

## **Health Education England, East of England**

## **Professional Support and Well-being Service**

## **Supernumerary Funding Guidance**

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Ratified by:	Dean's Senior Leadership Team (SLT) & Chair of the MPS Group
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### Document Status

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## Executive Summary

This document is intended to outline the process for requesting, approving and arranging placements with attached Supernumerary funding for doctors and dentists within Health Education England, East of England's (HEE EoE) remit, therefore includes Foundation, GP, speciality and dental trainees.

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# 1. Introduction

- 1.1. As part of its commitment to providing excellent education and training for doctors and dentists in its postgraduate training programmes, HEE EoE recognises the requirement for some trainees 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 (please see Appendix 4 for other types of funding) ensuring that there are effective and fair procedures for identifying, managing and supporting doctors and dentists in training who need to work in a supernumerary capacity. The guidance also provides information relating to the role of the Professional Support and Well-being service (PSW) in supporting supernumerary trainees within the East of England.

# 2. Scope

- 2.1 This guidance applies to all doctors and dentists in training within the East of England and their Local Education Providers (LEPs).
- 2.2 The policy recognises that trainees within HEE EoE may be employed by a number of different organisations and placements within a number of different host training organisations (LEPs). Due to the employment complexities of trainees and acknowledging the variance of individual policies between employers, the guidance highlights a common approach for trainees and trainers.
- 2.3 Locally employed doctors and SAS doctors not on a training programme are not covered by this policy and should follow their employing Trust's policies and procedures.

# 3. Identification

- 3.1 The purpose of a Supernumerary post is to provide the trainee with additional support and supervision whilst in the workplace when their additional needs cannot be met by a standard training post. There are several reasons why Supernumerary funding may be requested by the Programme.
- 3.2 Supernumerary funding is only considered if there is not a 'suitable' Trust vacancy available, this is to ensure efficient, effective and prudent use of public funding. Discussion may take place with Medical Staffing for local knowledge of posts to help determine what is suitable.
- 3.3 Where the reason for the Supernumerary request relates to Clinical Performance and Progression, Communication, Attitudes and Behaviours and / or Environmental Issues, the Professional Support and Well-being Service (PSW) would expect to receive an Educational Supervisors report and / or an Educational Plan.
- 3.4 Where the reason for the Supernumerary request relates to sickness and health, the PSW would expect to receive an Occupational Health report detailing the recommendations and reasonable adjustments. It is the responsibility of the employer to arrange for the Occupational Health assessment to be carried out.
- 3.5 Where the reason for the Supernumerary request relates to life events, the PSW would be required to consider the evidence within an Educational Supervisors report or Occupational Health report.
- 3.6 All trainees requiring Supernumerary funding should be referred to the PSW for support.

### 4. Funding Requests

- 4.1 In the first instance, HEE would expect the Training Programme Director (TPD) or, Medical Staffing (where appropriate) to raise a request for Supernumerary funding with the Head of School (HoS) if a suitable vacant Trust post is not available. During this discussion, there needs to be an understanding of why a Supernumerary placement is required and agreement from the Trust that they are able to accommodate a Supernumerary funded trainee.
- 4.2 If the HoS is in agreement that a request for Supernumerary funding needs to be made, the HEE EoE Post Auditing Form (Appendix 1) must be completed by the TPD and HoS.
- 4.3 Once the Post Auditing Form has been completed, it must be sent to the Trust Budget Holder for approval. Subsequently, the form must be submitted to both the Programme Management Team and the PSW. Upon receipt of the Post Auditing Form the budget holder from HEE will need to sign off and approve the Supernumerary post.
- 4.4. Requests should be for no more than a 12 week full time equivalent (FTE) period. Supernumerary posts are a short term measure to support a trainee through a specific period, prior to putting in longer term support if needed, for example LTFT training or other support services accessed via the PSW.
- 4.5 Funding is limited, and Supernumerary agreements will only be extended in exceptional circumstances to ensure a fair and transparent process for all.
- 4.6 Funding extension requests must follow the above process.
- 4.7 Requests that do not follow due process will not be approved.

