



The Kay Durrant Visiting Fellowships Terms and Conditions – 2022/23

1. **About the Visiting Fellowships** – The Royal College of Radiologists (RCR) established the 'RCR–Kay Visiting Fellowships' to provide opportunities for a limited number of consultant clinical oncologists to develop their knowledge and expertise by visiting major cancer Centres overseas or elsewhere in the UK.

Similarly the biennial Keith Durrant Memorial Fellowship was set up to enable senior clinical oncology specialist registrars or recently appointed consultants to visit departments in the UK or abroad to gain further experience or training.

From 2022 the Keith Durrant Memorial Fellowship and the Kay Visiting Fellowship award schemes have been combined into an annual award scheme to eliminate restrictions on eligibility and increase opportunities for our members.

The Kay Durrant Visiting Fellowships are made possible through donations from family, friends and others in memory of the late Dr Keith Durrant's life and work for oncology, and also by a generous financial donation from Mr Arthur Kay, all of to whom, the RCR is extremely grateful.

2. **Purpose of the Visiting Fellowships** – The Fellowships provide opportunities for clinical oncologists to visit major cancer centres overseas or in the UK. The aim of the visits is to enable successful applicants to gain experience of innovative techniques and practices in cancer care in order that these can lead to improvements in patient care and outcomes. The visits will contribute towards achieving the highest possible standard for a modern, world-class oncology service in the UK.
3. **Eligibility** - the Fellowships are open to clinical oncologists at any grade who are members or Fellows of the RCR in good standing, resident in the United Kingdom and in active clinical NHS practice at the time of the application and the award/visit.
4. **Duration of visits** - visits arranged under the Fellowship are expected to be of up to two weeks' duration, but consideration would be given to longer visits depending on the circumstances/rationale provided by applicants.

Visits **must** be undertaken within 12 months of the award being made unless there are exceptional or unavoidable circumstances. Where a visit is not made within this period, the offer of the Fellowship may be withdrawn

5. **Funding** – funding of up to a maximum of £3,000 per award will be available, however the RCR may offer to only part-fund some applications in order to maximise the availability of funds (see section 6 below). The funding awarded is intended to cover the costs of travel and accommodation only. It is not intended to cover daily living expenses, or any additional costs incurred during the visit. If costs are estimated above £3,000, the additional sum is to be met by the applicant. All aspects of the claim must be strictly in accordance with the [RCR travel and expenses policy](#) that is in force at the time the award is granted.
6. **Number of Fellowship awards** – The RCR will make multiple awards each year. Rather than define a set number of awards the RCR will define an annual budget (initially £6,000). Applications will be ranked, taking account of value-for-money, and make awards up to the limit of the annual budget. Each individual award will be up to a

maximum of £3,000. The RCR may offer only part funding to some applications in order to maximise the availability of funds.

7. **Reporting** – a report on the visit and the outcomes must be made to the RCR within the required timeframe. (See also, sections 8 and 18, below).
8. **Information** - the RCR will record a list of recipients (with links to their reports, when available) on its website. Those undertaking a visit under the scheme will be required to submit a written report to the Clinical Oncology Professional Support and Standards Board (CO PSSB), with a view to its publication on the College's website, to inform the wider Fellowship about the visit. If the successful recipient is a trainee, then a copy of their report will also be submitted to the Clinical Oncology Specialty Training Board (CO STB) for information.

Advertisement and application process

9. The RCR will advertise for applications for the Visiting Fellowships on its website and through the Clinical Oncology Monthly News e-bulletin/mailpack. The advertisement will also be circulated by email to all Heads of Service and Regional Specialty Advisers, to members of the CO STB, CO PSSB, CO Faculty Board and to CO members of Council.
10. **Those wishing to apply for a Visiting Fellowship will be asked to submit the following to the RCR:**
 - a) A brief CV and an explanation of why the applicant is suitable for such a Fellowship
 - b) A description of the proposed visit, including the name of the host Centre, the host lead consultant or professional, dates of the visit, and a summary of the aims/benefits the applicant hopes to achieve
 - c) Evidence that the host Centre has agreed to the purpose of the visit and to host the Fellowship award holder for the specified time (i.e. a letter or email confirming the arrangements)
 - d) A budget plan, indicating estimated travel and accommodation costs up to but not exceeding £3,000 (see also para 5 above); and
 - e) Two references from consultant clinical oncologists/Fellows of the RCR, one of whom should be the Head of the Department in which the applicant is working.
11. Applications should be sent by email (either as a Word document or PDF file) to the RCR's [Professional Practice Administrator](#). The RCR will acknowledge receipt of submitted applications within three days of receiving the email. If applicants do not receive an acknowledgement of receipt within three days, they must contact the RCR to check that their application has been received.
12. A deadline for receipt of applications will be agreed for each round of applications. This will be determined to allow the assessment panel (see section 14, below) sufficient time to assess all applications and the CO PSSB to receive and consider the recommendations of the assessment panel at its Friday 26 May 2023 meeting.

The deadline for the 2022/23 scheme is 5pm, Monday 3 April 2023.

Assessment and selection process

13. The assessment and selection process will be overseen by the CO PSSB / STB.
14. All applications will be considered by an assessment panel comprising of two members of the CO PSSB (and, in the event of trainee applications, two members of the CO STB) drawn from the elected and appointed members, and will be chaired by the Medical Director, Professional Practice, Clinical Oncology. Panel members were

agreed at the autumn 2022 meeting of the CO PSSB (and CO STB where applicable) prior to applications being received.

15. The assessment panel will assess each application against the agreed criteria and return their completed scoresheets to the Professional Support and Standards Administrator by the agreed deadline. A meeting of the Assessment Panel will then take place to discuss any discrepancies and agree the final outcome. Where a member of the assessment panel is associated with an individual applicant or his/her department or to the host, they should declare their association and a replacement panel member from among the elected members of the CO PSSB / CO STB should be sought for that round.
16. The assessment panel's recommendations will be reported to the subsequent CO PSSB meeting, for approval and, where applicable, will also be shared with CO STB for information.

Award of Visiting Fellowships and reporting

17. Applicants will be informed of the outcome of their application, whether successful or not, as soon as possible after the relevant CO PSSB / STB meeting, by letter from the Medical Director, Professional Practice, Clinical Oncology. The decision of the CO PSSB is final and binding.
18. The successful applicant must submit a short report to the CO PSSB within two months of the end of the Fellowship, together with their final claim for reimbursement. The report should confirm the activity undertaken and the benefits which accrued. The report will be formally considered by the CO PSSB, with a view to its publication on the College's website, to inform the wider Fellowship about the visit. In the case of successful trainee applicants their report will also be shared with CO STB for information.

Successful applicants should also be aware that they may be asked to provide further reflections after a suitable gap (e.g. two years) on the impact that the award had on their personal development and any subsequent service improvements it led to.

19. The successful applicant(s) must provide a final receipted expenses claim for reimbursement. The claim should be in line with the budget plan submitted as part of their original application and should be up to the total sum agreed by the RCR. The RCR regrets that no monies can be paid in advance of the visit. Expenses will be reimbursed following approval of the visit report for publication on the College's website by the CO PSSB / STB.