

# SuppoRTT expenses via CSL

## Trainee Guidance notes

### Introduction

Supported Return to Training (SuppoRTT) is a nationally driven initiative aimed to support doctors who are out of training to safely return to work. It applies to trainees who have been out of training for a period of 3 months or more on: maternity/paternity leave, sick leave/phased return and those trainees on OOP (out of programme).

The SuppoRTT budget can fund study leave type activities for trainees who are returning to training. These must be approved by the SuppoRTT team and Educational Supervisor and will fall into the following broad categories:

- SuppoRTT: KIT day (expenses only)
- SuppoRTT: External course

Please note the SuppoRTT budget is unable to pay for:

- The employer salary costs of Keeping in Touch (KIT) days; this is the responsibility of the employer. Please contact the appropriate Trust/Lead Employer HR team for further advice.
- Additional costs incurred whilst attending external courses, including childcare, travel and accommodation

### Applying for SuppoRTT funded activity

There are **3 steps** to applying for SuppoRTT funded activity:

**1) Complete the SuppoRTT Funding Request form** (available at <https://eastmidlandsdeanery.nhs.uk/trainee/supportt>) prospectively with all the details (including anticipated costs), ensure it is signed by your Supervisor or TPD and forward to the SuppoRTT team at [SuppoRTT.em@hee.nhs.uk](mailto:SuppoRTT.em@hee.nhs.uk)

**2) Apply using the study leave process via your Intrepid Leave Manager Account** (<https://www.intrepidv10.co.uk/HEE/>), taking into account the guidance below.

- After inputting the dates, change the Number of Days requested to 0 as you do not need to claim study leave days.
- Check the box “The event I wish to apply for is not on the approved list above. I therefore wish to apply for an Exception Application”, and then scroll down the new drop-down list to activities with the ‘SuppoRTT’ prefix.
- Include the appropriate expenses, making sure to click ‘Add’ after every line of expenses (even the last one) so that the expenses save (they will appear as a line under the Leave Expenses heading, instead of saying ‘No leave expenses claims have been made for this application’).

- For childcare costs on KIT Days, please use 'Fees – Courses/Conferences only' for the expense type and include a comment to reflect this.
- Submit the application.

**3) Claim using your Trust's (or Lead Employer's) usual expenses claims procedure** once the event has taken place. The Trust (or Lead Employer) will reimburse your costs via your salary in the usual way.

The standard rules for Study Leave reimbursement apply to SuppoRTT payments, for example, the request must be approved prospectively and adhere to standard expense limits.

Please forward any queries about this guidance to: [supportt.em@hee.nhs.uk](mailto:supportt.em@hee.nhs.uk)