**HEE YH SuppoRTT Bid**

**Guidance Notes 2023-2024**

# Background

Evidence indicates that time out of practice can impact on a clinician’s competence and technical skills, as well as their confidence. Through targeted training and learning opportunities, Trainees can get back ‘up to speed’ and return to practice in a more safe and confident manner.

The Supported Return to Training programme has been established since 2018. For more information about SuppoRTT, please visit the [SuppoRTT Website](https://hee.nhs.uk/our-work/doctors-training/supported-return-training).

# Call for bids

**HEE is providing Local Education Providers, Trusts, Specialty Schools and external organisations with the opportunity to bid for investment to expand an existing approach or develop a new idea that relates to creating and embedding a supportive return to training for Postgraduate Doctors and Dentists.**

Examples of activities include (but are not limited to);

* E-Learning
* Generic Courses
* Non-technical skills simulation (delivered virtually)
* Orientation to place of work (for example, a video tour of the hospital)
* Specialty-specific orientation
* Technical skills and Simulation
* Wellbeing
* Post Covid initiatives / courses

This bidding round is for activity to take place within the 2023/2024 finance year; that is, before 31 March 2024.

# Submitting a bid

Please submit your bid application via the [online portal](https://forms.office.com/Pages/ResponsePage.aspx?id=K5Gn_5ewMUGcD9DoB1Wyq-HuJC7rvp1Bqw2L8crE5NxUNk5GOTBSNjZMV1FYSDBBT05BSkNNNTE4Si4u).

The portal will open for submissions on Monday 27 February 2023 and will close on Thursday 6 April 2023 at 5.00pm. Unfortunately, we are unable to accept any late submissions once the portal has closed.

Bidders will be notified via email of the outcome of their application by Friday 12 May 2023.

All awarded funds will be transferred to the relevant Trust in the January 2023 iteration of the NHS Education contracts. Bids awarded to individual organisations will be paid via an invoicing arrangement.

Bidders are advised to read this document in full before completing their bidding application.

# Administrative Support for Successful Bids

The HEE YH SuppoRTT team will liaise with successful bidders for the organisation of any courses. For all courses, the SuppoRTT team will be able to:

* Provide support with the creation of promotional materials.
* Promote the course on your behalf via the SuppoRTT newsletter, course catalogue and webpages, via emails to trainees who are out of programme and via social media.
* Manage the booking process via the Maxcourse system.
* Facilitate the evaluation of courses via the Maxcourse system.
* Send pre- and/or post-course information to delegates, if requeseted.

Where bids are submitted by Specialty Schools or Trusts, there will be no administrative support from the HEE YH SuppoRTT team for the booking of venues and/or organisation of speakers. This is the responsibility of the bidder and/or their local administrative support, if applicable.

Where bids are submitted by external organisations, the SuppoRTT team will be able to assist with booking appropriate venues, should this be desired. Any external venue costs should be included in the itemised breakdown of the bid to ensure the costs are accounted for, even where the SuppoRTT team will be booking the venue on your behalf.

