

# Completing a supported return to training (SuppoRRT) form

A guide for trainers

21 Steps

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Created by

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## STEP 1

# Select the Supported return to training form from the to do list on your dashboard

You can also access your to do list by clicking the bell icon at the top right of the page

The screenshot displays the RCR e-portfolio dashboard for a user named TestCRS1. The top navigation bar includes the RCR logo, 'risz/advance', and a 'Dashboard' menu. The main content area is titled 'TestCRS1 TestCRS1' and features a 'View profile' button. Below this, there are sections for 'Current information' (Specialty: Clinical radiology), 'Locations' (Test location), and 'Clinical Supervisor, Training Programme Director - Clinical Radiology, Educational Supervisor - Clinical Radiology'. The dashboard is divided into several panels: 'Inbox' with a welcome message and a 'Go to my inbox' button; 'To do list' with a highlighted item 'Supported return to training - Clinical radiology for TestCR1 TestCR1' created on 24 JUL 2023; 'Create a new event' with options for 'MySelf' or 'Someone else'; 'My Trainees' listing TestCR1, TestCR4, and TestCR5; 'E-portfolio support' with user guides and FAQs; and 'Become an examiner' with information on FRCR examinations.

## STEP 2

### You can view the section completed by the trainee

All types of supervision report (except the structured report) are created from the same form. The first field in the trainee section will identify the purpose of the supervision report.

The screenshot displays a web form titled "Supported return to training – Clinical radiology for TestCR1 TestCR1". The form includes a navigation bar with "risz/advance" and various menu items. A message states "Fields marked with ★ are required." and "LAST SAVED: UNSAVED". The form is filled in by "TestCR1 TestCR1" on "20 Jul, 2023". The training details are: "Clinical radiology training grade: ST1", "Training Pattern: 100%", "Specialty: Clinical radiology", and "Locations: Test training programme 1, Test location". A note mentions that trainees in England are required to complete the HEE supported return to training forms. The "Please select the purpose of this form" dropdown is highlighted with a red box and contains the option "Planning a period of absence - prior to absence (ideally at least 3 months in advance)". The "Start date of planned absence" is set to "30 Dec, 2023".

### STEP 3

**If any details are missing from the trainee's section or the report has been sent to you in error you can click on Reject to return the form to the trainee**

If any details are missing from the trainee's section or the report has been sent to you in error you can click on Reject to return the form to the trainee

The screenshot shows a web interface for the RCR xisr/advance system. The main heading is "Supported return to training - Clinical radiology for TestCRI TestCRI". In the top right corner, there are buttons for "Fill in" and "Reject" (with a red 'X' icon), and a "Back" link. Below the heading, the form status is "DRAFT PRIVATE" and "AWAITING YOUR ACTION". The version is "VERSION 5" and there is a "Show audit log" link. The form includes a section for "Date occurred" (20 Jul, 2023) and "End date" (3 Aug, 2023). A section titled "Section filled in by TestCRI TestCRI" shows it was "FILLED IN ON 20 JUL, 2023". The form content includes: "Clinical radiology training grade: ST1", "Training Pattern: 100%", "Specialty: Clinical radiology", and "Locations: Test training programme 1, Test location". A note states: "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." Another note mentions: "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." At the bottom, there is a section "Please select the purpose of this form" with a dropdown menu currently showing "Planning a period of absence - prior to absence (ideally at least 3 months in advance)".

## STEP 4

Click on Fill in to complete the supervisor's section of the form

**Supported return to training - Clinical radiology for TestCRI TestCRI**

[Fill in](#) [Reject](#) [Back](#)

**DRAFT PRIVATE** Awaiting your action VERSION 5 [Show audit log](#)

Date occurred on 20 Jul, 2023 End date 3 Aug, 2023

TT Section filled in by TestCRI TestCRI FILLED IN ON 20 JUL, 2023

Clinical radiology training grade: ST1  
Training Pattern: 100%  
Specialty: Clinical radiology  
Locations: Test training programme 1, Test location

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)

# # Editing trainee sections

3 Steps

## STEP 5

You can edit any of the details entered in the trainee section by scrolling to the bottom of the section and clicking on Edit

You must click on Fill in for this option to become available. This option is particularly useful if any of the reports completed by the trainee have an incorrect date range.

