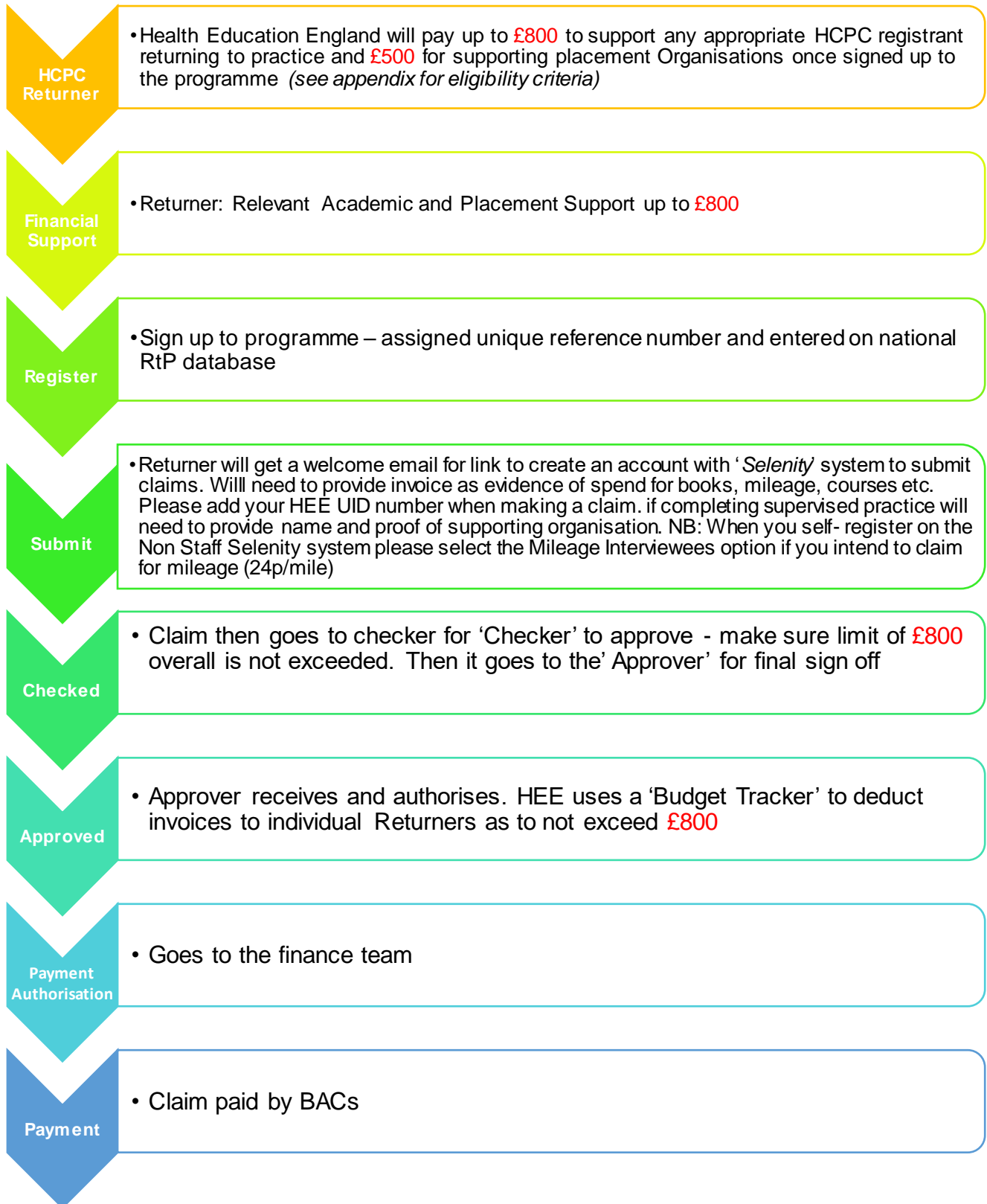


New June 2021 Financial Payment Process to support the Health Education

Return to Practice HCPC Programme:

For Individual Returners: (Organisations see p.6)





Eligible for Claiming

The Health Education England HEE national programme for return to practice (RTP) has been designed to support all former and current Health Care Profession Council (HCPC) registrant to meet the relevant criteria to practice. As part of the programme HEE will provide up to £800 per returner to support their Return to Practice process and £500 to supporting organisations/supervised practice placement providers. The programme covers all professionals requiring HCPC registrations.

