

To: Thames Valley Trainees  
By email

**Health Education England,  
Thames Valley**

4150 Chancellor Court  
Oxford Business Park South  
Oxford  
OX4 2GX



31 July 2018

Dear Colleague

## **Re: Supported Return to Training**

As you may be aware Health Education England have implemented an enhanced process to support trainees returning to training after a period of absence.

The new initiative will support trainees who have been out of training for more than three months including for example, parental leave, sick leave, OOPC, OOPR, OOPT and OOPE.

We are writing to you as you are currently out of training and we would like to take this opportunity to let you know about this initiative and ensure that you have access to the resources that you may need in preparation for your return to training.

- We recommend that you discuss your return to training with your Educational Supervisor/Training Programme Director. Where possible this should be done at least 8 weeks before your anticipated return date.
- In this meeting you can discuss a supervised return, your learning needs and any courses/activities that may help with your return to training.
- Complete a 'return to training pre-return form' with your Educational Supervisor/Training Programme Director detailing your plan for returning to training and your anticipated return date.
- Return the forms to your Training Programme Director and to HEE Thames Valley (contact details below). The forms should also be uploaded onto your ePortfolio.
- Your forms will be sent to your Head of School and your employing Trust so that your return can be planned effectively.
- Once you have returned to your training post your return period and progress will be reviewed with your Educational Supervisor.

Further information about the initiative and the pre-return forms can be found at, [http://www.oxforddeanery.nhs.uk/about\\_hee\\_oxford\\_local\\_office/medical\\_and\\_dental\\_policies/supporte\\_d\\_return\\_to\\_training.aspx](http://www.oxforddeanery.nhs.uk/about_hee_oxford_local_office/medical_and_dental_policies/supporte_d_return_to_training.aspx)

If you have any questions regarding the supported return to training initiative, please email Ann Heath, Education Programme Manager at HEE Thames Valley, [ann.heath@hee.nhs.uk](mailto:ann.heath@hee.nhs.uk).

Kind regards

**Dr Antonia Calogeras**  
**Associate Dean, SupportTT, HEE-Wessex and Thames Valley**