

Return to Programme (following leave of 6 months or more)

Overview

Where a trainee has been granted leave from the programme for a period of 6 months or greater, the College encourages the trainee to avail of supports available while on leave and in preparation for their return. These supports apply to leave types including:

- Maternity / parental leave;
- Academic / research leave;
- Unaccredited leave (available subject to approval of application at end of SAT 2 or SAT 4);
- Unplanned leave taken for personal / health reasons.

The purpose of the supports is to enable the trainee to plan for the period of leave and to prepare for a return to the clinical environment.

Before Taking Leave

Once leave has been approved, the Training Department will write to the trainee confirming leave dates and planned rotations for return to the Programme. Where the period of leave is longer than six months, the return rotations may be determined later.

Most planned periods of leave (excepting maternity) will commence at a rotation changeover date. The trainee should therefore have their scheduled 'End of Rotation' meeting with their tutor. During this meeting, the tutor and trainee should discuss the trainee's plans for the leave period and the options for maintaining some professional competence activities, as appropriate. Brief notes of the discussion should be included on the ITA form in the trainee's e-portfolio.

The Training Department will arrange a separate meeting between the trainee and one of the Directors and the Training Manager. If the leave is to commence in July, this meeting will most likely be the annual progression review meeting. If the leave is to commence in January, the Training Department will arrange a meeting before the end of the rotation. The trainee's plans for the leave period and for keeping in touch will be discussed at this meeting.

Summary Actions before Taking Leave

Training Department

- Confirm leave dates in writing;
- Confirm planned rotation on return if known or advise that rotation will be confirmed at a later date;

- Arrange meeting between trainee and one of the Directors and the Training Manager;
- Advise the trainee that the College will offer the opportunity of a meeting with one of the Directors at least once in each six month period of leave.

Tutor

- Discuss trainee's plans for their period of leave and their opportunities for maintaining professional competence;
- Include brief notes of discussion relating to leave on the ITA form in the trainee's e-portfolio.

Trainee

- Discuss leave plans with their tutor before end of rotation;
- Attend meetings as arranged by Training Department.

While on Leave

While on leave, the trainee is encouraged to maintain some engagement in the maintenance of professional competence where appropriate, e.g. attendance at courses, seminars, academic meetings. The trainee should maintain a record of these activities on their e-portfolio.

The Training Department will maintain general contact with the trainee while on leave and offer the opportunity of a meeting with one of the Directors at least once in each six month period of leave.

Summary Actions while on Leave

Training Department

- Maintain general contact with trainee, i.e. keep them apprised of ongoing changes / developments to the Training Programme;
- Offer the opportunity to meet with one of the Directors at least once in each six month period of leave.

Trainee

- Maintain professional competence as appropriate;
- Update e-portfolio with any activities undertaken;
- Avail of opportunity to meet with one of the Directors if desired.

Preparation for Return to Training

The trainee should confirm with the Training Department their intention to return to Programme at least 8 weeks before the planned return date. The Training Department will confirm the planned rotation. The trainee is required to contact the tutor in advance of the

return date to arrange a meeting to discuss plans for the trainee's return to the clinical environment.

Where it is deemed appropriate, the Training Department will invite the trainee to a 'Return to Programme' meeting with one of the Directors and the Training Manager.

The trainee will be offered the opportunity to complete an on-line 'Return to Training' course. This course will cover a range of topics, e.g.:

- Perioperative Medicine;
- Paediatric Anaesthesia and Obstetric Anaesthesia;
- Relevant algorithms (DAS, ACLS, Anaphylaxis);
- Managing Confidence and Wellbeing on Returning to Programme.

In addition, the course will cover the following domains of professional practice:

- Clinical skills;
- Professionalism;
- Patient safety and quality of patient care;
- Communication and interpersonal skills;
- Collaboration and teamwork;
- Management (including self-management).

Summary Actions prior to returning from Leave

Training Department

- Contact the trainee to confirm return date and hospital location;
- Advise the trainee to complete the 'Return to Training' on-line course;
- Arrange a 'Return to Programme' meeting, where deemed appropriate, with one of the Directors and the Training Manager prior to return date.

Tutor

- On contact by the trainee, the tutor should arrange to meet to discuss plans for return to clinical environment.

Trainee

- Confirm intention to return at least 8 weeks in advance of planned return date;
- Contact tutor at returning hospital to arrange to meet in advance of return date;
- Complete 'Return to Training' on-line course;
- Update their e-portfolio for any activities undertaken while on leave.
- Attend 'Return to Programme' meeting with one of the Directors and the Training Manager, where deemed appropriate.

Return to Training

On return of a trainee to the Programme, the tutor should meet with the trainee to agree objectives for the six month period. This will be the normal 'Start of Rotation' meeting but should specifically include aspects relating to the trainee's return to the clinical environment. The College recommends that the trainee be provided with two weeks' clinical experience prior to being placed on the on-call rota. The Tutor should record the agreed objectives and other relevant information on the trainee's e-portfolio.

Both the Anaesthesiology Department and the Training Department have a responsibility to maintain contact with the trainee to ensure that any issues relating to the trainee's return are identified at an early stage. Otherwise, the trainee resumes normal training activity.

July 2021