

**Future Leaders Programme**

# Undertaking locum work, bank work and/or clinical sessions

# whilst on the Future Leaders Programme

**Policy**

Fellows must be mindful of the fact that they are employed to undertake a Fellowship and that is their primary responsibility.  Normal hours of work should be clarified at the outset of the year with the Fellow’s Educational Supervisor (ES).

It is not permissible to undertake any clinical sessions or other form of employment during normal hours of work.  Undertaking additional/alternative employment during normal working hours of a Fellowship is fraudulent behaviour and Fellows doing so may be subject to disciplinary procedures by their employer, Health Education England and their professional regulator. This policy includes Fellowships that are part-funded by a Fellow’s substantive post or organisation.  Careful consideration needs to take place for clinical work that is related to the project**.**

If a Fellow is asked to complete any clinical sessions by their ES or line manager(s), whether this is related to their project or general clinical sessions, they must notify the Business Support Team on futureleaders.yh@hee.nhs.uk.  This will ensure that the Fellow is supported in reiterating this policy to the relevant people.

Some Fellows express concern at spending a year away from clinical work and may wish to take steps to mitigate this concern and maintain their skills, e.g. through additional clinical sessions, locum or bank work. This is permitted as long as it is undertaken in a Fellows’ own time, i.e. during evenings, weekends or annual leave. Any clinical work must not interfere with a Fellows’ ability to carry out their fellowship role.

**Agreement**

All Educational Supervisors and Fellows need to sign this agreement form by the end of August.

For doctors and dentists in training and public health registrars, Fellows must declare all locums undertaken on their Form R at the end of the fellowship year, as this is the formal record of their whole scope of practice.

**Educational Supervisor:** I confirm I have discussed this policy with my Fellow and clarified normal hours for this post, which are as follows:

1. Monday - Friday: 9-5pm *or*
2. Other, as described:

# Signature (ES): Date:

**Fellow:** I confirm that any locum or bank work undertaken and their impact on the delivery of my Fellowship project will be discussed with my Educational Supervisor.

# Signature (Fellow): Date: