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**Healthcare
Science
Cymru**
Delivering tomorrow, today!

Healthcare Science Programme – Service Transformation Fellowship

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What's it all about?

What is the Healthcare Science Service Transformation Fellowship?

We provide funding to enable professions within the Healthcare Science programme to visit departments outside of Wales to learn new, or exemplary, practices that can be implemented in Wales upon their return.

Eligibility

Any profession within Healthcare Science, including but not limited to - Biomedical Scientists, Clinical Scientists, Radiographers and ODP's. Broader lists of professions are in section 1.3.

Funding amount

The amount awarded is agreed by the fellowship committee. Individual applications are capped at £3,500, individuals or groups seeking higher amounts would need to justify the amount at application.

Completing the application form

Read this handbook carefully to help you write your application, and make sure you have checked it thoroughly.

Submitting the application

There are three sections to submit: the Microsoft forms application, letter of recommendation from line manager and support document from EDoTHS. Applications are made via the [Healthcare Science Cymru webpage](#).

Application Review

Applications will close on May 10th, 2024. The fellowship committee will assess each application and shortlist candidates suitable for further discussions. The committee will then decide whether the application has succeeded to secure funding.

Furthering your experience

At the end of the fellowship, fellows will report back to the committee and Healthcare Science programme on their experience. The fellowship will be presented to Healthcare Science groups, Healthcare Science Network, and the Healthcare Science Cymru conference as a minimum. Where it is possible to scale the results of the fellowship beyond the applicant's health board this will be supported by the committee. Each fellow will have access to a leadership hub for shared learning between other fellows.

1 Introduction

1.1 Purpose of the Handbook

The handbook is a comprehensive guide to the fellowship. It describes what we look for in an application, and explains how the process works. Any queries after reading the handbook should be directed to the Healthcare Science programme

HCS.HEIW@wales.nhs.uk

1.2 About the Healthcare Science Programme

The Healthcare Science Programme is a national programme that supports delivery of the [Healthcare Science in NHS Wales 'looking forward' framework](#).

1.3 About Healthcare Science professions

Healthcare Science professions include the HCPC protected titles of Biomedical Scientists, Clinical Scientists, ODP and Radiography. Professions that are included within the divisions and disciplines of the life sciences such as pathology and genomics, physiological sciences such as audiology, cardiac physiology, neurophysiology etc, physical sciences such as medical physics, clinical or rehab engineering, reconstruction sciences and bioinformatics are within the Healthcare Science professions.

1.4 About the fellowship

The fellowship must be used to enable the applicant to visit departments or centres of excellence to acquire skills and knowledge that will be embedded at their home department, with the benefits to be implemented locally and possibly nationally.

The fellowships must be used to enable applicants to gain experience that supports and facilitates improvements for their professions or services.

The travel fellowship will benefit health boards by supporting professionals to bring improvements to their services which directly supports [The Duty of Quality Statutory Guidance 2023 and Health and Care Quality Standards 2023](#).

1.5 About the committee

The committee is comprised of a wide range of members including DoTHS, Healthcare Science Programme, Welsh Government, WSAC, Value Based Health and the Spread and Scale Academy. The committee thoroughly review all applications that meet the eligibility criteria and is responsible for the outcome. Please do not approach committee members directly about the fellowship.

2 Fellowship Guidelines

2.1 Remit

Your visit must be to a department outside of Wales and be used to understand an improvement to your profession or service. The fellowship must have clear service improvement relevance and should benefit your home institution as well as your own career journey. The HCSSTF prioritises applications where the results can be scaled nationally over those where benefits can only be applied locally.

2.2 Eligibility

The applicant must be an employee of an NHS Wales Trust or Health Board on a permanent contract of employment.

You are not eligible to apply if you are:

- ✦ A previous recipient of the fellowship

2.3 What is funded?

The duration of a visit would usually be between 2 weeks and three months, depending on the nature of the proposal and its aims. The funding level varies depending on the expected costs.

You can apply for funding for your travel, accommodation, and visa expenses to visit a department or centre of excellence. You are responsible for arranging the visit, and we are not able to suggest suitable hosts. Although projects are usually undertaken in one visit, the fellowship may be used for multiple separate visits, where there is strong justification, and that this is costed in the initial application.

