DEFENCE MEDICAL SERVICES (DMS) FELLOWSHIPS

Introduction

1. Specialist Medical Training and Consultant Accreditation of DMS personnel is generally achieved within standard speciality training programmes. However, for some specialties there is an increasing tendency for undertaking a Fellowship. This may be pre or post Certificate of Completion of Training (CCT). In some cases this is largely mandated by the SAC which may require all such training to follow CCT. The DMS is able to support such post CCT Fellowships, but it must be clear that this training and the experience obtained will be of major benefit to the military patient, the DMS and will also improve the employability of the Consultant and so such Fellowships will be submitted to the Fellowship Selection Board for formal approval of the post. The situation regarding pre CCT Fellowships is covered in paragraph 3, below.

Aim

2. The aim of this policy is to provide guidance on the eligibility for DMS UK post CCT Fellowships and the application and boarding process.

Scope

3. This policy applies only to applicants seeking post-CCT Fellowships. Pre-CCT Fellowships of 12 months or less that are deemed Out Of Programme Training (OOPT) or Out of Programme Experience (OOPE) will be managed through routine Defence Deanery processes and do not require submission to the DMS Fellowship Selection Board (FSB). Pre-CCT Fellowships may not be of more than 12 months duration. Any other UK Fellowship may require application to the FSB, trainees are to approach Deanery staff for advice. A summary of the process for applying for OOP may be found on the Defence Deanery website.

4. Overseas Fellowships and Research Higher Degrees are not covered by this leaflet and are administered in accordance with JSP 950 Leaflet 4-6-2 Overseas Fellowship Selection Process and JSP 950 Leaflet 4-6-4 Higher Research Degrees – Application and Selection.

Application process

5. The DMS Fellowship selection process flow chart at Annex A will provide direction as to the requirement for a FSB application for the proposed training opportunity.

6. Pre-considerations.

   a. Applications will only be considered from trainees with a ‘Satisfactory Progress’ outcome from the Annual Review of Competence Progression (ARCP)

   b. Applicants who are successful at the FSB will not be presented to the Armed Services Consultant Approval Board (ASCAB), until they are within 3 months of completing their post-CCT Fellowship.

   c. Applicants must have satisfactory military performance, confirmed by an up to date Officer’s Joint Appraisal Report (OJAR) with an overall performance grade of at least B, performing to the standard expected in all respects.

---

1 https://wss.defencegateway.mod.uk/sites/dms/dpmd/sitepages/home.aspx

JSP 950 Lft 4-6-7 (V2.1 dated Mar 14)
d. The effect on operational capability by delaying the deployability of the applicant will be
considered by the sS Career Managers (CM), relevant Defence Consultant Adviser (DCA) and
Defence Medical Group (DMG).

e. Applicants are to be aware of the required return of Service in accordance with
2013DIN01-219 Tri-Service Policy for Training Return of Service.

7. Initiating an Application. The applicant must:

a. Conduct a thorough investigation of the prospective placement without entering into
any form of commitment with the institution.

b. Discuss any proposed fellowship with:

(1) The DCA.

(2) sS CO and CM in relation to support for Travel and Subsistence (T&S) funding
and implications for commission and Trg RoS.

c. Inform the following of the proposed Fellowship:

(1) The Defence Deanery in order to confirm required actions.

(2) DMG Placements SO3 in view of the impact upon their placement availability and
future employability.

Submission of application

8. It is the responsibility of the applicant and approving officers to ensure that applications
contain sufficient information to allow decisions to be made. What constitutes ‘sufficient’ information
will be a matter of judgement but it must include a detailed description of the post and institution and
must take into account the cost and / or impact of the proposed activity as well as current financial
circumstance.

9. Applications are to be submitted to the Defence Deanery External Liaison at least 4 weeks
prior to the FSB held twice a year. Dates of the FSB will be promulgated through the DCA network
and on the Defence Deanery website. The following are required:

a. Complete the Deanery Application for Funding of Individual External Medical Training &
Education MOD Form 1797 (if required).

b. Detailed justification of the proposed fellowship to include the following:

(1) Educational objectives.

(2) Relevance to DMS output.

(3) Quality of institution.

(4) Requirement for employability as an NHS Consultant.

(5) Arrangements for supervision and appraisal.
c. Letter of support from the relevant DCA to include the following:

(1) Benefit to DMS.

(2) Whether the training will meet the requirement to enhance employability within the National Health Service (NHS).

(3) Suitability of applicant.

(4) Quality of the training / experience.

d. An up to date Curriculum Vitae.

e. Confirmation of support from the relevant sS CO/Career Manager to include the following:

(1) Approval of T&S funding.

(2) Confirmation of impact on training RoS and commission.

(3) Evidence of satisfactory military performance confirmed by an up to date OJAR with an overall performance grading of at least B.