# Guidance for completion of bid application

1. SuppoRTT Bids must be related directly to supporting trainees upon their return to training following a period of absence.
2. Bids from non-NHS organisations must not exceed £9,999, in line with NHS procurement principles. Bids received from NHS Trusts are uncapped but it is the responsibility of the bidder to check that the receiving organisation can accept the funding and spend in line with local arrangements.
3. Bids must include itemised details of the costs (this should be cost per trainee, where applicable).
4. Bids that include payments for staff costs must have the agreement of the relevant organisation and a detailed cost breakdown must be provided.
5. SuppoRTT funding will not ordinarily be expected to cover the costs of venue hire within a Trust as Health Education England fund space in Postgraduate Education Centres via tariff. Funding available via SuppoRTT bids cannot be used for:
   1. The covering of backfill payment
   2. Therapeutic Activities
   3. Career Enhancement or CV building
6. Bidders should familiarise themselves with the range of SuppoRTT activities already available to avoid duplication, this includes discussing proposed initiatives with Heads of School for specialty specific courses. This information can be found on the [SuppoRTT webpage](https://www.yorksandhumberdeanery.nhs.uk/learner_support/supported_return_to_training).
7. Any bids that are clearly duplicated / copied will automatically be rejected.
8. Bids will be assessed by a panel that comprises of senior lead clinicians, trainee representatives, HEE managers and lay representation.
9. Each bid will be scored by every panel member (see [scoring criteria](#_Scoring_criteria) for further information). Scorers cannot give half-marks but are able to give a score of 0.
10. The panel may wish to contact bidders post-submission to discuss the bid further before making an outcome decision. Where further information is required, you will be contacted by Friday 12 May 2023 with the relevant queries.
11. The panel will award funds based on: rank order, knowledge of existing provision, and weighting against local needs.
12. If multiple bids are received from the same specialty school/department that appear to be related to core educational & business needs the panel may reject the bid but may be able to advise you of an appropriate alternative source of funding.
13. If similar bids are received from different sources, the panel may impose conditions on the approval of one bid i.e., sharing equipment/resources.
14. If a bid relates to the purchase of equipment, the bidder must detail how this will support returners and provide specific information as to the piece of equipment and cost.
15. All bids relating to technical simulation skills must be supported by confirmation from the relevant Head of School that:
    1. The purchase of the equipment is consistent with the School’s simulation strategy;
    2. The purchase of the equipment represents good value for the level of investment; and
    3. The equipment will be accessible to an acceptable cohort of trainees in the proposed location.

If you submit a bid for a technical simulation skills intervention, then you will be asked to provide evidence of this confirmation in support of your application.

1. Evaluation data on the outcome of the investment is required for all approved bids. Information as to how the intervention will be evaluated must be included within the bidding proposal. Bidders will be required to submit a minimum 1-page summary of the impact of the investment by the end of the financial year. The SuppoRTT team will contact successful bidders to request the evaluation when it is due and will provide further details of what is expected.
2. Successful bidders working within a Trust must have an agreed contact within the Finance department to enable the transfer of funds to the correct budget.
3. Funding is non-recurrent. If you wish to repeat your return to training initiative in subsequent financial years, you will need to submit a new bid.
4. Where an initiative has been funded across multiple bidding rounds and it has received positive evaluation, the bidding panel reserves the right to approve the course as annual provision within the SuppoRTT programme, without the need for subsequent bidding applications to be submitted. Where this decision is made, bidders will be notified of this in their bid outcome. However, the annual recurrence of these courses will continue to be subject to positive evaluation.
5. Funding cannot be pre-committed beyond the current financial year. All awarded funds must be accessed and used by 31 March 2024.
6. Only bids submitted through [the online portal](https://forms.office.com/Pages/ResponsePage.aspx?id=K5Gn_5ewMUGcD9DoB1Wyq-HuJC7rvp1Bqw2L8crE5NxUNk5GOTBSNjZMV1FYSDBBT05BSkNNNTE4Si4u) will be considered.
7. The bid deadline is final, late bids will not be accepted and there will be no exceptions.
8. There is no appeals process. The decision of the panel is final.

# Structure of the bidding application

Please refer to [Appendix I](#_Appendix_II_–) to see the questions you will be asked if you intend to submit an application for a new bid. Please refer to [Appendix II](#_Appendix_II) to see the questions you will be asked if you intend to submit an application for an extension to an existing bid.

Reviewing these questions in advance of submitting your application form will allow you to ensure you have all of the information needed to make your bid.

# Standards for reviewing bids

All bids will be assessed by the panel members against a set of standards as set out below.

**Standard 1**

All applications will be made via approved application documentation. Only completed applications will be considered.

**Standard 2**

There should be reference to a review of currently available resources both locally, regionally and nationally, with an explanation of the benefits of the proposed intervention linking it to identified issues (i.e., local need, complaints or incident investigation) with an emphasis on enhancing patient safety.