Relevant monies will only be paid to returnees and any supporting organisation when the returnees have formally registered their interest with the HEE programme by completing the relevant on-line questionnaire sent to them by the team and have been assigned a unique reference number **HCPC_RTP_...**

The monies must be relevant to RtP and the returnee will need to provide receipt before payment can be made and complete/submit the relevant forms via Selenity when provided

Eligible Criteria 	Non-Eligible Criteria 
<p>Used towards formal study activities that allow building of evidence base towards skills and knowledge e.g., any RtP programmes run by University's/ ad hoc university support or professional body or study modules relevant to your scope of practice and professions.</p> <p>Above need to be completed before registration.</p> <p><i>Every expense item claimed for must be receipted except for mileage</i></p> <p>*N.B ALL CLAIMS MUST BE SUBMITTED NO LATER THAN 3 MONTHS POST YOUR DATE OF RETURN TO THE REGISTER</p>	<p>After HCPC registration being applied for.</p> <p>Not used to advance skills or for professional development e.g., injection therapy.</p>
<p>Any other profession specific courses/modules or other online activities e.g., 'future learn', relevant to your scope of practice and professions. (NB: all Returners are offered free access to HEE's e-learning for health and royal society of medicine online platform)</p> <p>Above need to be completed before re-registration.</p> <p><i>Every expense item claimed for must be receipted except for mileage</i></p>	<p>After HCPC registration being applied for</p> <p>Not used to advance skills or for professional development e.g., injection therapy</p>

<p>*PLEASE NOTE ALL CLAIMS MUST BE SUBMITTED NO LATER THAN 3 MONTHS POST YOUR DATE OF RETURN TO THE REGISTER</p>	
<p>Specific overnight accommodation cost to allow Returners to undertake the courses/supervised practice as part of the RtP process (max £150 London and £120 outside of London).</p> <p>NB: Meal allowances are payable where Returners are away from their base for more than five hours and over 5 miles from base for at a maximum of £5.00 for lunch. For evening meals, you must be away from home for 10 hours or more and maximum of £15.00)</p> <p><i>Every expense item claimed for must be receipted except for mileage</i></p> <p>*ALL CLAIMS MUST BE SUBMITTED NO LATER THAN 3 MONTHS POST YOUR DATE OF RETURN TO THE REGISTER</p>	<p>Relocation costs borne by the returnee to allow them to undertake the RTP process.</p>
<p>Books/materials relevant to profession and knowledge and skills required to RtP.</p> <p><i>Every expense item claimed for must be receipted except for mileage</i></p> <p>*N.B ALL CLAIMS MUST BE SUBMITTED NO LATER THAN 3 MONTHS POST YOUR DATE OF RETURN TO THE REGISTER</p>	<p>After HCPC registration being applied for.</p> <p>Not used to advance skills or for professional development e.g., injection therapy.</p> <p>Please note that laptops, tablets, computers, mobile phones and any other IT equipment will not be funded by the programme.</p>
<p>Travel relevant to updating of skills and knowledge e.g., to a course venue or to and from supervised placement from home location. This includes the use of public transport such as taxi, trains etc as well as private transport/own cars etc. When you self-register on the Non Staff Selenity system please select the Mileage Interviewees option if you intend to claim for mileage (24p/mile).</p> <p>*N.B ALL CLAIMS MUST BE SUBMITTED NO LATER THAN 3 MONTHS POST YOUR DATE OF RETURN TO THE REGISTER</p>	<p>HEE cannot be held responsible for any additional accommodation costs or parking fines.</p> <p>HEE will not fund additional mileage whilst travel on supervised practice placement i.e. to and from patients' homes and car parking within the placement hours also. The expectation is that these costs would be claimed by the returnee from the supporting organisation who would use £500 claimable from THE HEE RtP Programme to cover this cost</p>
<p>Funding for HCPC re-registration fees is not the responsibility of HEE which falls to individual registrants. Claims to cover costs can be applied for but relevant receipts will be requested.</p>	<p>Other professional memberships fees e.g., RCOT membership (some professional bodies offer reduced membership for returners). Tax on</p>

