

Name of Guidance	Future Leaders – Curriculum Delivery Guidance
Category	Programme Management
Authorised by	Postgraduate Dean's Senior Management Team
Date Authorised	March 2015
Next Review Date	July 2018
Document Author Role	Deputy Dean (Jon Hossain) and Business Manager

Version	Date	Author	Notes Reason for Change, what has changed, etc
0.1	April 2012	Jon Hossain	Approved
1.0	March 2015	Nick Sowerby/Jon Hossain	Update (terminology & links)
2.0	March 2016	Jill Hanson, Business Manager	Amended to meet new HEE branding guidance
3.0	July 2016	Lucy Hathaway, Business Manager	Amended process – to be agreed at STM

1 Postgraduate Certificate

- 1.1 Individuals appointed into the Health Education England, working across Yorkshire and the Humber (HEE YH) Future Leaders Programme have the opportunity to undertake a Postgraduate Certificate in Leadership (or similar) during this twelve month fellowship opportunity.
- 1.2 HEE YH will fund the Certificate (or equivalent) up to a maximum value of £3,500. Fellows should contact leadership@yh.hee.nhs.uk with details of the following:
 - name, title, and web links for your chosen course
 - cost (which must be less than £3,500) and
 - a contact at the HEI in which you wish to undertake your qualification.
- 1.3 HEE YH will ensure that funding is provided directly to the organisation for the course.
- 1.4 HEE YH are unable to part-fund courses. If the cost of the course exceeds £3,500, we may be able fully fund individual modules, please contact leadership@yh.hee.nhs.uk to discuss this further.

2 Travel and subsistence

- 2.1 All non-pay costs (excess travel) will be met by the employing LEP, and their local application process should be followed.

3 HEE YH Future Leaders Programme Courses

- 3.1 For courses held and facilitated centrally by HEE YH, fellows **would not** need to complete an application form. These courses are funded directly by HEE YH. Details of the programme can be found on our website.

http://www.yorksandhumberdeanery.nhs.uk/future_leaders_programme/course_advisor/

- 3.2 Future Leaders should ensure that their attendance is approved prospectively by their Fellowship Educational Supervisor.

4 Other applications

- 4.1 Requests for additional funding for other Leadership opportunities over and above the PG Certificate during the fellowship year should be made, in writing, to leadership@yh.hee.nhs.uk

The request should include:

- details of the course/event
- estimated costings and
- a written statement of support from the Educational Supervisor

This should be submitted using the curriculum delivery application form:

http://www.yorksandhumberdeanery.nhs.uk/pgmde/policies/curriculum_delivery/study_leavecurriculum_delivery/

- 4.2 The Associate Postgraduate Dean or the Deputy Dean for the Future Leaders Programme (or nominated deputies) are able to approve applications.

4.3 For approved applications, HEE YH will make arrangements for any course fees to be paid directly. Any additional expenses incurred (travel, subsistence, accommodation etc.) must be claimed through the employing LEP.

5 Junior Doctor Fellows only

- 5.1 Any curriculum delivery requests **relating to a fellow's "parent" School**, which are required by their school **during** the Future Leaders post, will be funded by HEE YH as the Future Leaders Programme is organised by HEE YH.
- 5.2 Applications should follow the usual curriculum delivery process via the fellow's parent School, using the application form referred to above. The trainee should make their Educational Supervisor for the fellowship aware of the application. **The final decision rests with the approver for curriculum delivery within the parent School, with agreement from the aforementioned Educational Supervisor.** Funding will come from the School curriculum delivery budget.

Next Review

Guidance to be reviewed in July 2018 or in accordance with any organisational or national changes which effect the processes outlined.