**Standard 3**

There should be clarity over the intended audience (specialty, grade) for the intervention and a thorough explanation of how the target audience will be engaged and faculty identified, together with a timeline of delivery. Consideration as to how the proposal could be made sustainable should also be detailed.

**Standard 4**

There should be a detailed narrative of the intended costing for the proposal.

**Standard 5**

All bids should include an evaluation process for the proposed intervention.

**Standard 6**

All bids must have the support of the host organisation where applicable. Bidders are asked to confirm details of the person most appropriate to support the bid and evidence must be provided that the initiative is supported locally.

# Scoring Criteria

All members of the panel will use a defined set of scoring criteria to assess the strength of applications.

New bids will be scored out of a maximum score of 15; the scoring criteria used by the panel for new bids can be found in [Appendix III](#_Appendix_III_-).

Bids requesting an extension to funding for existing initiatives will be scored out of a maximum of 18; the scoring criteria used by the panel for existing bids can be found in Appendix IV.

The ranking process for these two types of bid will be completed separately, to address the discrepancy between scoring criteria.

# Further support and guidance

Should you require any further guidance on the bidding process, please contact the SuppoRTT team: [supportt.yh@hee.nhs.uk](mailto:supportt.yh@hee.nhs.uk).

# Appendix I – New Bids

The following are the core questions you will be asked as part of the application process for a new bid. Please use these questions as a reference point when preparing your application.

* Please provide a summary of the proposal you wish to be considered for funding (e.g., what you are requesting funding for; why are you requesting the funding, is there evidence it is needed; how does it align with SuppoRTT; if the funding is to improve existing courses or resources, please explain why this is required)
* If your bid is for a course, please confirm how many times you intend to run the course with the funding provided
* Please provide an overview of the aims and objectives of your proposal
* How does your proposal specifically benefit trainees returning from a period of time out of training? (e.g., how this initiative will enhance patient safety and trainee confidence; is there a local or national need for the initiative)
* Who is the intended audience for this proposal? (e.g., specialty/grade or all trainees)
* Please confirm Faculty requirements for your proposed bid if it was successful (e.g., do you have the Faculty required for delivery, what will their roles and responsibilities be)
* Please provide a timeline for how your proposal will be delivered (e.g., in what months do you envisage running courses; when do you intend to order and have equipment ready for use)
* Please confirm the total amount of funding being requested (Please remember: Bids from non-NHS organisations must not exceed £9,999, in line with NHS procurement principles)
* Please provide a breakdown and explanation of all the associated costs of your proposal (e.g. venue, catering, faculty, administration, equipment. If your bid is for a course, please confirm the breakdown of costs per session)
* If your application is for a piece of equipment to deliver technical skills simulation, you will be required to provide written confirmation of Head of School Support. If applicable, please confirm that you have written approval and that you will submit this to the panel upon request. (Written support from the Head of School must confirm that: the purchase of the equipment is consistent with the School’s simulation strategy; the purchase of the equipment represents good value for the level of investment; and the equipment will be accessible to an acceptable cohort of trainees in the proposed location)
* How do you intend to advertise your proposed bid (course/event etc.) if successful?
* All successful applicants will be required to submit an evaluation of their initiative at the end of the financial year. How do you intend to evaluate your proposed bid and collect feedback? (e.g., will you use a mix of qualitative and quantitative methods; will you seek feedback from multiple sources; how will you use the feedback to make the initiative sustainable in the long-term)

You will also be asked to confirm the following at the point of submission:

* You have authorisation to apply for this funding on behalf of your organisation
* The proposal will benefit trainees who are returning to training
* An evaluation will be submitted by the end of the financial year

# Appendix II – Existing Bids

The following are the core questions you will be asked as part of the application process for requesting additional funding for an existing bid. Please use these questions as a reference point when preparing your application.