The screenshot shows a web interface for the RCR/risr/advance system. At the top, there is a navigation bar with the RCR logo and the text 'risr/advance'. To the right of the logo are several menu items: 'Dashboard', 'Timeline -', 'Documents', 'Content -', 'Reports', and 'User management -'. Below the navigation bar, the main content area displays the following information:

- A grey box containing the text 'ST3'.
- A section header 'Training pattern on return to training' followed by a grey box containing '70%'.
- A section header 'Expected CCT date' followed by a grey box containing '24 Jul, 2023'.
- A question 'Are your WPBA and supervisor reports currently up to date?' followed by a grey box containing 'Yes'.
- A question 'Are you making expected progress towards achieving the minimum curriculum requirements for your training grade?' followed by a grey box containing 'Yes'.
- A question 'Are there any other outstanding issues requiring attention prior to your absence from training?' followed by a grey box containing 'No'.
- At the bottom of the form, there is a blue button with a pencil icon and the text 'Edit'.

## STEP 6

### Click Save to complete any edits you have made

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

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

Are there any other outstanding issues requiring attention prior to your absence from training? ★  
No

Attach files

Save Cancel

## STEP 7

### A summary of any changes made to the trainee section will show at the start of the supervisor section

There is an option to cancel all changes if required.

You have made 1 change to the previous section(s). These changes will be applied when you submit. Cancel all changes

Summary of agreed actions. Select all that apply ★  
Summary of agreed actions. Select all that apply

Please summarise the discussion with trainee and agreed action plan ★

Attach files

Submit Save as draft

## STEP 8

Complete the required fields to summarise the discussion with the trainee at their induction meeting

Summary of agreed actions. Select all that apply ★

Summary of agreed actions. Select all that apply

Please summarise the discussion with trainee and agreed action plan ★

Attach files

Submit Save as draft

## STEP 9

You can attach any relevant documents to the report by clicking on **Attach files**

Summary of agreed actions. Select all that apply ★

Summary of agreed actions. Select all that apply

Please summarise the discussion with trainee and agreed action plan ★

Attach files

Submit Save as draft




## STEP 10

To complete the report and publish it to the trainee's timeline click on **Submit**

You can click Save as draft if you wish to complete the form at a later date.

Summary of agreed actions. Select all that apply \*

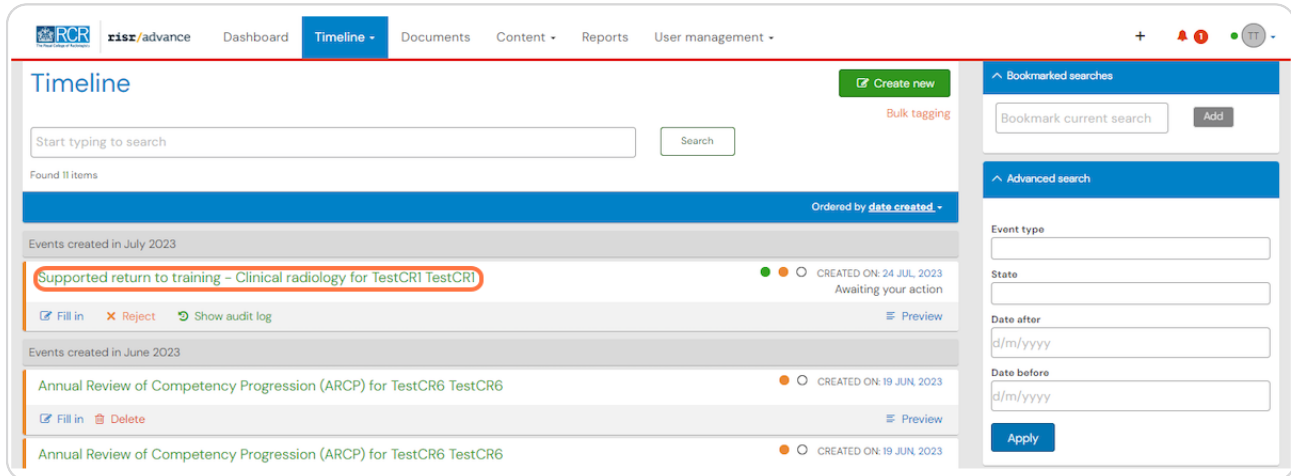
Please summarise the discussion with trainee and agreed action plan \*