Funding for the fellowship must be used within the financial year that it is awarded in, this cannot be carried over into the next financial year.

Funding will not be provided for:

- ✦ Food and drink
- ✦ Attendance of conference or lectures
- ✦ Visits that have already taken place or are underway
- ✦ Backfill

2.4 Assessment Criteria

Your application will be regarded in isolation and judged on merit. There will be fair, unbiased assessment of the application that is submitted.

Applications are reviewed by the committee on these areas:

- ✦ Suitability of the applicant - will they be able to make the most of the trip?
- ✦ Quality of the host - does it have the relevant expertise and resources?
- ✦ Feasibility of the trip - are the project aims and schedule realistic?
- ✦ Benefit for the home department - will the fellowship be a boost for the services?
- ✦ Relevance of the project - does it have strong improvement merit?
- ✦ Scalable - can the improvements be adopted by other departments or nationally?

2.5 Post visit evaluation

Fellows are asked to evaluate their experience following the trip to produce a fellowship 'story' on the Healthcare Science Cymru webpage. There are three elements to this process; answering a selection of reflection questions, completing a short survey, and sending a few high-quality photographs.

We will use information from Travel Fellowship evaluations on the Healthcare Science Cymru website and in other promotional materials.

It will be expected that each successful fellow will present their experience to Healthcare Science Network and Healthcare Science Cymru Annual conference as a minimum.

Full guidelines will be provided along with the letter of confirmation for successful applicants.

2.6 Benefits realisation and scale

During the application process the committee will assess the potential for each proposed fellowship to benefit service.

Benefits to service will be evaluated after return from the fellowship and where benefit has been demonstrated the scale of implementation will be supported by the committee.

3 Application Process

3.1 Personal details

Your application is not anonymous, so please include your full name. The email address that you specify will be used in all correspondence relating to the application.

3.2 Professional details

This section is essentially a condensed CV. We want to see basic information about the current post that you hold, which must be a Healthcare Science profession.

Detail your educational qualifications, including any which have not yet been completed. This should include the start and end dates, the supervisor(s) and the specialism. Outline any relevant experience, including short-term and voluntary positions.

3.3 Fellowship details

This is the most important section of your application and should be carefully prepared. You should provide the details of the institute and supervisor that will host you.

If you will be supported on your visit by more than one professional, then please include all the relevant contacts. Your proposed visit dates may be provisional at the time of application, but the visit length should be precise. Successful applicants are asked to confirm their finalised travel dates prior to the visit.

The funding proposal is the place for you to fully detail the trip that you have planned.

We recommend that you ask for input and advice from your group leader and other experienced professional, as this will help you to write with concision and clarity. However, make sure that the proposal is written in your own words.

We are looking for a personal statement of no more than 1,500 words. This has been divided into 4 sections in the application form and should cover the following:

- 📌 Why are you suitable for this fellowship?
- 📌 What are the three main aims for your trip?
- 📌 How will the project advance your department services?
- 📌 What factors influenced your choice of collaborating institution / centre?
- 📌 Why is this trip the best way for you to meet the three main aims of your project?
- 📌 How do you intend to use the skills and knowledge that you gain during your trip when you return to your home department?

It might also be appropriate for you to answer these questions:

- 📌 How will your visit establish or develop collaborations?
- 📌 What longer-term benefits do you anticipate from the collaboration?
- 📌 What are your career ambitions?
- 📌 How will your visit or training enhance your career?

3.4 Finance details

You should take time to calculate the costs that you will incur from undertaking your proposed project. It is important that this section is accurate, detailed and clear. You should read the paragraph on ‘what is funded?’ (Section 2.3) to help you understand what costs you can include.

Use the table to provide a breakdown of the anticipated costs from your trip.

You should use the proposed start and end dates from the visit details section to help you estimate the costs accurately. If the prices that you find are not in pounds, use www.xe.com to find the current conversion rate and include the price that you saw in the details column.