### 5. Approval Process

- 5.1 Once a Supernumerary placement has been authorised by HEE EoE, HEE EoE will write to the Trust Medical Staffing department to confirm the Supernumerary funding. A copy of the letter will also be shared with both the HEE EoE and Trust Finance Departments alongside the Programme Management Team. An Example letter is attached in Appendix 2.
- 5.2 The Programme Management Team will create a new Supernumerary post on the trainee database and place the trainee into the newly created post.

### 6. Funding Agreement

- 6.1 Supernumerary funding is provided to cover the cost of additional supervision. HEE will therefore fund **basic salary costs only** in line with the current Junior Doctor Pay Circular. Under no circumstances do HEE fund any employer on costs such as National Insurance, Income Tax, Pension Contributions or Banding Supplements.
- 6.2 HEE will not reimburse the Trust for any Out of Hours work. Trainees therefore cannot expect to undertake any such duties whilst in a Supernumerary post.
- 6.3 Posts of a Supernumerary nature mean that the trainee is in addition to the normal rota and therefore the training provision will not be the same as if working within a normal training post.
- 6.4 Employment Contracts should end in line with the Supernumerary funding agreement end date.

- 6.5 If a trainee has any sickness absence during the length of the agreement, HEE agree to reimburse the Trust for this; however, this will not continue after the agreement end date.
- 6.6 All salary reimbursements will be paid via the LDA on a quarterly basis. The Trust will not be expected to invoice HEE EoE.

## **7. Memorandum of Understanding (MoU)**

- 7.1 Each Trust is required to sign an MoU (Appendix 3) to confirm that they are in agreement with the above.

## **8. Equality Impact Assessment (EIA)**

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

## **9. Monitoring Compliance and Effectiveness**

- 9.1 This policy will be monitored by the PSW and Programme and Information team and reviewed annually.
- 9.2 If discrepancies are identified, these will be rectified immediately.
- 9.3 Any amendments to the policy will be communicated via the PSW website.

## 10. Associated Documentation

### Appendix 1

In order to complete the form, please click on the picture below. Once the form has been downloaded and completed, please return to [edit.eoe@hee.nhs.uk](mailto:edit.eoe@hee.nhs.uk) and [PSW.eoe@hee.nhs.uk](mailto:PSW.eoe@hee.nhs.uk).

**Application/Amendment to HEE Training Post** **NHS**  
Health Education England

Please select an option  
New Post Show/Hide Admin Page    Additional Post Request

**Section 1: Details of New post**

Programme	
Specialty	
Managing Deanery	
Site	
Grade	
Academic/Clinical	
Start Date of Post	
End Date of Post (if Applicable)	
Post Funding	
Number of Posts Required	
Post Funding Additional Details	

**Additional information of post**

**Section 2: Approval**

TPD/HoS Approval Signature	
Trust Budget Holder Approval Signature	
HEE Budget Holder Approval Signature	

## Appendix 2

XX  
Medical Staffing

East of England Office  
Directorate of Education & Quality  
Victoria House  
Capital Park, Fulbourn  
Cambridge, CB21 5XB  
Telephone: 01223 596953



2019

Dear XX,

**Re: Funding for Supported Training  
Dr XX – GMC No XXXXX**

I am writing to confirm the Supernumerary funding which has been approved to support Dr XXX in their placement.

<b>Programme</b>	
<b>Grade</b>	
<b>Trust</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Whole Time Equivalent (WTE)</b>	
<b>Authorised Amount</b>	

The authorised funding amount is for **basic salary only** at HEE agreed rates.

The salary reimbursement will be applied to the LDA automatically. Please confirm you are in agreement with the funding arrangements for this placement by no later than **[please give 7 days]**.

I would be grateful if you could ensure that the relevant member of the finance team is provided a copy of this letter.

Yours sincerely

**Professor Vijay Nayar**  
**Deputy Dean - Professional Support and Well-being**

**CC:** Finance Manager, HEE, EoE  
Programme and Information Team, HEE EoE



## Appendix 3

### Memorandum of Understanding (“MOU”)

Dated: [date when signed by HEE]

Between:

- Health Education England, East of England (“HEE”); and
- [Name of other NHS organisation] (the “NHS Supplier”)

#### Part 1 Background:

This MOU documents the arrangements between HEE and the NHS Supplier (together referred to as the “Parties” and individually as a “Party”).