 Attach files

## STEP 11

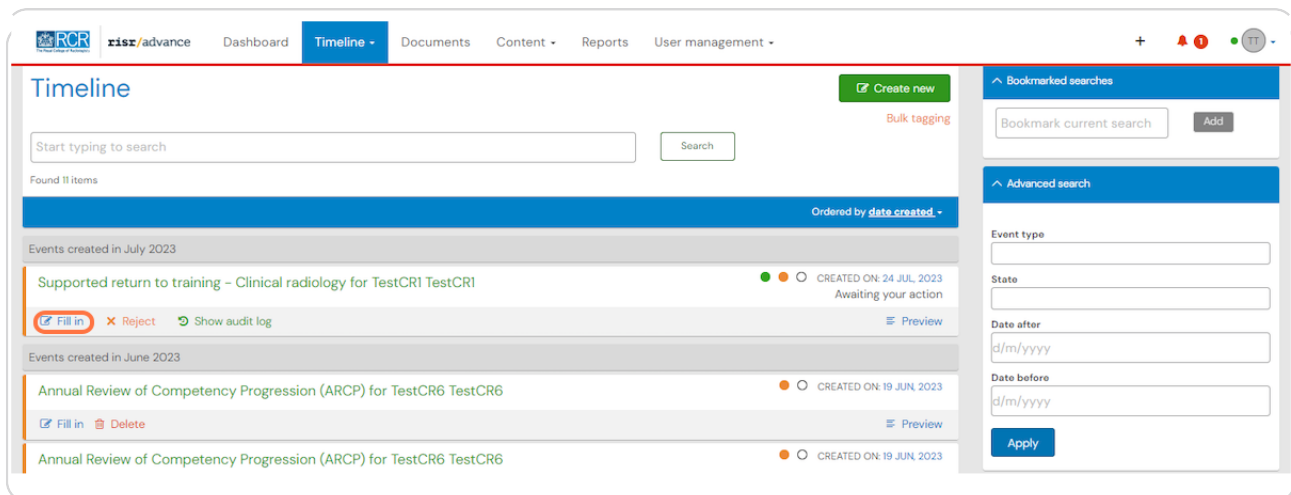
### Locate the draft report in your timeline

Drafts are shown with an orange bar on the left. You can use the search box at the top of the page or the advanced search to the right of the screen to help you find the report. You can also find the draft report in your to do list.