You need to show your sources to justify your projections, for example:

Flights:	LHR to FRA, 07:05 on 17/05/2018 (British Airways) FRA to LHR, 10:55 on 14/06/2018 (British Airways). www.skyscanner.net
Accommodation:	10 nights at Welcome Hotel Frankfurt. www.booking.com .

‘Requested funding’ is the total amount that you are asking from the Healthcare Science Service Transformation Fellowship to support your visit. This will often be the same as the total projected costs.

The maximum that you can request is £3,500, however for larger amounts detail your justification for this within the application in the fellowship project section. If you have already secured additional funding to cover a portion of your costs, give the details under ‘other funding sources’.

You will need to send a PDF letter confirming any funding awards when you submit your application. Any pending funding submissions to other organisations should also be detailed in this section. If the projected costs of your trip exceed the amount that you have requested, then you should use this space to explain how the difference will be covered to enable you to undertake the trip if you receive a Healthcare Science Service Transformation Fellowship.

3.5 Supporting letters

As well as a completed application form, you need to submit a letter of support from both your home supervisor and your proposed host supervisor.

Each letter should include the following:

- ❏ Full name and signature of the supervisor
- ❏ Brief description of the work to be undertaken
- ❏ Confirmation of the training and support that will be provided
- ❏ Reference to Fellowships project and objectives

3.6 Submission and feedback

The application deadline is May 10th and the Fellowships committee will assess each application after this date, applicants will normally be informed of the outcome within three weeks. You are entitled to ask for feedback on your application, but please remember that the Committee's funding decisions are final.

The Fellowship application is comprised of three separate documents:

- ▣ Online application form
- ▣ Supporting letter from your home supervisor
- ▣ Supporting letter from your host supervisor

You may also need to send confirmation of any funding that you have already secured towards the costs of your trip.

All letters should be uploaded to the Application form. The application form includes a disclaimer relating to the Terms & Conditions of the fellowship.

You should make sure that you have read and understood this, and that you have asked about any aspects that are unclear to you.

4 Terms and conditions

- i. Travel Fellowship funds must be returned in full if for any reason a successful applicant is unable to complete the planned trip.
- ii. The fellowship is unable to 'top up' applications in the instance that the actual cost of the trip exceeds the funding awarded.
- iii. Under no circumstances is a Fellowship transferable to another person.
- iv. Fellowship funds can only be used to support the trip specified in the application form. Successful applicants must seek agreement from the committee if any details change after the application has been submitted.
- v. The committee may request a partial return of funds in the event that a Fellow undertakes a shorter trip than the one detailed in the application form.
- vi. The committee must be informed about any other funding that a Fellow receives for the purposes of the trip. The committee may request for Fellowship funds to be returned if alternative funding covers the same costs.
- vii. The committee may request evidence that Fellowship funds were used solely for the purposes of the visit. All relevant receipts should be retained by a Travel Fellow for two years.
- viii. Fellows must complete the evaluation process within two months of the end date of the visit.
- ix. Unsuccessful applicants may not submit a new application within 12 months of their initial application.
- x. Unsuccessful applicants may not reapply for a Fellowship using the same project.
- xi. All applications will be held on record for ten years.
- xii. The committee may contact the home and host supervisors about applications.
- xiii. The Healthcare Science Programme may publish information about Fellowship visits online and in print using the full name of the Fellow.
- xiv. Relevant information about Fellows, including contact details, will be shared with Healthcare Science Programme.
- xv. The support of the committee should be acknowledged in any published work that results from a Fellowship.

5 Application checklist

- ☑ Have you read and understood the Terms & Conditions of the programme?
- ☑ Have you completed the application form in full, using the Handbook to help you?
- ☑ Do you have the two letters of support saved as PDFs?
- ☑ If you already been awarded funding from elsewhere towards the trip, do you have a letter to confirm this?

Please confirm that when applying for a Fellowship, and again before travelling, you are responsible for checking Covid-19 restrictions and requirements relating to both the outbound and return travel, as the EACR will be unable to fund any additional costs incurred.

If the answer to the four questions above is yes, then you are ready to apply!

Please use the forms link on Healthcare Science Cymru.