section before you submit the form.

STEP 11

Check Fill in on the same device and the assessor's section will appear





Your supervisor should complete their section and then click on Submit

If the supervisor completes their section on the same device, they will receive an email when you submit the form asking them to confirm that they are happy with the information in the form before the report is completed.

Planning your return to training

9 Steps

STEP 13

Select Planning return to training - 6-8 weeks before return from period of absence from the dropdown menu

Please note that trainees in England are required to complete the HEE supported return to training forms. We encourage all trainees to use the optional e-portfolio forms in addition to any mandatory forms to facilitate arrangements for supporting their return to training.

The AoMRC has also produced Return to Practice guidance which includes a checklist that outlines useful of points for discussion with your supervisor that you may find useful to refer to.

Please select the purpose of this form *

Planning return to training - 6-8 weeks before return from period of absence

Start date of planned absence *

d/m/yyyy

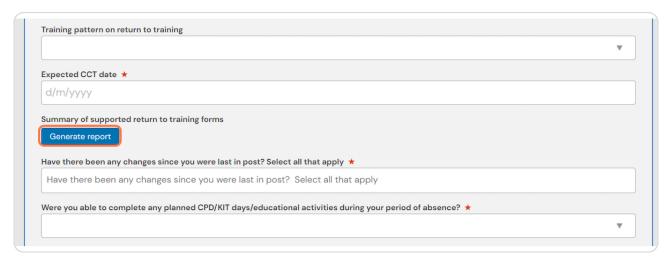


Complete the required information

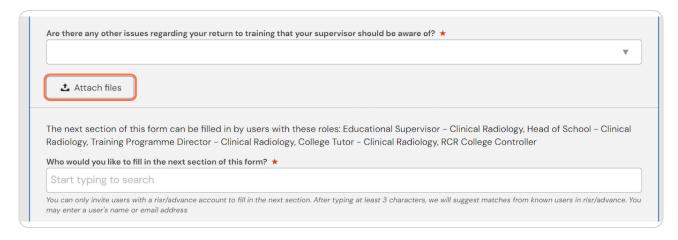


STEP 15

You can pull through a summary of any previously completed supported return to to training forms by clicking on Generate report



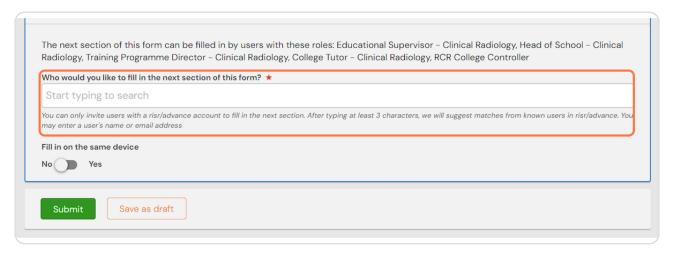
You can attach any supporting documents by clicking on Attach files



STEP 17

Enter the name of the supervisor you would like to complete the form

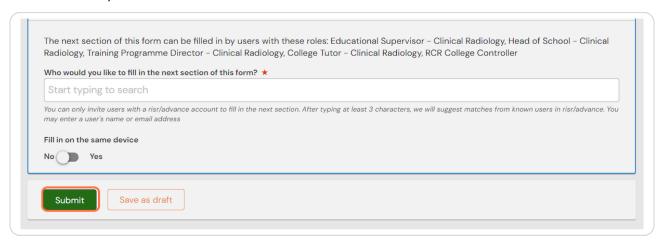
As you type your supervisor should appear beneath the text box and you can select their name from the list





Click on Submit to send to your supervisor

Once they have completed the supervisor's section of the form, the form will be published and visible in your timeline.

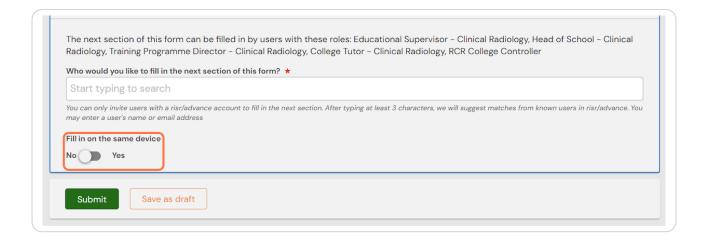


STEP 19

If you are with your clinical supervisor when you create the report form, they can fill in their section before you submit the form.