## STEP 12

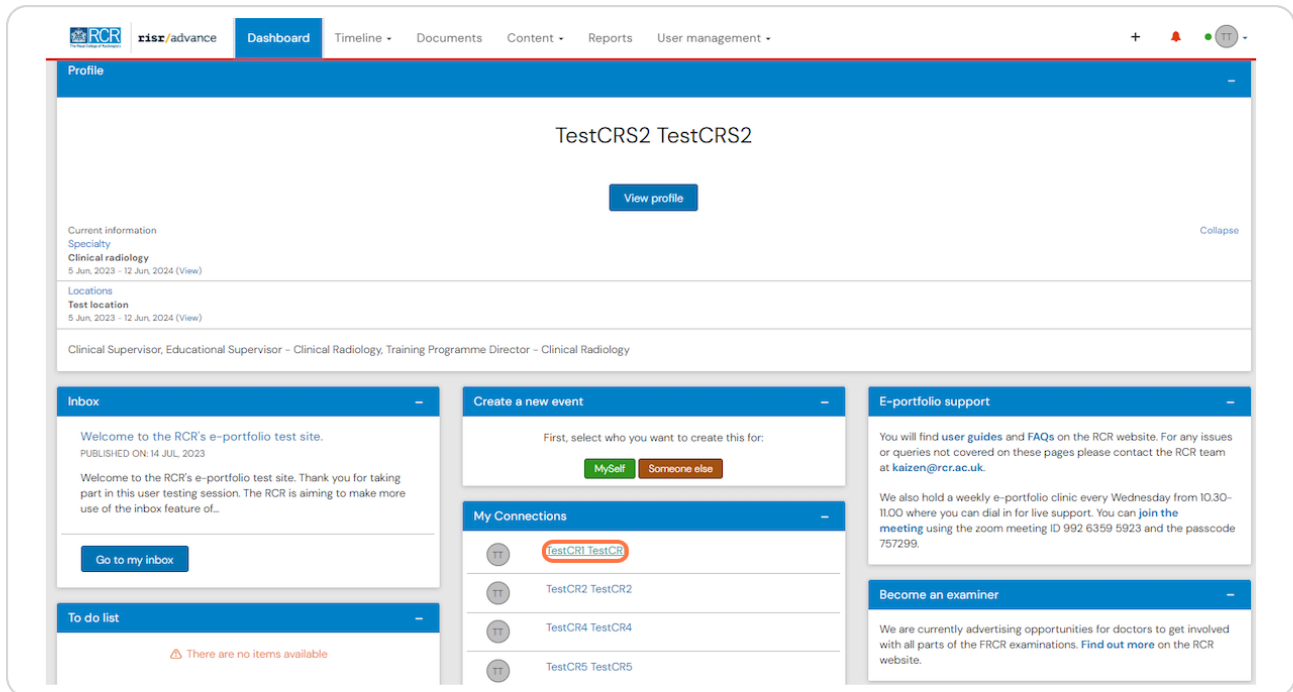
### Click on Fill in to continue working on the report



## STEP 13

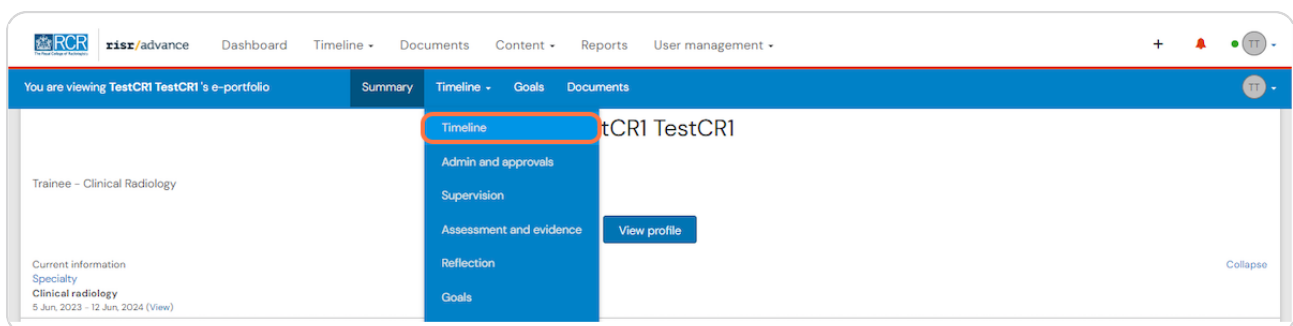
From your dashboard, select the trainee required

This will take you to the trainee's summary dashboard



## STEP 14

Click on Timeline on the trainee's summary dashboard



## STEP 15

### Select the required report from the trainee's timeline

You can use the search box at the top of the page or the advanced search to the right of the screen to help you find the report

The screenshot shows the RCR e-portfolio interface for a trainee named TestCR1. The main navigation bar includes 'Dashboard', 'Timeline', 'Documents', 'Content', 'Reports', and 'User management'. The current view is 'TestCR1 TestCR1's e-portfolio' with tabs for 'Summary', 'Timeline', 'Goals', and 'Documents'. The 'Timeline' tab is active, displaying a list of events created in July 2023. The first event, 'Supported return to training - Clinical radiology', is highlighted with a red box. The event details show it was created on 24 JUL 2023 and is currently 'Awaiting response from TestCRSI TestCRSI'. The sidebar on the right contains 'Bookmarked searches' and 'Advanced search' options.

