

FACULTY DEVELOPMENT CLINICAL TEACHER BURSARY SCHEME 2011-12

What's on offer?

Individual bursaries of up to £500 are available for the personal development of clinicians who are significantly involved in postgraduate education and training on behalf of London Deanery. Bursaries are available to teachers in secondary care, dentistry, public health and general practice.

What is covered by the scheme?

Bursaries are designed to cover the course fees (or equivalent) for a range of development opportunities in relation to supervision, training, and educational management. The focus for courses claimed should be on educational development. Applications for bursaries to support courses where the emphasis is on clinical skills are unlikely to be successful. Any applicants unsure about eligibility should consult the Frequently Asked Questions on the Faculty Development website www.faculty.londondeanery.ac.uk/ - or contact the Faculty Development team before submitting an application.

The topic areas that will be covered by the scheme include:

- *Clinical supervision*
micro-teaching, coaching, mentoring, feedback, workplace-based assessment, diversity and equal opportunities, interviewing skills
- *Educational supervision*
all of the above, plus: learning needs analysis and objective setting, appraisal, careers advice, working with portfolios, management of poor performance, educational theory
- *Working with groups*
small group facilitation, lecturing, presentation skills, team development
- *Educational management and leadership*
negotiation skills, management and leadership of change, understanding organisations, business and strategic planning

Please note that bursaries cannot be used towards courses already subsidised by the Deanery e.g. the Postgraduate Certificate for Teachers in Primary Care and due to the finite amount of funding available the bursaries are only available to clinicians based in London Trusts.

When can I apply?

Subject to availability of funding, bursary applications will be considered from April 2011 until mid-February 2012. All completed application forms and accompanying receipts must be received by **Tuesday 14 February 2012** at the latest. Bursaries will be distributed on a **first come first served basis**.

How do I apply?

- Bursaries may be claimed from the Deanery on submission of course details, proof of payment and a fully completed and signed sponsorship form.
- The bursary scheme operates on a reimbursement basis; claimants must pay the course fee themselves and, if awarded a bursary, will receive repayment from the Deanery of up to £500 upon production of a receipt. Bursaries will only be awarded to individuals rather than to employers/trusts.
- A bursary application form is attached overleaf, for further information please contact: Gemma Houghton – Faculty Development Project Administrator/PA, London Deanery tel: 020 7866 3118 email: gemma.houghton@londondeanery.ac.uk

**FACULTY DEVELOPMENT
CLINICAL TEACHER BURSARY (2011-12)
APPLICATION FORM**

PDU OFFICE USE ONLY
Date checked:.....
Checker initial:.....
Code: A43039 7300 C6583
Approved by:.....

Applicant	
Name	
Contact address	
Email*	(*please clearly write your email address, the outcome of your application will be communicated by email only)
Designation	(e.g., clinical supervisor, programme director, clinical tutor)
Trust (or equivalent)	
Training programme(s)	
Description of course*	(*please attach brief further details if necessary)
Amount claimed*	(*please attach receipt, or ask for a 'decision in principle')

Sponsor	
Name	
Trust (or equivalent)	
Designation	(e.g., clinical tutor, DME, lead/associate dean/director)
<i>I certify that the above is significantly involved in postgraduate education and training for, or on behalf of, London Deanery.</i>	
Signed	
Date	

Proof of attendance (to be completed by course tutor/facilitator)

Acceptable proof of attendance can include attachment of a certificate of attendance (1) or an official letter from the organisation providing the course/conference confirming that you attended (2) or completion and official stamping of section (3) below by an appropriate officer at the providing organisation.

1. Certificate of attendance attached
(please tick)

2. Letter confirming
attendance attached (please
tick)

3. I certify that the claimant attended the above course:

Name

Signature

Official Stamp

Note: Where possible, please have this section completed. London Deanery reserve the right to request proof of attendance. If proof is not provided when requested, you may be required to repay any money received and further applications for funding will not be considered.

Financial details for reimbursement via BACS

Name & Address of Bank

Sort Code

Account Name & Number

Claimant Declaration

I declare that the expenses being claimed in this bursary application have been/will be correctly incurred and are not subject of a claim made on any other Authority.

Signature:

Date:

*Notes:

1. Bursaries cannot be processed without receipts/official evidence that the claimant has paid the costs for which they are claiming the bursary – they operate on a reimbursement basis.
2. Costs must be met initially by the bursary applicant for then submitting a bursary application. Bursaries will only be awarded to individuals rather than to employers/trusts.
3. Ideally bursary applicants should provide proof of attending the course or event, if not submitted at the time of application the Deanery reserves the right to request the evidence at a later date
4. Bursaries will not be awarded for covering costs associated with attending courses already organised and subsidised by the Deanery.

Submit completed form together with course attendance details and proof of payment to:

Gemma Houghton, Professional Development Unit, London Deanery, Stewart House, 32 Russell Square, London WC1B 5DN.