10. Once the application has the relevant DCA endorsement and has been submitted for consideration to the FSB, the trainee is at liberty to engage with the institution to discuss future arrangements of his / her Fellowship, should the application be approved by the FSB. The applicant must not be interviewed for the post nor enter into any commitment until the FSB has approved the application.

Selection process

11. Selection is undertaken in a transparent and equitable manner through a considered review of objective evidence, thus minimising the risk of complaint or redress. It will enable the responsible authorities to uphold appropriate financial and managerial control. The Terms of Reference and the composition of the FSB is detailed at Annex B.

12. The FSB will consider each application using a calibrated scoring system against the criteria detailed at Annex C.

13. The applicant will receive notification of the FSB’s decision within ten working days. This notification will be a formal letter from the Defence Deanery, copied to the relevant DCA, sS CO/Career Manager and DMG Placements SO3. This letter is the authority for the successful applicant to initiate the direct administrative actions necessary to progress the placement. An actions checklist is provided at Annex D for the benefit of successful applicants.

Appeals

14. Unsuccessful applicants will be given feedback by the FSB Chair. If an applicant considers there may be grounds for appeal against the decision, the Defence Deanery Appeals Process (Annex E) should be followed.
End of Fellowship

15. Fellows will be required to submit evidence of completion in the form of a written report to their respective College, DCA, sS CA and to the Defence Deanery External Liaison. The report is key to maintaining the corporate memory of the value of such Fellowships. In addition they are to inform DMG Placements SO3 of completion date. A failure to do this will result in a delay to ASCAB being finalised.

Annexes:

A. DMS Fellowship Selection Process Flow Chart.
B. Fellowship Selection Board – Terms of Reference.
C. FSB Calibrated Scoring Matrix.
D. Administrative Process.
E. Defence Deanery Appeals Process.
DMS Fellowship selection process flow chart

Is this a UK Fellowship?

- Yes: Pre CCT?
  - No: Overseas Fellowship Selection Board See JSP950 4-6-2
  - Yes: OOPT/E?
    - No: Apply to Fellowship Selection Board for all post CCT Fellowships
    - Yes: Likely to need approval by Fellowship Selection Board. Seek guidance from Defence Deanery staff
      - Apply to Defence Deanery for OOPT/E

\(^1\) Seek single Service support before applying for any OOP activity which will delay CCT

JSP 950 Lt 4-6-7 (V2.1 dated Mar 14)
FELLOWSHIP SELECTION BOARD – TERMS OF REFERENCE

1. Primary purpose:
   a. To consider applications for post-CCT Fellowships, using a scoring system to defined criteria.
   b. Give approval in principle to successful applicants to proceed with their application to a specific Institution subject to a formal letter from the Defence Deanery.

2. Secondary purpose:
   a. To review detailed applications to facilitate sS authorities decision-making on management and funding.
   b. To receive, monitor and review final reports of completed post-CCT Fellowships.
   c. To review the application process periodically to ensure it remains appropriate to the primary purpose.

3. Board membership will comprise of:
   a. Defence Deanery Deputy Dean – Chair and voting member.
   b. Three selected DCAs – voting members.
   c. SO2 External Training – voting member.
   d. sS Career Managers – voting members. In addition, sS Career Managers will review manning information and funding issues in order to provide final endorsement of FSB decisions.
   e. Lay Member (non-medical Civil Servant C2 or equivalent) – voting member.
   f. DMG Placements SO1 – non-voting member.
   g. Defence Deanery Ext Liaison – Secretary and non-voting member.

4. The FSB will consider each application by using a calibrated scoring system at annex D against the following criteria:
   a. Educational objectives.
   b. Compliance with respective College requirements and arrangements for supervision and appraisal, along with consideration of the effect on individual’s CCT.
   c. Relevance to DMS output especially in relation to OPS.
   d. Standing and quality of the institution.
   e. DCA endorsement.
## FSB CALIBRATED SCORING MATRIX (Total 50 Marks)

