NHS England
East of England

Arranging enhanced shadowing

Confirm details of rotation with TPD

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Inform HR of intention to do enhanced supervision - 5 months before rotation start date, using the 'Enhanced supervision form'

Indicate provisional start date for enhanced supervision period & confirm rotation start date.

Request paperwork for occupational health, new starter paperwork, pay details, security, parking, IT, CRB checks if applicable

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'SuppoRTT planning return meeting' with TPD/College Tutor 5 months before rotation start date

- Discuss intention to do enhanced supervision - How many days? When? OOH?
- Complete SuppoRTT plan

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Submit SuppoRTT plan to SuppoRTT

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Educational Supervisor planning meeting to discuss provisional schedule for enhanced supervision

- Discuss areas of concern, RTW activities, OOH arrangements, supervision, induction arrangements
- Provide useful contacts - training buddy, rota coordinator

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Contact Rota Co-ordinator

- Confirm dates for enhanced supervision period, rotation start date, earliest date likely to resume weekend & night shifts

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Clinical/Educational Supervisor meeting to finalise schedule for enhanced supervision

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Send copies of finalised schedule of enhanced supervision to TPD, Educational Supervisor and HR

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Confirm with HR details of enhanced supervision period

-Dates and pay agreed in writing

-Confirm appropriate contract, occupational health clearance, CRB if applicable, ID check, IT, parking, security (check your medical indemnity reinstated)