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| Name of Guidance | Future Leaders Programme – Requests to Extend an HEE YH Future Leaders Programme Fellowship |
| Category | Programme Management |
| Authorised by | Postgraduate Dean’s Senior Management Team |
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| Document Author Role | Deputy Dean (Jon Hossain) and Business Manager |

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| 1.0 | Jan 2017 | Lucy Hathaway | Agreed at STM March 2017 |

Guidance

Leadership Fellows (as part of the HEE YH Future Leaders Programme) are required to obtain formal approval from the Postgraduate Dean (PGD) to extend leadership fellow posts. Extension of a Leadership Fellow post is only available to those trainees who are currently occupying an HEE Leadership Fellow post in Yorkshire and the Humber. Extensions must have the support of various individuals, as listed below.

1 Application Process

- 1.1 The Future Leaders Programme Extension Request Form can be found here:-
http://www.yorksandhumberdeanery.nhs.uk/pgmde/policies/training_guidance/out_of_programme/
- 1.2 Fellows must complete Parts A and C of the request form (junior doctor fellows must also complete Part B) and forward it together with the supporting documentation detailed in Section C to: Mr Jon Hossain, Deputy Dean, via futureleaders.yh@hee.nhs.uk
- 1.3 Leadership and management trainees **must** submit with their application:-
 - Letter to Mr Jon Hossain, Deputy Dean outlining their personal reason(s) for wanting an extension
 - Letter in support of extension from Supervisor of Leadership and Management Project
 - Letter from a budget holder within employing organisation (for posts which are Trust-led projects funded by Trust **only**) confirming funding is available for duration of the extension
 - Letter in support of extension from Head of School of parent specialty (for junior doctor fellows **only**)

Please note that a letter from a budget holder within your employing organisation is not needed if the post is 100% HEE funded. If you are in doubt as to whether your post is a 50% Trust / 50% HEE or a 100% HEE funded post, please seek clarification from your Project Supervisor.

- 1.4 Fellows will be notified in writing of the outcome of their application.

2 For Junior Doctor Fellows only

- 2.1 In addition to the paperwork completed to extend the Leadership Fellow post, junior doctor fellows must also follow the process to change the dates of their Out of Programme Experience (OOPE) from their clinical programme. This must be completed once the extension to the Fellowship post has been approved as above.
- 2.2 Details of how to apply for a change to an OOPE can be found here:
http://www.yorksandhumberdeanery.nhs.uk/pgmde/policies/training_guidance/out_of_programme/

Next Review

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