

New June 2021 Financial Payment Process to support the Health Education Return to Practice HCPC Programme:

For Individual Returners: (Organisations see p.6)

•Health Education England will pay up to £800 to support any appropriate HCPC registrant returning to practice and £500 for supporting placement Organisations once signed up to **HCPC** the programme (see appendix for eligibility criteria) • Returner: Relevant Academic and Placement Support up to £800 • Sign up to programme – assigned unique reference number and entered on national RtP database • Returner will get a welcome email for link to create an account with 'Selenity' system to submit claims. Will need to provide invoice as evidence of spend for books, mileage, courses etc. Please add your HEE UID number when making a claim. if completing supervised practice will need to provide name and proof of supporting organisation. NB: When you self-register on the Submit Non Staff Selenity system please select the Mileage Interviewees option if you intend to claim for mileage (24p/mile) Claim then goes to checker for 'Checker' to approve - make sure limit of £800 overall is not exceeded. Then it goes to the Approver' for final sign off Checked Approver receives and authorises. HEE uses a 'Budget Tracker' to deduct invoices to individual Returners as to not exceed £800 **Approved** · Goes to the finance team **Payment** Claim paid by BACs **Payment**



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 <u>have formally registered their interest</u> 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

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Non-Eligible Criteria



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.

Above need to be completed before registration.

Every expense item claimed for must be receipted except for mileage

*N.B ALL CLAIMS MUST BE SUBMITTED NO LATER THAN 3 MONTHS POST YOUR DATE OF RETURN TO THE REGISTER

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)

Above need to be completed before re-registration.

Every expense item claimed for must be receipted except for mileage

After HCPC registration being applied for.

Not used to advance skills or for professional development e.g., injection therapy.

After HCPC registration being applied for

Not used to advance skills or for professional development e.g., injection therapy



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



Claims for HCPC re-admission fee (currently £245.30) can be claimed to support returnees return to the register.

Every expense item claimed for must be receipted except for mileage

*N.B. ALL CLAIMS MUST BE SUBMITTED NO LATER THAN 3 MONTHS POST YOUR DATE OF RETURN TO THE REGISTER Professional body membership can be claimed back from HMRC.

The HCPC registration fee for the two-year professional cycle (£196.24) (£98.12 per year) will not be funded.

<u>Tax on HCPC registration fee</u> can be claimed back via HMRC

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).

Returnee will need to provide name and proof of supporting organisation.

Childcare: It has been acknowledged cost may be incurred to cover additional childcare to allow the returnee to undertake placements (this can be taken form the overall £800).

- 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.

Every expense item claimed for must be receipted except for mileage

*ALL CLAIMS MUST BE SUBMITTED NO LATER THAN 3 MONTHS POST YOUR DATE OF RETURN TO THE REGISTER The participating supporting organisation is not providing agreed commissioned NHS services and or be a non-profit organisation (Charity).

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.



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.

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



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

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

- Health Education England will pay up to £800 to support any appropriate HCPC registrant returning to practice and £500 for supporting placement Organisations once signed up to the programme (see appendix for what is/is not eligible for claims)
- Supporting Organisations: Placement support of £500
- NHS, Social Care, Education and Non-NHS commissioned services: Claimed by your standard Organisational invoices to HEE directly via SBS as of June 2021 at sbs.apinvoicing@nhs.net
- Funding is claimed by the Organisation for £500 for the placement provider fee. (This no longer needs to be claimed in two halves previously split £250 at the start/end of supervised practice placement and you are no longer required to claim for the Returners stipend/out of pocket expenses). A standard invoice needs to be sent by the Organisation once they have commenced supervised practice including:
- •Returnee name and profession
- Placement dates
- •Returners HEE RtP UID (HCPC RTP***)
- •HEE's invoicing address (below box)
- Please send completed invoices directly to HEE at sbs.invoicing@nhs.net. Please copy in the national RtP team (R2PAHP-HCS@hee.nhs.uk). HEE are dependent upon Organisations to raise invoices. Invoices will be coded/approved and paid to supporting Organisations.
- NB: A new supplier form completed if have not been set up on HEE financial systems before, please email R2PAHP-HCS@hee.nhs.uk for support initially and a new supplier form before invoicing.
 - Then please send all invoices:
 - •FAO T73SASIDDIQI
 - Health Education England
 - T73 Payables F485
 - Phoenix House, Topcliffe Lane,
 - · Wakefield
 - •WF3 1WE



Eligible for Claiming

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Placement support - for Organisations

The payment of £500 is to be used by the provider for the purpose of supporting the Returner/Educational purposes to e 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.

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.

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.

The participating supporting organisation must be providing agreed commissioned NHS services and / or be a non-profit organisation (Charity).

*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.

The participating supporting organisation is not providing agreed commissioned NHS services and / or be a non-profit organisation (Charity).