## STEP 16

### Scroll to the section of the report that you completed and click on Edit

The screenshot shows a completed report section in the RCR e-portfolio. The section is titled 'Section filled in by TestCRS2 TestCRS2' and 'FILLED IN ON 24 JUL, 2023'. The report content includes 'Role: Training Programme Director - Clinical Radiology', 'Specialty: Clinical radiology', and 'Locations: Test location'. Below this, there are sections for 'Summary of agreed actions' and 'Please summarise the discussion with trainee and agreed action plan'. An 'Edit' button is highlighted with a red box.

## STEP 17

You will be able to edit your comments and attach files

TT Section filled in by TestCRS2 TestCRS2 FILLED IN ON 24 JUL, 2023

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Role: Training Programme Director - Clinical Radiology  
Specialty: Clinical radiology  
Locations: Test location

Summary of agreed actions. Select all that apply \*

Update on standard operating procedures, trust induction and RCR guidance ✕

Please summarise the discussion with trainee and agreed action plan \*

Test

Attach files

Save Cancel

## STEP 18

Click on Save to publish the edited report to the trainee's timeline

TT Section filled in by TestCRS2 TestCRS2 FILLED IN ON 24 JUL, 2023

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Role: Training Programme Director - Clinical Radiology  
Specialty: Clinical radiology  
Locations: Test location

Summary of agreed actions. Select all that apply \*

Update on standard operating procedures, trust induction and RCR guidance ✕

Please summarise the discussion with trainee and agreed action plan \*

Test

Attach files

Save Cancel

## STEP 19

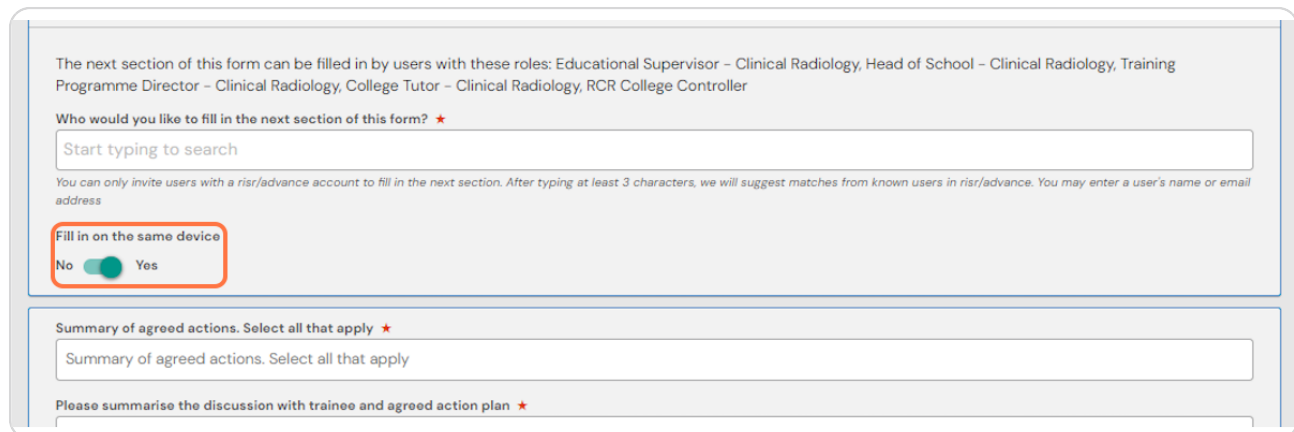
### There is an option for the trainee to open up the supervisor's section of any report form

This is useful if you are completing the form during your meeting and don't want to log in to your e-portfolio account separately.

## STEP 20

### To use this option, the trainee should move the toggle under Fill in on the same device

This will open the supervisor's section. Once the supervisor's section has been submitted, you will receive an email to view the section and confirm that you are happy with the information in the form before the report is completed.



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

Summary of agreed actions. Select all that apply ★

Summary of agreed actions. Select all that apply

Please summarise the discussion with trainee and agreed action plan ★

## STEP 21

### Another way to use this feature is to ask the trainee to summarise the discussion that took place after your review meeting

This can be a good way of checking that they understand the feedback provided. You will be able to edit any of the information they enter in the supervisor section of the form.