* Please provide a brief summary of your original bid
* Have you managed to deliver all aspects of your original proposal? (If yes, please detail what was delivered. If no, please provide reasons for why this was not the case i.e., changes in timescales and action taken)
* If your bid included an event:
  + How many events had you proposed to run at the point your original bid was approved?
  + How many events have you successfully ran?
  + Please provide a breakdown of the attendance and delegate information (date of each course, bookings received, attendees, breakdown or specialties and grades of those in attendance)
* Please provide an overview of the trainee feedback you received for your activity (e.g., statistics, any comments made, suggestions for improvement)
* Please provide an overview of feedback provided by facilitators/faculty/organisation (including any lessons learned and improvements identified/made)
* Please provide the reasons for requesting an extension to the funding and how it will continue to benefit trainees returning to training (e.g., how will additional fund help your bid progress/continue; what benefits do you expect to achieve?)
* What changes have you made since the submission of your original bid and what changes do you plan on making if your extension of funding is approved? (Please reference how you have used the feedback from stakeholders to inform these changes)
* If your bid is for a course, please confirm how many times you intend to run the course with the funding provided
* Who is the intended audience for this proposal? (e.g., specialty/grade or all trainees)
* Please provide a timeline for how your proposal will be delivered (e.g., in what months do you envisage running courses; when do you intend to order and have equipment ready for use)
* Please confirm the total amount of funding being requested (please remember: Bids from non-NHS organisations must not exceed £9,999, in line with NHS procurement principles)
* Please provide a breakdown and explanation of all the associated costs of your proposal (e.g., venue, catering, faculty, administration, equipment. If your bid is for a course, please confirm the breakdown of costs per session)
* If your application is for a piece of equipment to deliver technical skills simulation, you will be required to provide written confirmation of Head of School Support. If applicable, please confirm that you have written approval and that you will submit this to the panel upon request. (Written support from the Head of School must confirm that: the purchase of the equipment is consistent with the School’s simulation strategy; the purchase of the equipment represents good value for the level of investment; and the equipment will be accessible to an acceptable cohort of trainees in the proposed location)
* How do you intend to advertise your proposed bid (course/event etc.) if successful?
* All successful applicants will be required to submit an evaluation of their initiative at the end of the financial year. How do you intend to evaluate your proposed bid and collect feedback? (e.g., will you use a mix of qualitative and quantitative methods; will you seek feedback from multiple sources; how will you use the feedback to make the initiative sustainable in the long-term)

You will also be asked to confirm the following at the point of submission:

* You have authorisation to apply for this funding on behalf of your organisation
* The proposal will benefit trainees who are returning to training
* An evaluation will be submitted by the end of the financial year

# Appendix III - Scoring criteria for new bids

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|  | **Score 0** | **Score 1** | **Score 2** | **Score 3** |
| **Proposed course/plan/activity and its aims and objectives** | No mention of SuppoRTT and how it would impact on SuppoRTT Trainees.  No evidence of innovation or alignment with SuppoRTT. | Limited information as how the project/activity relates to SuppoRTT and what SuppoRTT Trainees will gain from engaging. | Good evidence of the need for the project/activity and clear explanations of issues/ concerns prior to the project.  Good evidence of alignment with SuppoRTT principles and needs of SuppoRTT Trainees, research undertaken. | Excellent evidence and rationale for the project/activity. Involves a high level of collaboration across specialities, sites, trusts and/or regions, or will benefit a wider group of SuppoRTT Trainees.  Clearly a SuppoRTT project, with clear strategic thought. |
| **Benefits to the Trainee Returning to Training** | No relevant information provided as to how SuppoRTT Trainees will benefit. | Limited information provided to show relevancy to SuppoRTT Trainees. | Links with the aims of the project/activity and identifies clearly how work it is relevant and will benefit a Trainee’s return. | Clearly driven by current national agendas or responding to local, regional or national needs related to SuppoRTT. |
| **Preparation and Delivery** | No evidence of thought/initial planning towards delivery of project/activity. | Limited evidence of focus on preparation and delivery | Good evidence of focus on preparation and delivery, time scales and stakeholders involved. | Clear focus on preparation and delivery with realistic timescales of contributing activities  Excellent evidence of stakeholder engagement. |
| **Costings** | No evidence of costings. | Limited costing information provided. No evidence of initiative being value for money. | Some detailed costing provided and some evidence of initiative being good value for money. | Clear evidence of how the funds will be used with specific cost breakdown. Details of quote comparisons. Identifies cost effective activities. |
| **Sustainability over time and Evaluation** | No evidence of sustainability/longitudinal impact or how to evaluate the project | Limited evidence of sustainability/longitudinal impact or how the project/initiative will be evaluated. | Evidence of a considered approach to evaluation and sustainability i.e., qualitative and quantitative data and how it will be used. | Considered plan for evaluation, perhaps with a multi-source approach, explanation as to how the evaluation will be utilised and how stakeholders will be engaged. Evidence of project/initiative being sustainable/having potential for longitudinal impact. |