STEP 20

Check Fill in on the same device and the assessor's section will appear





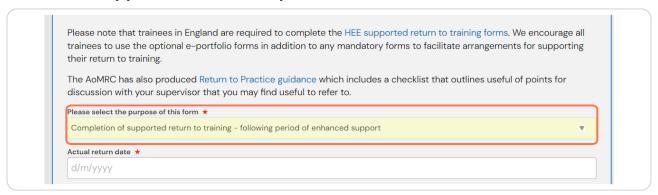
Your supervisor should complete their section and then click on Submit

If the supervisor completes their section on the same device, they will receive an email when you submit the form asking them to confirm that they are happy with the information in the form before the report is completed.

Reviewing your period of supported return to... 9 Steps

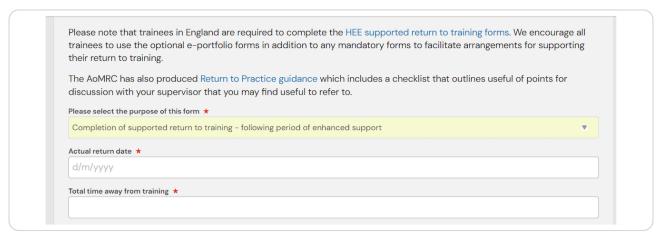
STEP 22

Select Completion of supported return to training – following period of enhanced support from the dropdown menu



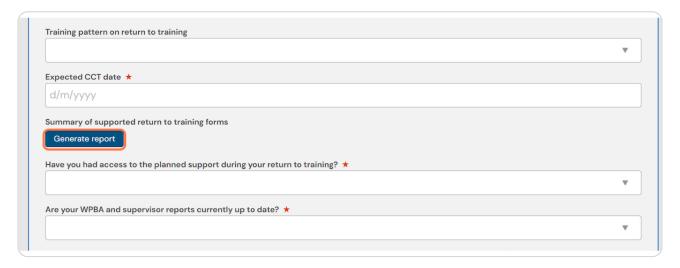
STEP 23

Complete the required information



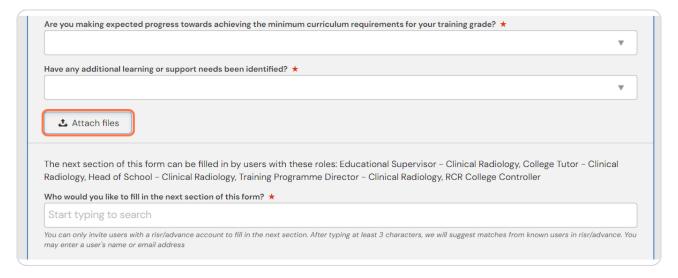


You can pull through a summary of any previously completed supported return to to training forms by clicking on Generate report



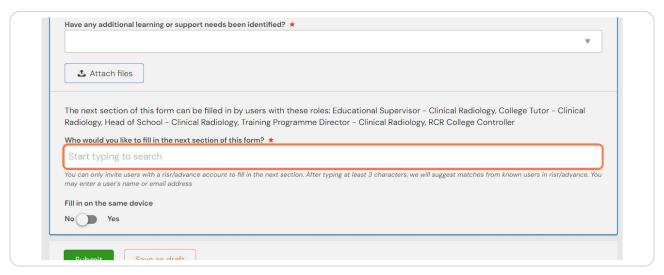
STEP 25

You can attach any supporting documents by clicking on Attach files

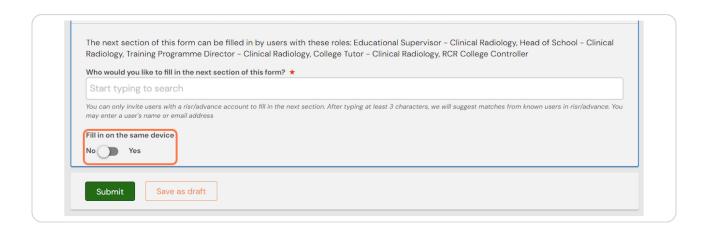


Enter the name of the supervisor you would like to complete the form

As you type your supervisor should appear beneath the text box and you can select their name from the list



STEP 27 Check Fill in on the same device and the assessor's section will appear



STEP 28

If you are with your clinical supervisor when you create the report form, they can fill in their section before you submit the form.



Your supervisor should complete their section and then click on Submit

If the supervisor completes their section on the same device, they will receive an email when you submit the form asking them to confirm that they are happy with the information in the form before the report is completed.

STEP 30

Click on Submit to send to your supervisor

Once they have completed the supervisor's section of the form, the form will be published and visible in your timeline.

