

## HEEYH SuppoRTT

### Call for your SuppoRTT ideas 19/20

#### Background

Evidence indicates that time out of practice can impact on a clinician's competence and technical skills, as well as their confidence. Further evidence also indicates that through targeted training and learning opportunities, these approaches can help trainees get back 'up to speed' and return to practice in a more safe and confident manner.

Health Education England has implemented the Supported Return to Training (SuppoRTT) initiative in response to this. For more information about SuppoRTT, please visit:

<https://hee.nhs.uk/our-work/doctors-training/supported-return-training>

**HEE is providing Local Education Providers and 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 practice for doctors and dentists in training.**

Examples include (but are not limited to);

- "Brain storming" events for departments, trainers, medical staffing departments, medical education departments, etc to consider mechanisms to support trainees
- Specialty-specific developments within Schools to support returners
- "Boot camps" and course development
- Trust-based support groups for trainees, with identified objectives
- Enhanced induction
- Developing resources available to trainees
- Backfill of educator or manager time to develop courses

#### How do I bid?

Please complete the BOS survey 'HEEYH SuppoRTT Bid Request Form 2019-20', this can be accessed via the following link;

Bids will open 20<sup>th</sup> May 2019

The deadline for submission is: 1<sup>st</sup> July 2019

Bidders will be notified via email of the outcome of their bid by: 5<sup>th</sup> August 2018.

All awarded funds will be transferred to the necessary Organisation / HEI in September's Learning Development Agreement (LDA).

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

## Guidance for completion

1. Bids must be less than £20,000. Bids of £20,000 or more will not be considered unless a “contribution” is requested.
2. Bids that include staff costs must have the agreement of the relevant organisation and a detailed cost breakdown must be provided.
3. Only bids submitted via BOS will be considered. Please use the following link;
4. The bid deadline is final, late bids will not be accepted and there will be no expectations.
5. Funding cannot be pre-committed beyond the current financial year. All awarded funds must be accessed and used by 31<sup>st</sup> March 2020.
6. Funding is non recurrent.
7. All required fields must be completed within the survey.
8. Bidders should familiarise themselves with the range of SuppoRTT activities available to avoid duplication.
9. Each bid will be scored by every panel member. Panel members can give a score of 0, half marks will not be awarded. There will be a minimum cut off score to be agreed by the panel.
10. The panel may wish to contact you post submission to discuss your bid further.
11. Any bids that are clearly duplicated / copied will automatically be rejected.
12. The panel will award funds based on: rank order, knowledge of existing provision, and weighted against local needs.
13. If multiple bids are received from the same 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.
14. If similar bids are received from different sources the panel may impose conditions on the approval of one bid i.e. sharing equipment/resources.
15. There is no appeals process. The decision of the panel is final.
16. If your bid relates to the purchase of equipment you must detail how this will support returners i.e. a course outline etc.
17. Please note that 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 OOP, advertise course/event on; SuppoRTT webpage, monthly newsletter and social media.
18. 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.

19. Bidders will be notified (via email) of the outcome by 5<sup>th</sup> Aug 2019.
20. All bidders must have a Trust/ HEI host for the awarded funds to be sent too therefore, you must have an agreed contact within the Trust/ HEI.

## Standards for review

All bids will be assessed by the panel members against a set of standards as set out below. Each bid can receive a maximum score of 30 points per panel member.

### **Standard 1**

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

### **Standard 2** (max score 12, against Q,11,12,13 & 14)

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** (max score 8, against Q.15,16 & 17)

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, faculty identified and timeline of delivery. Consideration as to how the proposal could be made sustainable should also be detailed.

### **Standard 4** (max score 4, against Q18 & 19)

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

### **Standard 5** (max score 4, against Q20)

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

### **Standard 6** (max score 2, against Q21)

All bids must have the support of an Organisation or HEI. Details of the person in the Organisation / HEI who is most appropriate to provide approval for the bid and whom you have ALREADY gained support from must be detailed.

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