<p>Claims for HCPC re-admission fee (currently £245.30) can be claimed to support returnees return to the register.</p> <p>Every expense item claimed for must be receipted except for mileage</p> <p>*N.B. ALL CLAIMS MUST BE SUBMITTED NO LATER THAN 3 MONTHS POST YOUR DATE OF RETURN TO THE REGISTER</p>	<p>Professional body membership can be claimed back from HMRC.</p> <p>The HCPC registration fee for the two-year professional cycle (£196.24) (£98.12 per year) will not be funded.</p> <p>Tax on HCPC registration fee can be claimed back via HMRC</p>
<p>Placement support – for Returner. The monies can be used towards travel, uniform, childcare incurred by the returnee as part of the clinical placement (up to the specified value of £800).</p> <p>Returnee will need to provide name and proof of supporting organisation.</p> <p>Childcare: It has been acknowledged cost may be incurred to cover additional childcare to allow the returnee to undertake placements (this can be taken from the overall £800).</p> <ul style="list-style-type: none"> - DBS: All returnees will be required to provide a Disclosure Baring System (DBS). We encourage the costs to be covered by the provider through the funding they receive therefore please discuss and advise accordingly with the provider if needed. - Parking – this will cover parking cost at the site of clinical placements, receipts required. - Meals: To cover the buying of food and beverages to support clinical placements (NB: Meal allowances are payable where Returners are away from their base for more than five hours and over 5 miles from base for a maximum of £5 for lunch) - Uniform: Cost towards purchase of uniform if required - some placement providers will provide, please discuss with provider. <p>Every expense item claimed for must be receipted except for mileage</p> <p>*ALL CLAIMS MUST BE SUBMITTED NO LATER THAN 3 MONTHS POST YOUR DATE OF RETURN TO THE REGISTER</p>	<p>The participating supporting organisation is not providing agreed commissioned NHS services and or be a non-profit organisation (Charity).</p> <p>HEE will not fund additional mileage whilst travel on supervised practice placement i.e. to and from patients' homes and car parking within the placement hours also. The expectation is that these costs would be claimed by the returnee from the supporting organisation who would use £500 claimable from THE HEE RtP Programme to cover this cost.</p>

Although the list is not intended to be prescriptive it is aimed to provide guidance on what HEE will fund.

Returnees receiving additional income support are advised to seek advice and understand the impact any additional payment may have.

NB: monies are not taxable and are being used to support the returnee in an education capacity and this proof of all claims must relate to education and we will need to see receipts as proof for spend.

