

## HEE YH SuppoRTT

### Call for your SuppoRTT ideas 20/21

#### 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: [SuppoRTT Webpage](#)

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

Examples 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
- Round 1 (May 2020) concentrated on impact of COVID and enhancing the virtual delivery of existing/ new SuppoRTT courses
- Post Covid initiatives / courses

#### How do I bid?

Please complete the Online Survey '[SuppoRTT Bids 2020-2021- Round 2 - New & Existing Bid Application](#)' this can be accessed via the [following link](#);

Bids will open 3<sup>rd</sup> September 2020

The deadline for submission is: 4<sup>th</sup> October 2020

Bidders will be notified via email of the outcome of their bid by: 16<sup>th</sup> November 2020.

All awarded funds will be transferred to the organisation in January 2021 via the Learning Development Agreement (LDA). Bids awarded to individuals will be paid.

Bidders should read the Guidance for Completion and Standards for Review before completing the bidding document.

## Guidance for completion

1. SuppoRTT Bids must be related directly to supporting trainees upon their return to training following a period of absence.
2. Bids must be less than £20,000. Bids of £20,000 or more will not be considered unless a “contribution” is requested.
3. Bids that include payments for staff costs must have the agreement of the relevant organisation and a detailed cost breakdown must be provided.
4. Only bids submitted via JISC Online Surveys will be considered. Please use the following [link here](#)
5. Bids must include itemised details of the cost per trainee (if applicable)
6. Funding available via SuppoRTT bids will not cover any backfill payment.
7. Funding cannot be used for therapeutic activities.
8. Bids for career enhancement or CV building will be excluded from the process.
9. All required fields must be completed within the survey.
10. Bidders should familiarise themselves with the range of SuppoRTT activities available to avoid duplication by also discussing with Heads of School for specialty specific courses.
11. Any bids that are clearly duplicated / copied will automatically be rejected.
12. There will be no HEEYH local office administration support for bids that relate to courses/events (i.e. booking venues, arranging delegate booking, collating feedback, creation of promotional material). However, the team may be able to distribute promotional material i.e. sending out advertisement to trainees who are Out Of Programme, advertise a course/event on the SuppoRTT webpage, in monthly newsletter and social media.
13. Each bid will be scored by every panel member. Panel members can give a score of 0, half marks will not be awarded.
14. The panel may wish to contact you post-submission to discuss your bid further.
15. The panel will award funds based on: rank order, knowledge of existing provision, and weighting against local needs.
16. 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 will inform HEE of the need to provide future core funding.
17. If similar bids are received from different sources, the panel may impose conditions on the approval of one bid i.e. sharing equipment/resources.
18. If a bid relates to the purchase of equipment, the bidder must detail how this will support returners.

19. Evaluation data on the outcome of the investment is required for all approved bids and will be shared as part of an England-wide review. As such, bidders will be required to submit a maximum 1-page summary of the impact of the investment by the end of the financial year. Further details on what is expected will be sent to successful bidders following the bidding round.
20. All 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.
21. There is no appeals process. The decision of the panel is final.
22. The bid deadline is final, late bids will not be accepted and there will be no exceptions.
23. Funding is non-recurrent.
24. Funding cannot be pre-committed beyond the current financial year. All awarded funds must be accessed and used by 31<sup>st</sup> March 2021.

## **Standards for review**

All bids will be assessed by the panel members against a set of standards as set out below. New bids can receive a maximum score of 32 points per panel member and existing bids can receive maximum score of 32 per panel member.

### **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.

**Should you require any further guidance then please contact the SupportTT team: [supportt.yh@hee.nhs.uk](mailto:supportt.yh@hee.nhs.uk)**