<table>
<thead>
<tr>
<th>Applicant</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>Total</th>
<th>Military Performance</th>
<th>Funding Endorsement</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>† satisfactory</td>
<td>† yes</td>
<td>† approve</td>
</tr>
<tr>
<td>Rank</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>† awaiting clarification</td>
<td>† yes</td>
<td>† approve</td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>† unsatisfactory</td>
<td>† no</td>
<td>† reject</td>
</tr>
<tr>
<td>Rank</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>† awaiting clarification</td>
<td>† no</td>
<td>† reject</td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>† satisfactory</td>
<td>† yes</td>
<td>† approve</td>
</tr>
<tr>
<td>Rank</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>† awaiting clarification</td>
<td>† yes</td>
<td>† approve</td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>† unsatisfactory</td>
<td>† no</td>
<td>† reject</td>
</tr>
<tr>
<td>Rank</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>† awaiting clarification</td>
<td>† no</td>
<td>† reject</td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>† satisfactory</td>
<td>† yes</td>
<td>† approve</td>
</tr>
<tr>
<td>Rank</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>† awaiting clarification</td>
<td>† yes</td>
<td>† approve</td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>† unsatisfactory</td>
<td>† no</td>
<td>† reject</td>
</tr>
<tr>
<td>Rank</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>† awaiting clarification</td>
<td>† no</td>
<td>† reject</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Score</th>
<th>Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Outstanding</td>
<td>Matchless potential in every respect</td>
</tr>
<tr>
<td>9</td>
<td>Near Outstanding</td>
<td>Head and shoulders above competition</td>
</tr>
<tr>
<td>8</td>
<td>Well Above Standard</td>
<td>High quality candidate</td>
</tr>
<tr>
<td>7</td>
<td>Above Standard</td>
<td>Very good candidate</td>
</tr>
<tr>
<td>6</td>
<td>Up to Standard</td>
<td>Good candidate. No limitations.</td>
</tr>
<tr>
<td>5</td>
<td>Up to Standard – Few Caveats</td>
<td>Selectable with just a few limitations</td>
</tr>
<tr>
<td>4</td>
<td>Just up to Standard – Several Caveats</td>
<td>Just selectable but with several limitations</td>
</tr>
<tr>
<td>3</td>
<td>Below Standard</td>
<td>Significant limitations in potential apparent</td>
</tr>
<tr>
<td>2</td>
<td>Well Below Standard</td>
<td>Candidate should not be selected</td>
</tr>
<tr>
<td>1</td>
<td>Unfit</td>
<td>Candidate shows no suitability and should not be selected</td>
</tr>
</tbody>
</table>
ADMINISTRATIVE PROCESS

1. This annex outlines the administrative requirements for applicants to ensure that they are managed in accordance with sS regulations.

2. Applicants are to ensure that potential fellowship placements are capable of fulfilling the required training objectives.

3. Applicants need to take into account that this process on average can take up to 6 months to complete from receiving the letter of approval to commencing the post-CCT Fellowship.

4. There are a number of points that must be addressed before the fellowship commences. Further advice must be sought from the appropriate Unit Admin office on the following subjects if appropriate:
   a. Pay and allowances.
   b. Career management issues.
   c. Medical indemnity\(^2\).
   d. Length of accompanied attachment\(^3\).
   e. Substitute Services' Families Accommodation or Substitute Services' Single Accommodation if no Service accommodation available.
   f. Local education for accompanying children and / or Continuity of Education Allowances.

5. Prior to commencing the Fellowship, it is essential that the correct procedures have been followed, full authorisation has been obtained, and that the sS requirements have been fully met. Failure to follow the correct procedures could result in the funding of the training placement becoming the responsibility of the applicant.

6. It is important to note that while the Defence Deanery will manage the Fellowship Board process, the administrative responsibility for the Medical Officer (MO) post CCT and up until ASCAB has been successfully completed will lie with the sS. This will include the requirement for an annual appraisal.

\(^2\) Medical Indemnity is explained in JSP Lft 10-1-8.

\(^3\) Only appointments exceeding six months will be accompanied at public expense.
DEFENCE DEANERY APPEALS PROCESS

Introduction

1. The FSB aims to be, fair, transparent and free from discrimination. Final decisions will be made in accordance with relevant Deanery, Service, national policies, employment legislation and statutory procedures.

2. It is inevitable that some applicants will be disappointed by the outcome of the selection process, as it is highly competitive. This appeals process provides a mechanism through which appeals can be investigated, responded to and solved, where necessary.

Grounds for appeal

3. Those appealing a decision should note that their appeal must be based on the due process of the Board and not the decision of the Board. Appeals cannot be made unless supported by evidence to substantiate any failure of due process.

Applicant's responsibilities

4. The applicant must follow Deanery policies about selection. The Deanery cannot register and investigate an appeal if the applicant has failed to comply with the selection process and timetable.

Appeals process

5. The Deanery aims to resolve issues at the lowest possible level. Therefore you should raise issues as early as possible. Appeals should be submitted in writing to the Dean within 15 working days of receipt of the notification letter. Receipt of the appeal will be acknowledged within 5 working days.

6. The Dean will appoint an appropriate member of staff who has had no prior involvement in the selection process for the board on which the appeal is based, to investigate and determine whether the appeal is upheld or not. The Deanery aims to investigate any appeal within 20 working days of acknowledgement and will provide a written explanation of the reasons if this cannot be achieved.

7. If the evidence is sufficient to meet the appeals process, the Dean, together with two advisers one of whom will be an MOD Civil Servant representative not previously involved with either the selection process or the board which forms the basis of the appeal, will review the evidence provided. The Deanery will respond to the applicant within 20 working days of the acknowledgement. The decision of the Appeals Panel is final.

8. Where the appeal is upheld and a solution proposed, the Dean will contact the individual about the solution.

9. An appeal can be withdrawn at any stage in the process, by writing to the Deanery. The appeal will then be closed permanently.

10. If dissatisfied with the Dean’s decision the Service Complaints Procedure may be followed.