**Recruitment Process for UKFPO Fellows**

**Introduction**

The UKFPO is delighted to announce the 2023 recruitment for a training secondment opportunity for two foundation doctors continuation (UKFPO Fellows). The knowledge and skills acquired through this post will provide leadership experience and it is anticipated that by the end of the secondment, the fellows will be equipped to identify themselves as a leader and to promote and disseminate learning in leadership to others.

This paper outlines the process for recruiting UKFPO fellows.

**Role**

The Fellowship offers a unique opportunity to develop the capabilities necessary for your future role as a clinical leader, enabling you to lead positive change in your healthcare environment.

**Selection process**

Applications

Applications for the fellowships will be managed through a Microsoft Form. The link will be provided at the opening of the application window. Application questions will not be published ahead of time, but applicants should consider what information they would like to share with the shortlisting panel to support their application before the window opens.

All shortlisted applicants must gain support from both their employing organisation for their F2 year and their F2 Foundation School Director (FSD) in advance of the interview.

**We will close the vacancy after the first 100 applications, even if this happens before the intended close of the application window. We will not accept any more than 100 applications.**

Shortlisting

Applicants will be shortlisted in accordance with the eligibility criteria and in the context of the strategic aims and objectives of the UKFPO. Shortlisters will include Anthony Choules, Operational Advisor to the UKFPO, and a Foundation School Director (FSD) or UKFPO Lead Dean.

Interviews

Shortlisted applicants will be invited to attend a panel interview via Microsoft Teams, where they will have the opportunity to present their ideas for the work they might like to undertake if they were to be appointed to the fellowship role.

Offers

There is scope to offer **up to two** fellowship roles.

**Timeline**

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| **Activity** | **Date(s)** |
| Advert | Monday 3rd April 2023 |
| Application Window | Monday 17th April 12:00 – Sunday 23 April 23:59  |
| Short-Listing | Tuesday 25 April – Sunday 30 April    |
| Invites to Interview | Tuesday 2 May    |
| Interviews | Friday 19 May |
| Commence in Post | Start of F2 year, August 2023 |

**Work Commitment**

The successful post-holder will spend an average of 1 day per week (0.2 WTE) working on a relevant project and will be supported to acquire skills in Healthcare Leadership and Management by attendance at a relevant course and through supervision. The remaining time in the working week (0.8 WTE) will be spent on standard clinical duties within the post-holder’s existing F2 programme.

**Supervision**

The successful applicant will be supervised by the UKFPO Operational Advisor, Anthony Choules.

**Location**

The successful post-holder will be required to attend relevant online meetings. There may also be a requirement to travel and attend relevant meetings/events, typically in Birmingham or London, which is dependent on Covid restrictions. Reimbursement will be provided for reasonable travel costs incurred. The post-holder will be expected to work closely with the UKFPO central team. It is expected that routine communications with the team and relevant stakeholders will be conducted via email/Teams facilities.

**Financial Information**

Successful applicants will undertake the fellowship as part of their allocated F2 programme. The expectation would be for the employing organisation to continue paying the full F2 salary and for successful applicants to be effectively seconded to the UKFPO for the equivalent of one day per week.

**Start Date and Tenure**

Fellowship posts will commence at the start of the training year in August 2023, for the duration of the F2 year (that is, until July 2024).

 **UK Foundation Programme Office**

**April 2023**