

Supported Return To Training (SuppoRTT) CPD Funding

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2	April 2019	Caroline Hinds	Updated to define a clearer process in regard to the approval criteria.
3	April 2020	Victoria Richardson	Guidance format updated
4	February 2020	May Teng	Content updated to clearly define all processes
5	October 2021	Victoria Richardson	Updated guidance with new HEE branding, application form updated to electronic

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.

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Introduction

Many Trainees take a period of absence from training for a number of reasons which can often vary in duration. Such as parental, sickness, carers leave, suspension, all forms of Out Of Programme (OOP) ie. Career, Experience, Research.

Health Education England Yorkshire and the Humber (HEEYH) recognises the generic return to training activities provided via the Supported Return To Training (SuppoRTT) programme may not meet the needs of every Trainee.

In response to this, Continued Professional Development (CPD) funding is available for all Trainees who have been absent from clinical training for 3 months or more. The aim is to provide funding for courses / events which will help Trainees 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 3 months of the Trainees return to training date and up to 3 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.

HEE will reimburse the course/event fee only. Discussions regarding salaries are to take place with the Trainees 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.

HEE YH SuppoRTT Courses / Events

The HEE YH SuppoRTT Team provide a range of generic courses, detailed on the [SuppoRTT Webpage](#). For all Trainees currently out of training, no application form is required. Trainees 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 / Events Outside of HEEYH SuppoRTT

To attend courses/events that are not provided centrally by the HEE YH SuppoRTT Team, Trainees are required to apply for funding via the **SuppoRTT CPD Funding**

SuppoRTT CPD Funding

Request Form (appendix A). This is an electronic form, and a copy is automatically sent to the SuppoRTT team upon submission.

All Trainees 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 Trainee can proceed to book their place.

It is mandatory that CPD funding request forms are received by the SuppoRTT Team prior to booking or attendance as funding cannot be guaranteed.

Course / Event reimbursement

The Trainee is expected to pay for the course/event directly. Following the attendance of the event, the HEE Non-Staff Expenses Claim Form should be completed and returned to the SuppoRTT Team, supportt.yh@hee.nhs.uk. The Trainee will receive confirmation the claim has been processed and will be reimbursed directly within a 30-working day period.

All claims must include all relevant receipts and confirmation of attendance.

Please note under no circumstances will CPD requests be accepted retrospectively.

SuppoRTT CPD Funding Flowchart



Appendix

Appendix A: CPD Funding Application form

<https://healtheducationyh.onlinesurveys.ac.uk/supportt-cpd-funding-request-form-yorkshire-humber>