

Dear Trainees

## **East of England Trainee Bursaries in 2019/20**

We are delighted to confirm our continued support of professional education via the Faculty of Educators' Development Programme in the East of England (EoE) this year.

We have a limited number of bursaries available on a competitive basis to individuals with an educational role. HEE EoE will administer the selection process and payment of the bursaries centrally. Please see the steps below which outline the process.

Bursaries are available for Postgraduate Certificates in Medical Education (or Simulation), up to the maximum amount of £3,000. You must apply this financial year and start the course by **February 2020**.

### **Approval and Selection Processes**

1. Applicants are required to discuss their application with their Training Programme Director (TPD) or Director of Medical Education and obtain their support, prior to applying to a University. Your TPD or DME will consider supporting your application, if:
  - a. you have a substantive post in a programme which leads to a CCT in the East of England, with a national training number (NTN)
  - b. you have already shown a commitment to delivering medical education
  - c. undertaking this course will help you to deliver an improvement in medical education in the East of England
  - d. you identified time within your job plan to complete the course
2. Once these discussions have taken place, you should rank your choice(s) of Higher Education Institute (HEI).
3. You should complete the HEE EoE application form after reading the candidate specification form and application guidance. This should be returned to [TEFunding.eoe@hee.nhs.uk](mailto:TEFunding.eoe@hee.nhs.uk) by the deadline of **12 noon on 25<sup>th</sup> September 2019**.

4. A panel of three Educators at HEE EoE will then review each application and will rank them according to pre-determined criteria. This process will be completed by **14<sup>th</sup> October 2019**.
5. Applicants will be informed of the outcome of their application, once all the applications have been reviewed and ranked. If there are more than 15 applicants, the highest ranked applications will be offered a bursary; applicants who do not meet the predetermined threshold according to the marking criteria may be unsuccessful in their application.
6. The decision of the panel will be final. Feedback on unsuccessful applications will be given on request.

Priority will be given to applicants:

1. Who have applied for a course run by an HEI in the East of England.
2. Who have already made a demonstrable and significant contribution to supporting medical education in the East of England.
3. Who can clearly demonstrate that completing the Postgraduate Certificate will have a significant impact on the quality of medical education in the East of England in the future.

Please note that if you have applied for a course and been accepted by a HEI before you are awarded a bursary you may have to fund the course yourself if your application is unsuccessful. If you are awarded a bursary, yet are not successful in obtaining a place at a Higher Education Institute (HEI you must return any monies to HEE EoE).

Should you require further information about any aspect of this process, please do not hesitate to contact [TEFunding.eoe@hee.nhs.uk](mailto:TEFunding.eoe@hee.nhs.uk)

Yours sincerely,



**Ian Barton**  
Deputy Dean



**Vijay Nayar**  
Deputy Dean



**Jane Sturgess**  
Associate Dean