# Appendix IV - Scoring criteria for existing bids

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|  | **Score 0** | **Score 1** | **Score 2** | **Score 3** |
| **Success of original bid** | No detail given as to whether the original project/course was delivered as funded and/or no explanation as to why this was not the case, if applicable. | Limited information provided about the degree of success of the implementation/delivery of the initial project/course. | Information provided as to how the original bid was delivered and some detail provided as to whether it met its initial aims and objectives. | Thorough explanation of how the project/course was delivered and its alignment to the original aims and objectives. |
| **Proposed development of course/plan/activity and its aims and objectives** | No mention of SuppoRTT and how it would impact on SuppoRTT Trainees.  No evidence of innovation or alignment with SuppoRTT. | Limited information as how the project/activity relates to SuppoRTT and what SuppoRTT Trainees will gain from engaging. | Good evidence of the need for the project/activity and clear explanations of issues/ concerns prior to the project.  Good evidence of alignment with SuppoRTT principles and needs of SuppoRTT Trainees, research undertaken. | Excellent evidence and rationale for the project/activity. Involves a high level of collaboration across specialities, sites, trusts and/or regions, or will benefit a wider group of SuppoRTT Trainees.  Clearly a SuppoRTT project, with clear strategic thought. |
| **Benefits to the Trainee Returning to Training** | No relevant information provided as to how SuppoRTT Trainees will benefit. | Limited information provided to show relevancy to SuppoRTT Trainees. | Links with the aims of the project/activity and identifies clearly how work it is relevant and will benefit a Trainee’s return. | Clearly driven by current national agendas or responding to local, regional or national needs related to SuppoRTT. |
| **Preparation and Delivery** | No evidence of thought/initial planning towards delivery of project/activity. | Limited evidence of focus on preparation and delivery | Good evidence of focus on preparation and delivery, time scales and stakeholders involved. | Clear focus on preparation and delivery with realistic timescales of contributing activities  Excellent evidence of stakeholder engagement. |
| **Costings** | No evidence of costings. | Limited costing information provided. No evidence of initiative being value for money. | Some detailed costing provided and some evidence of initiative being good value for money. | Clear evidence of how the funds will be used with specific cost breakdown. Details of quote comparisons. Identifies cost effective activities. |
| **Sustainability over time and Evaluation** | No evidence of how the initial project/initiative was evaluated or how this information has been used to inform developments. | Limited evidence of evaluation of original initiative, how this has been used to make changes to or enhance the project/course, or how it will be evaluated following re-approval. | Evidence of evaluation from multiple data sources/stakeholders has been considered and used as evidence for proposed changes/enhancements. A considered plan is in place for ongoing evaluation. | A multi-source and multi-stakeholder approach was used in the evaluation of the existing initiative, clear explanation is given as to what feedback was provided and how this has informed developments. Thorough plan for the evaluation of the updated/continued initiative with clear evidence of longitudinal impact. |