

Workforce, Training and Education

Supernumerary Funding Guidance

Outline of process for requesting, approving and arranging placements with attached supernumerary funding for doctors and dentists in postgraduate training.

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1. Introduction

- 1.1. As part of its commitment to providing excellent education and training for doctors and dentists in postgraduate training, NHS England East of England (NHSE EoE) recognises that there may be a requirement for doctors and dentists in postgraduate training to work in a supernumerary capacity and, where necessary, the need to provide additional funding to support this.
- 1.2. This guidance seeks to provide a clear process for requesting supernumerary funding ensuring that there are effective and fair procedures for identifying, managing and supporting those who need to work in a supernumerary capacity.
- 1.3. Throughout the document, unless otherwise stated, the term ‘resident’ refers to postgraduate doctors in training, postgraduate dentists in training and public health registrars registered with the GMC, GDC or UKPHR

2. Definitions

Post Type	Definition	Examples
NHSE Funded – Tariff	Post funded in line with the salary support and placement fee outlined the national tariff guidance	
NHSE Funded - Non-Tariff	Post funded by NHSE outside of the national tariff guidance and subject to local arrangement. Smaller placement fee is provided.	GP Practice, DFT, DCT, Palliative, Public Health
Trust Funded	Post without NHSE funding, funded by Trusts.	
Academic – NIHR	Academic posts 100% funded by NIHR when occupied.	
Academic - NHSE	Academic posts where NHSE provide some funding subject to local arrangement and funded when occupied.	
Academic - Trust	Academic posts not funded by NHSE or NIHR but the trust might be provided with sponsorship	Sponsored by pharmaceutical companies, biomedical research, charitable funding
Supernumerary	Temporary posts established when additional funding is required for specific educational purposes. Only funded when occupied. To be approved by NHSE. No placement fee is provided.	Extension to training, doctor in difficulty, phased return from sick leave (when the above cannot not be covered by an established post).
Other	To be used exceptionally when posts do not fit into any of the above and not funded by NHSE.	Military

3. Scope

- 3.1. This guidance applies to all Doctors and Dentists in postgraduate training in the East of England.
- 3.2. The policy recognises that Residents within EoE may be employed or hosted by a number of different organisations. Whilst acknowledging that there may be some variance in individual policies between employers, this guidance seeks to outline a common approach for supernumerary funding.
- 3.3. Locally employed doctors and, specialist doctors and specialist grade doctors (SAS) doctors not on a training programme, are not covered by this policy and should follow their employing Trust's policies and procedures.

4. Identification

- 4.1. There are two main reasons why supernumerary funding may be appropriate:

Category	Reason for request	Actions for educators (usually TPD)
Category A	No posts in programme (excluding 4-month Foundation extensions)	<ol style="list-style-type: none"> 1. Contact Programmes team to ensure there are no other suitable alternative posts available 2. Demonstrate in the supernumerary form you have explored options with Programmes team. 3. Ensure that the Head of School (or Deputy Foundation School Director for Foundation) is aware. 4. Ensure that requests are for no more than a 3-month full time equivalent (FTE) period, or for 4 months for programmes with 4-month placements e.g. Foundation. 5. Ensure that there is agreement from the Trust that they are able to accommodate a supernumerary placement.
Category B	Struggling for any reason and are unable to be supported adequately in a standard programme post	<ol style="list-style-type: none"> 1. Make sure that a referral has been made to the Professional Support and Wellbeing service by the TPD, College Tutor or ES. 2. Ensure that the Head of School (or Deputy Foundation School Director for Foundation) is aware. 3. Consider Occupational Health referral if the reason for support is on health grounds 4. Ensure that requests are for no more than a 3-month full time equivalent (FTE) period, or for 4 months for programmes with 4-month placements e.g. Foundation. 5. Ensure that there is agreement from the Trust that they are able to accommodate a supernumerary placement. 6. Ensure that there is an education plan in place, with a suitable educator, overseen by the TPD, to assist in the transition back to a standard post after the supernumerary period.

5. Duration of supernumerary placement request

- 5.1. Supernumerary posts are a short-term measure to support a Resident through a specific period, prior to putting in longer term support if needed, for example less than full time (LTFT) training or other support services accessed via the PSW.
- 5.2. Requests should be for no more than a 3-month full time equivalent (FTE) period, or for 4 months for programmes with 4-month placements e.g. Foundation.
- 5.3. Funding is limited, and Supernumerary agreements will only be extended in exceptional circumstances to ensure a fair and transparent process for all. Each additional request will require a new request to be submitted.
- 5.4. Requests that do not follow due process will not be approved.

6. Request and Approval Process

- 6.1. Once an educator has identified the need for supernumerary request, they should follow the steps outlined in section 4 of this policy.
- 6.2. Upon completing those steps, the educator should then complete the [Supernumerary Funding Request MS Form](#)
- 6.3. It is imperative that it has been confirmed that the Trust is able to accommodate the request before completing the form.
- 6.4. Upon receiving the form, the Education and Training Operations Lead (or nominated deputy) will review the request with the relevant Deputy Dean for the specialty and make an approval decision.
- 6.5. The approval process is outlined in Appendix 2.
- 6.6. If the post is approved the Programme Management Team will create a new supernumerary post on the Trainee Information System (TIS) and place the Resident into the newly created post. They will also inform the supernumerary generic inbox of this change.

7. Funding Agreement

- 7.1. NHSE EoE will only fund basic salary costs only in line with the current [Doctor and Dentist in Training Pay Circular](#). Under no circumstances do NHSE EoE fund any employer on costs such as National Insurance, Income Tax, Pension Contributions or Banding Supplements.
- 7.2. NHSE EoE will not reimburse the Trust for any Out of Hours work. Residents therefore should not expect to undertake any such duties whilst in a supernumerary post.

- 7.3. Posts of a supernumerary nature mean that the Residents are in addition to the normal rota and therefore the training provision will not be the same as if working within a normal training post.
- 7.4. Employment Contracts should end in line with the supernumerary funding agreement end date.
- 7.5. If a Resident has any sickness absence during the length of the agreement, NHSE EoE agree to reimburse the Trust for this; however, this will not continue after the agreement end date.
- 7.6. All salary reimbursements will be paid via the Education Funding Agreement EFA on a quarterly basis. The Trust will not be expected to invoice NHSE EoE.

8. Equality Impact Assessment (EIA)

- 8.1. As a public body, NHSE EoE will give due regard to the need to avoid discrimination and promote equality of opportunity for all Residents when making policy decisions and implementing this policy and procedures.

9. Monitoring Compliance and Effectiveness

- 9.1. This policy will be monitored by NHSE EoE and reviewed annually.
- 9.2. If discrepancies are identified, these will be rectified immediately.
- 9.3. Any amendments to the policy will be communicated to relevant stakeholders.

Appendix 1: Request form for Supernumerary funding

Click here: [Supernumerary Request Form MS Form Link](#)

Appendix 2: Supernumerary Funding Process

