



POLICY ON AND PROCEDURES FOR TRAINEES RETURNING TO PRACTICE

Introduction

1. The purpose of this document is to outline the appropriate procedures that staff and trainees should take when a trainee is returning to studies after a period of interruption on health/medical grounds. It is intended to help staff to understand the procedures so they can support trainees managing their return.
2. This document should be read in conjunction with the *Procedures relating to Fitness to Practice* and the *Policy on and procedures for interruption*.
3. There are times when it is not in the best interests of a trainee to allow the trainee to continue studying because they are not fit to do so. Under these circumstances permission may have been granted for the trainee to interrupt their studies.

Return to Studies

4. Where a trainee has been given permission on medical/health grounds to suspend/temporarily withdraw from their studies, or repeat any part of their programme, the trainee will need to provide evidence that they are fit to resume their studies as a condition of their return.
5. At the point of interruption, confirmation of the agreed length of interruption and conditions of return will be sent to the trainee by the SCITT Administrator. The trainee will also be provided with the template of the *Return to Practice Plan* and the *Fitness to Practice Form*.
6. The *Fitness to Practice Form* should be completed by a GP or appropriate specialist and returned to the Director of SCITT no later than 3 weeks prior to the start date when the trainee is recommencing his/her studies.
7. The *Return to Study Plan* should be completed by the trainee and the Director of SCITT, or their delegate, in consultation. The plan should be agreed no later than the end of the first week of term in which the trainee is recommencing the programme.
8. Any further conditions of return must normally be met by the trainee no later than 3 weeks prior to the date in which the trainee is recommencing their studies.
9. Where there is a concern regarding the trainee's fitness to practice, the SCITT reserves the right to seek a second opinion from an appropriate specialist. Reasonable costs of this are to be borne by the trainee.
10. The responsibility to monitor the return to practice plan is that of the Director of SCITT.
11. If the trainee is not fit to return at the expected time, the Director of SCITT, in collaboration with the SCITT's Executive Board should decide if a further suspension can be granted.
12. If there are further causes for concern after a trainee has returned to the programme the case will be referred to the SCITT's Executive Board.