

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

WDAT

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STEP 1

From your dashboard click on Create

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

The screenshot shows the RCR dashboard for a user named 'TestCRI TestCRI'. The user is a 'Trainee - Clinical Radiology'. The dashboard includes sections for 'Current information', 'Specialty', 'Clinical radiology', 'Clinical radiology training grade', and 'Training Pattern'. At the bottom, there are three main sections: 'Inbox' (no announcements), 'Create a new event' (with a red 'Create' button), and 'Assessment goals' (showing progress for FRCR 1 - Anatomy, FRCR 1 - Physics, Mini-IPX, Rad-DOPS, and MSF).

STEP 2

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

The screenshot shows the 'What would you like to create?' menu. It is divided into three main sections: 'Admin and approvals', 'Supervision', and 'PDP goals'. The 'Supervision' section contains several options, with 'Supported return to training - Clinical radiology' highlighted in red. The 'PDP goals' section contains 'Timetable'.

STEP 3

Enter the date range covered by the report

The screenshot shows a web form titled "New Supported return to training - Clinical radiology". At the top, there is a navigation bar with "RCR" logo, "x15x/advance", and menu items: "Dashboard", "Timeline", "Documents", "FAQs", "Goals", and "Reports". Below the title, there are three radio buttons, "VERSION 5", "Add tags", and "Link to Goals". A message states "Fields marked with ★ are required." and "LAST SAVED: UNSAVED". A blue information box says: "This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event." The form has two date fields: "Date occurred on ★" with the value "3/7/2023" and "End date ★" with the value "3/7/2023". A red box highlights these two fields. Below them is a "Description (optional)" text area.

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 [Return to Practice guidance](#) which includes a checklist that outlines useful points for discussion with your supervisor that you may find useful to refer to.

STEP 5

Select Planning a period of absence – prior to absence (ideally at least 3 months in advance) 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 a period of absence – prior to absence (ideally at least 3 months in advance) ▼

Start date of planned absence ★

d/m/yyyy

STEP 6

Complete the required information

Start date of planned absence ★

d/m/yyyy

Expected return date ★

d/m/yyyy

Total time away from training ★

Place of work at start of absence ★

Place of work on return to training ★

Have you informed your line manager and employer of the planned period of absence? ★

STEP 7

You can attach any supporting documents by clicking on **Attach files**

Are you making expected progress towards achieving the minimum curriculum requirements for your training grade? ★

Are there any other outstanding issues requiring attention prior to your absence from training? ★

Attach files

The next section of this form can be filled in by users with these roles: Educational Supervisor – Clinical Radiology, Head of School – Clinical Radiology, Training Programme Director – Clinical Radiology, College Tutor – Clinical Radiology, RCR College Controller

Who would you like to fill in the next section of this form? ★

Start typing to search

You can only invite users with a risr/advance account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in risr/advance. You may enter a user's name or email address

Fill in on the same device

No Yes

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

Attach files

The next section of this form can be filled in by users with these roles: Educational Supervisor – Clinical Radiology, Head of School – Clinical Radiology, Training Programme Director – Clinical Radiology, College Tutor – Clinical Radiology, RCR College Controller

Who would you like to fill in the next section of this form? ★

Start typing to search

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Fill in on the same device

No Yes

Submit **Save as draft**

STEP 9

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.

Attach files

The next section of this form can be filled in by users with these roles: Educational Supervisor – Clinical Radiology, Head of School – Clinical Radiology, Training Programme Director – Clinical Radiology, College Tutor – Clinical Radiology, RCR College Controller

Who would you like to fill in the next section of this form? *

Start typing to search

You can only invite users with a risr/advance account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in risr/advance. You may enter a user's name or email address

Fill in on the same device

No Yes

Submit Save as draft

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

The next section of this form can be filled in by users with these roles: Educational Supervisor – Clinical Radiology, Head of School – Clinical Radiology, Training Programme Director – Clinical Radiology, College Tutor – Clinical Radiology, RCR College Controller

Who would you like to fill in the next section of this form? *

Start typing to search

You can only invite users with a risr/advance account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in risr/advance. You may enter a user's name or email address

Fill in on the same device

No Yes

Submit Save as draft

STEP 12

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 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

STEP 14

Complete the required information

Start date of planned absence *	<input type="text" value="d/m/yyyy"/>
Expected return date *	<input type="text" value="d/m/yyyy"/>
Total time away from training *	<input type="text"/>
Place of work at start of absence *	<input type="text"/>
Place of work on return to training *	<input type="text"/>
Have you informed your line manager and employer of your planned return to training? *	<input type="text"/>

STEP 15

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

Training pattern on return to training	<input type="text"/>
Expected CCT date *	<input type="text" value="d/m/yyyy"/>
Summary of supported return to training forms	<input type="button" value="Generate report"/>
Have there been any changes since you were last in post? Select all that apply *	<input type="text" value="Have there been any changes since you were last in post? Select all that apply"/>
Were you able to complete any planned CPD/KIT days/educational activities during your period of absence? *	<input type="text"/>

STEP 16

You can attach any supporting documents by clicking on **Attach files**

Are there any other issues regarding your return to training that your supervisor should be aware of? ★

The next section of this form can be filled in by users with these roles: Educational Supervisor – Clinical Radiology, Head of School – Clinical Radiology, Training Programme Director – Clinical Radiology, College Tutor – Clinical Radiology, RCR College Controller

Who would you like to fill in the next section of this form? ★

You can only invite users with a risr/advance account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in risr/advance. You may enter a user's name or email address

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

The next section of this form can be filled in by users with these roles: Educational Supervisor – Clinical Radiology, Head of School – Clinical Radiology, Training Programme Director – Clinical Radiology, College Tutor – Clinical Radiology, RCR College Controller

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Fill in on the same device

No Yes

STEP 18

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.

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Fill in on the same device

No Yes

Submit Save as draft

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

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Fill in on the same device

No Yes

Submit Save as draft

STEP 21

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

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 *

Completion of supported return to training – following period of enhanced support ▼

Actual return date *

STEP 23

Complete the required information

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 *

Completion of supported return to training – following period of enhanced support ▼

Actual return date *

Total time away from training *

STEP 24

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

Training pattern on return to training

Expected CCT date ★

Summary of supported return to training forms

Generate report

Have you had access to the planned support during your return to training? ★

Are your WPBA and supervisor reports currently up to date? ★

STEP 25

You can attach any supporting documents by clicking on **Attach files**

Are you making expected progress towards achieving the minimum curriculum requirements for your training grade? ★

Have any additional learning or support needs been identified? ★

Attach files

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STEP 26

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

Have any additional learning or support needs been identified? ★

Attach files

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Fill in on the same device

No Yes

Submit Save as draft

STEP 27

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

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Fill in on the same device

No Yes

Submit Save as draft

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.

STEP 29

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.

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Fill in on the same device

No Yes