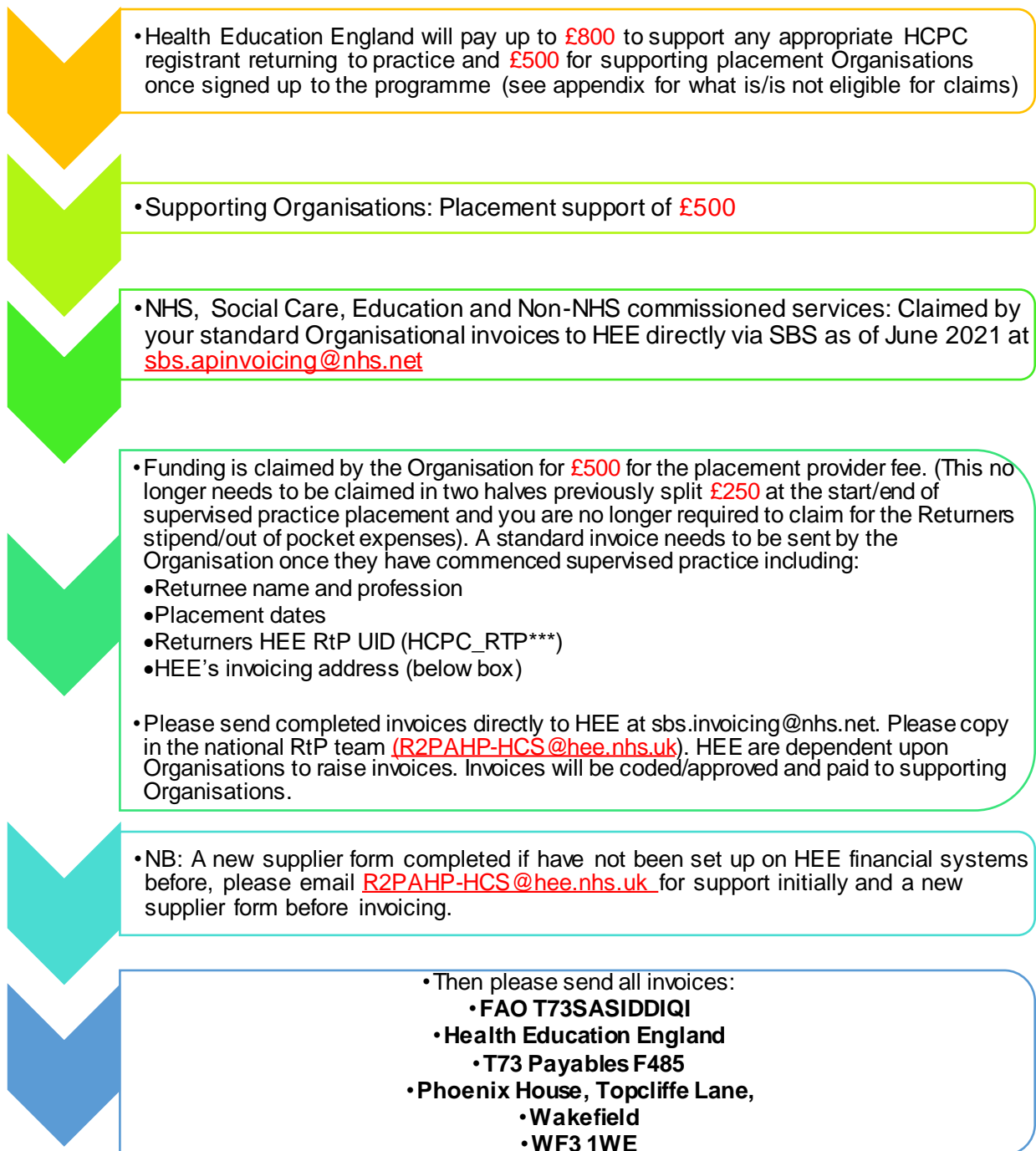
Please note there is a minimal claimable amount of £5 at one time. If your claim amounts to less than £5 please submit multiple claims together until this threshold is reached.

Please allow **up to 14 working days** from the day you submit a 'Selenity' claim for payment to your account.

Please follow the instructions in the flow chart below. Do not send to your local HEE office.

New from June 2021/Q2 Financial Payment Process to support the Health Education Return to Practice HCPC programme

For Organisations:



Eligible for Claiming

The Health Education England HEE national programme for return to practice (RTP) has been designed to support all former and current Health Care Profession Council (HCPC) registrant to meet the relevant criteria to practice. As part of the programme HEE will provide up to £800 per returner to support their Return to Practice process and £500 to supporting organisations/supervised practice placement providers. The programme covers all professionals requiring HCPC registrations.

<p>Placement support – for Organisations</p> <p>The payment of £500 is to be used by the provider for the purpose of supporting the Returner/Educational purposes to be awarded to individual Depts that host returners. The monies can also be used to benefit the service in educational development through funding of courses or education equipment.</p> <p>Should the returner decide to undertake clinical updating with more than one provider then the £500 will be divided by the respective supporting organisations, this will need to be negotiated between the providers.</p> <p>To support any expenditure incurred in relation to set up costs e.g. DBS or setting up of Honorary contracts etc. It is requested these costs are not passed onto the returnee as it is considered the placement fee will cover these costs.</p> <p>The participating supporting organisation must be providing agreed commissioned NHS services and / or be a non-profit organisation (Charity).</p> <p>*N.B All invoices for supporting returnees on a supervised clinical placement must be submitted within the same financial year of the placement taking place.</p>	<p>The participating supporting organisation is not providing agreed commissioned NHS services and / or be a non-profit organisation (Charity).</p>
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