Supported Return to Training (SuppoRTT)

CPD Funding Guidance

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| 6 | January 2023 | Lindsay McLoughlin | Updated to reflect principles of current Study Leave Policy and improve clarity |

# Document Status

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# Executive Summary

This guidance document is provided to advise of the Supported Return to Training (SuppoRTT) Continued Professional Development (CPD) Funding process. Detailing eligibility, process, and application.

Please note, for the sake of brevity, the term ‘PGDiT’ within this document is used to refer to postgraduate Doctors, Dentists and Public Health Registrars in training.

Contents

[Introduction 2](#_Toc135648693)

[SuppoRTT Courses and Events 3](#_Toc135648694)

[Courses and Events outside of SuppoRTT 3](#_Toc135648695)

[Reimbursement 4](#_Toc135648696)

[SuppoRTT CPD Funding Flowchart 5](#_Toc135648697)

# Introduction

Many PGDiTs take a period of absence from training of varying duration for a number of reasons; such as parental leave, sickness, carers leave, suspension, all forms of Out Of Programme (OOP) i.e., Career, Experience, Research, Pause.

NHSE Education Yorkshire and the Humber (NHSEYH) recognises the generic return to training activities provided via the Supported Return to Training (SuppoRTT) programme may not meet the needs of every PGDiT.

In response to this, Continued Professional Development (CPD) funding is available for all PGDiTs who have been absent from clinical training for three months or more. The aim is to provide funding for courses / events which will help PGDiTs regain their confidence and previously acquired skills.

Examples of courses / events include (but are not limited to)

* Bootcamps
* Speciality specific training days
* Mixed speciality courses
* Conferences

Funding is only available for courses/events taking place within six months of the PGDiT’s return to training date and up to three months after. In exceptional circumstances, if the course/activity does not fall between these periods then approval by the SuppoRTT Associate Deans will be required.

NHSEYH will reimburse expenditure relating to the course/event only. Discussions regarding salaries are to take place with the PGDiT’s employing Trust.

**Please note, SuppoRTT CPD Funding is not to be used for courses which are deemed to be career enhancing or a mandatory part of training, this includes exam revision courses.**

# SuppoRTT Courses and Events

The NHSEYH SuppoRTT Team provide a range of generic courses, detailed on the [SuppoRTT Webpage](https://www.yorksandhumberdeanery.nhs.uk/learner_support/supported_return_to_training). For all PGDiTs currently out of training, no application form to attend these courses is required. PGDiTs who have recently returned to training will need to obtain approval from their Trust to attend, as their usual study leave process will need to be adhered to.

# Courses and Events outside of SuppoRTT

To attend courses/events that are not provided centrally by the NHSE YH SuppoRTT Team, PGDiTs are required to apply for funding via the [**SuppoRTT CPD Funding Request Form**](https://forms.office.com/e/CP3bS5vAtZ). This is an electronic form, and a copy is automatically sent to the SuppoRTT team upon submission.

All PGDiTs requesting SuppoRTT CPD Funding must have discussed the intended course / event with their appropriate Educator/Supervisor and this discussion must be documented on the SuppoRTT CPD Funding Request form.

The SuppoRTT Team will confirm the outcome of the request. If approved, the PGDiT can proceed to book their place.

**Submission of a CPD funding request form does not guarantee that funding will be approved. Therefore, it is mandatory that CPD funding request forms are received by the SuppoRTT Team prior to the PGDiT booking their place to attend any event / course. You can expect to receive a response to your CPD Funding Request within two weeks of submitting your form.**

# Reimbursement

The PGDiT is expected to pay for the course/event directly\*, and any associated travel or accommodation costs. Upon approval of a CPD Funding request, a supplier letterhead document will be sent to the PGDiT which will enable the SuppoRTT team to add the PGDiT to the financial system in advance of the need for reimbursement. The completed document must be returned to the SuppoRTT team as soon as possible to prevent any delays with payment. A template invoice will also be sent to the PGDiT and following the attendance of the event, the PGDiT should complete and return the template to the SuppoRTT Team at: [**england.suppo-rtt.yh@nhs.net**](mailto:supportt.yh@hee.nhs.uk).

\*Where exceptional circumstances exist, a discussion with the SuppoRTT Team should take place well in advance of the event to identify alternative arrangements for payment.

**All claims must include all relevant receipts /confirmation of booking, and confirmation of attendance at the event / course. All claims must be received within 30 days of the course taking place unless otherwise agreed with the SuppoRTT Team. Where a claim is submitted outside of this time frame, we reserve the right to withdraw the funding.**

In addition to the attendance fee, SuppoRTT will fund travel, accommodation, and subsistence, where it complies with the local operational guidance for Study Leave. PGDiTs are advised to read the ‘Travel and Subsistence Allowance’ section of the Study Leave guidance prior to booking any accommodation or travel, to ensure that it does not exceed the expense limits we will reimburse. The most up to date version of the NHSEYH Operational Study Leave Guidance can be found [**on our website**](https://www.yorksandhumberdeanery.nhs.uk/professional-support/policies/study-leave).

The PGDiT will receive confirmation the claim has been processed and will be reimbursed directly within a 30-working day period.

# SuppoRTT CPD Funding Flowchart

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