

SupportTT funding request guidance document

Under the Supported Return to Training (SupportTT) scheme, funding is available for **all** trainees on long term leave (>3 months), who may wish to attend Return To Training Activities (RTTAs). Such activities may include courses, educational days and meetings. The purpose of these activities is to help to prepare for return to training. HEE SW offers all returning trainees the opportunity to attend several generic SupportTT RTTAs, as well as local SupportTT specialty-specific courses. These courses are designed to help trainees regain their confidence and previously acquired skills and are usually provided free-of-charge.

HEE recognises that trainees may also wish to attend other RTTAs outside of the SupportTT programme, or activities not provided by the SupportTT programme in the South West. Trainees are now able to apply for individual funding from the SupportTT budget to attend suitable RTTAs prior to their return, using the online SupportTT Funding Request form. Funding for courses outside of the South West would only normally be approved if an equivalent course is not offered locally. To be approved for funding, the RTTAs must also be agreed by the local SupportTT Champion to be of benefit to a trainee's clinical practice in the role to which they are returning.

RTTA funding is primarily for returning trainees who do not have access to an ongoing study budget. Trainees who have access to KiT/SPLIT days and/or an ongoing study budget should access remuneration via those methods. However, if the study leave reimbursement is only for 50% of the associated expenses (i.e. activities deemed to be "aspirational"), then the remainder may be able to be reimbursed via SupportTT funding, using this process. Trainees returning to locally-employed doctor (LED) posts, such as trust doctors or clinical fellows, are not eligible for SupportTT funding, but are able to attend the free-of-charge SupportTT courses. Moreover, once in post they should have access to funding support through their local employer.

Please note:

- **HEE will pay for the RTTA and expenses, but not the trainee salary**
- **Maximum reimbursement per trainee, per return episode is £600**
- **Reimbursement will only take place after the trainee has attended the RTTA and submitted the necessary documentation**
- **Each separate RTTA will require a separate funding application**
- **Completion of a funding request form does not guarantee eligibility for funding**
- **Funding applications should be submitted in advance (ideally at least 6 weeks) of the RTTA**
- **Retrospective approval for funding will only be considered under exceptional circumstances**
- **Funding to attend an RTTA is not guaranteed until there is SupportTT Champion approval**

Attendance of RTTAs associated with the HEE SW SupportTT programme

Trainees who are absent from their training programme at the time of the planned RTTA

These courses are funded directly by HEE and should incur no course fee. Details of the courses and how to book a place can be found on the website: <http://peninsuladeanery.nhs.uk/about-us/professional-support-unit/trainee-support-services/supporttt/> or <http://www.severndeanery.nhs.uk/about-us/education-and->

[training/supportt-2/](#) . The cost of associated expenses (e.g. long-distance travel within the region) may also be considered for funding and will require submission of a SupportTT Funding Request Form.

Trainees who have recently returned to training

To attend the HEE SW SupportTT local courses, trainees should follow their normal study leave process in accordance with their lead employer.

Attendance of RTTAs outside of HEE SW SupportTT programme

Trainees who are absent from their training programme at the time of the planned RTTA

To attend RTTAs that are not provided centrally by HEE SW, trainees should apply for funding via the SupportTT Funding Request form. The trainee will need approval from the SupportTT Champion in their returning trust, who will be able to approve the course and to confirm that funding is available. They will provide the trainee with a form for completion and submission to the central SupportTT Hub for retrospective reimbursement. *Funding to attend an RTTA is not guaranteed until there is SupportTT Champion/SupportTT Hub team confirmation.*

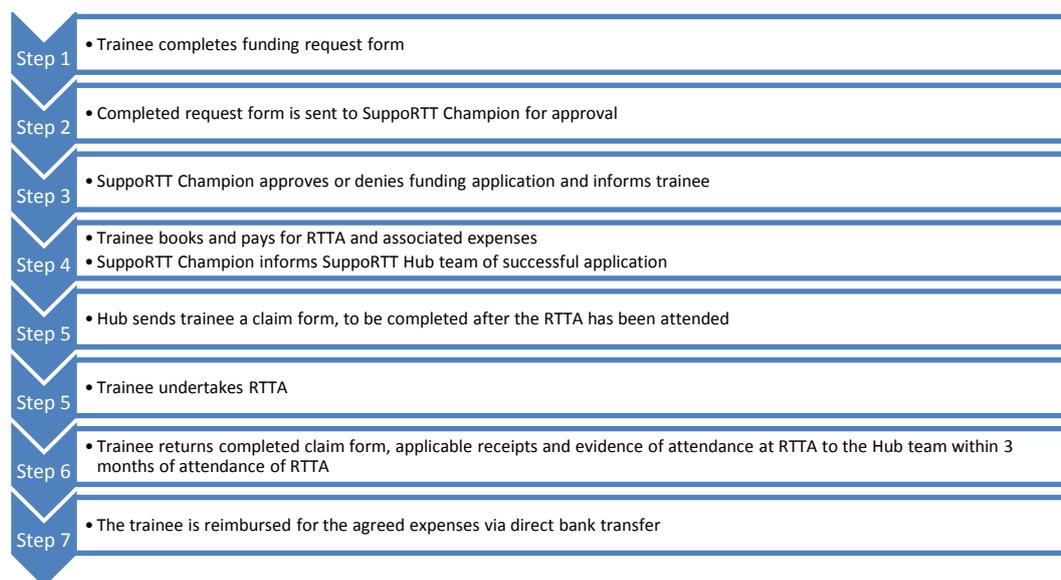
Trainees who have recently returned to training

Trainees should follow their normal study leave process in accordance with their lead employer.

The Funding Process

The diagram below illustrates a step-by-step process of how application for (and payment of) RTTAs should take place.

Following submission of an application for RTTA funding, the trainee should hear back from the SupportTT Champion within 10 working days. If this does not take place, the trainee is advised to contact the SupportTT Hub via supportt.sw@hee.nhs.uk



Reimbursement for the RTTA should take place within two months (most often much sooner) of the submission of the claim form to the Hub. If the trainee has not been reimbursed within this time period, they should contact the SupportTT Hub.