Whilst the Parties do not intend to enter into legal relations and although this MOU is not legally binding on either Party the Parties are, by signing this MOU, agreeing in good faith to carry out the arrangements and comply with the terms as set out below.

#### Part 2 Scope, duration and costs:

Set out below are:

- the activities the NHS Supplier will undertake and the period during which they will be undertaken; and
- the amounts HEE will pay, within 30 days of the NHS Supplier’s invoice, which is to be submitted to HEE on or after the due date(s).

Unless specified otherwise below the total cost is the only amount payable by HEE to the NHS Supplier under this MOU.

The Parties may mutually agree to change or amend the activities set out below (which may result in a change to the total price). In such event this shall be documented in writing (including be by email), such document to be kept on file with the signed version of this MOU.

<b>NHS Supplier activities under the MOU:</b>  The NHS supplier agrees to provide trainee doctors and dentists with additional supervision whilst in a Supernumerary Post in order to facilitate training progression.
<b>Duration of this MOU</b>  This MOU covers all individual Supernumerary agreements and has no definitive end date.
<b>Amounts payable and due dates for invoices to be raised:</b>  Funding agreements are set out in the ‘Supernumerary Guidance Document’.
<b>Total cost</b>  Total costs will be outlined in the ‘Supernumerary Confirmation Letter’ sent by HEE to the Medical Staffing and Finance Department alongside the completed Post Auditing Form.

#### Part 3 Operational arrangements:

The Parties’ representatives for day to day operation of this MOU are:

## FINAL - Supernumerary Funding Guidance

- for HEE: Susan Woodroffe or Rebecca Winchester  
[Susan.Woodroffe@hee.nhs.uk](mailto:Susan.Woodroffe@hee.nhs.uk); [Rebecca.Winchester@hee.nhs.uk](mailto:Rebecca.Winchester@hee.nhs.uk)
- for the NHS Supplier; [Name and email address].

In the event that a dispute between the Parties cannot be resolved by negotiation between the persons named above, the matter shall be escalated to successive levels of management in each Party's organisations until the dispute is resolved.

The NHS Supplier will:

- perform its activities under this MOU promptly and in any event within any timescales set out above or as agreed between the Parties;
- perform its activities to the standards required by HEE and in any event using all reasonable care and skill and in a professional manner and will re-perform (at no additional cost to HEE) any of its activities under this MOU that, in HEE's reasonable opinion, do not meet those standards;
- keep HEE regularly informed as to the progress of its activities under this MOU and provide such other reports/information/attend meetings as HEE may reasonably require;
- ensure that its activities under this MOU are insured against all reasonably foreseeable risks and to a financial level commensurate with the nature of such activities; and
- not make any objection to HEE (i) using modifying, adapting or enhancing any items provided to HEE by the NHS Supplier under this MOU and/or (ii) providing such items to another NHS organisation.

Signed for and on behalf of HEE:

Name:

Position:

Signed for and on behalf of the NHS Supplier:

Name:

Position:

## Appendix 4

Post Type	Definition	Examples
<b>HEE Funded - Tariff</b>	Baseline post contracted via a Learning and Development Agreement (LDA) to a provider organisation with funds attached in line with national tariff. A placement fee is provided based on MFF for each tariff funded post.	
<b>HEE Funded - Non-Tariff</b>	Baseline post funded by HEE outside of the national tariff and subject to local arrangement. No placement fee is provided.	GP Practice, DFT, DCT, Palliative, Public Health
<b>Trust Funded</b>	Baseline post contracted via a Learning and Development Agreement (LDA) to a provider organisation with no funds attached	
<b>Academic - NIHR</b>	Academic posts 100% funded by NIHR when occupied.	
<b>Academic - HEE</b>	Academic posts where HEE provide some funding subject to local arrangement and funded when occupied.	
<b>Academic - Trust</b>	Academic posts not funded by HEE or NIHR but the trust might be provided with sponsorship	Sponsored by pharmaceutical companies, biomedical research, charitable funding
<b>Supernumerary</b>	Temporary posts established when additional funding is required for specific educational purposes. Only funded when occupied. To be approved by the PSW only. 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).
<b>Other</b>	To be used exceptionally when posts do not fit into any of the above and not funded by HEE.	Military