



The Margaret Witt Scholarship Fund for Clinical Excellence 2023

Instructions, Eligibility, Application Guidance, FAQs, Terms and Conditions

Through a generous additional donation by the late Lorna Bartlett (sister of Margaret Witt), we are able to increase the number of awards available (4 in previous years), on condition that at least one is awarded to a woman.

Please ensure you read this document in full.

Instructions

1. Complete the form as accurately and concisely as possible.
2. Make sure all sections have been completed.
3. We must receive your application by **11:45 PM on Monday, 1st May 2023**
4. Due to the volume of applications we receive we are unable to provide individual feedback.
5. We aim to inform applicants of the results the week commencing **29th May 2023**.
6. The application is submitted via Microsoft Forms, please note that the application cannot be saved halfway through. We encourage you to plan your application in a separate document and paste into the form.

Eligibility criteria

In order to apply, you must:

- be a member of the Royal College of Surgeons of England, **and**
- hold a national specialty training number (i.e. ST3 and above) **or** be working as an SAS doctor or a LAT at an equivalent level **or** a core surgical trainee.

Application guidance

There are five sections on the application form; one for your personal statement and one each for the four domains you need to cover. You should group your achievements according to the most relevant domain and avoid repetition.

The following paragraphs explain what you *could* include in each box. You may also choose to refer to the Generic Professional Capabilities Framework.

A. Personal statement (max 150 words): please explain why you wish to attend your chosen course and the benefits that would arise from it.

B. Leadership and team working (max 100 words): give evidence of how you have made a personal contribution to leadership and management. This does not have to be restricted to your surgical work and can be demonstrated with non-medical activities. Please feel free to provide evidence of 'distributed leadership'. If you list particular roles in your application, describe the impact that you have had in these roles. We recognise many different aspects of leadership which could include but are not limited to:

- evidence of positive outcomes as a result of effective leadership inputs and processes
- improvements to service effectiveness, productivity or efficiency for the benefit of patients, the public or staff
- development of individuals or a team. You should give specific examples (e.g. of mentoring or coaching)
- demonstrating your contribution to removing barriers and positively promoting diversity in the workplace or in non-medical activities
- working across organisational or professional boundaries
- membership of a committee along with evidence of outcomes and your role in these
- excellence in team leadership for which you take sole, rotational or shared responsibility
- qualifications in leadership / management

C. Teaching, training and education (max 100 words): for some applicants, teaching, training and education will form a major part of their contribution to the NHS. If applicable you may list key educational papers that you have published.

Examples could be:

- acting as faculty on RCS courses
- leadership and innovation in teaching



- authorship of teaching media
- contributions to postgraduate education and lifelong learning
- contributions to teaching in other UK centres or abroad
- developing innovative training methods
- presentations
- invitations to lecture
- teaching and education of the public, eg health promotion and disease prevention
- evidence of personal commitment to developing teaching skills, such as a Certificate in Education
- academic qualifications in education, e.g. MEd

D. Research and scholarship (max 100 words): outline your contribution to research and how you have supported innovation including quality improvement. If applicable you may list key papers that you have published. Areas covered could include:

- actual or potential impact of your research, including its relevance to the health of patients and the public
- new techniques or service models that you have developed and which have been adopted by others
- how you have encouraged the systematic uptake of innovation to improve the quality of patient care
- membership of research groups
- grants that you hold
- peer-reviewed publications, chapters or books written or edited (please indicate editorial activity)
- academic qualifications in basic science or clinical research

E. The GMC Professional Capabilities Framework states in Domain 1: Doctors are expected to act with honesty and integrity. What does integrity mean to you? How do you demonstrate integrity in your work? (max 500 words): |

Frequently asked questions

How and when will I hear if I have been successful?

Following the closing date, the applications will be checked against the application and eligibility criteria. Eligible entries will then be sent to a judging panel consisting of Education staff and RCS England Learning Committee representatives. Once the anonymous judging has taken place, successful applicants will be written to. This process can take as long as a month following the closing date but we aim to contact you as soon as possible.

Can I use the award for courses at a regional centre?

This award can only be used for courses administered directly by RCS England (and likely take place within the Bjorn Saven Centre); these are indicated on our website under 'Partner Centres' rather than 'Regional Centres' or 'International Centres' in the list of dates for each course.

Can I use the award on any RCS England course?

The award can only be used on one of the list of eligible courses on dates where the administration and payment is processed by The Royal College of Surgeons of England (see above). The list is shown in the Terms and Conditions overleaf and on our website. It is important to note that you must also meet any eligibility criteria for the course that you choose the award towards.

Can I use the rest of the award for a second course?

Your award can be used against a single course only. If your chosen course is less than the amount awarded, we will regard the bursary as fully used up and will not hold any 'credit'.

Can I use the rest of the award for travel and accommodation?

Unlike our other awards and bursaries, any funds left over from the £1000 award may be claimed against travel or accommodation expenses incurred. You will need to submit an expense claim form after the course has run.

My award does not cover the whole of my course fees; what should I do?

You will be required to cover any remaining fees. You will not have your place confirmed on the course until any balance has been paid, so this should be done as soon as possible to avoid losing your course place.

The course I want to go on is running before the closing date for the award; can I still apply?

No, the award can only be used on new course bookings made after the award has been given. It cannot be used to refund bookings already made or courses attended previously.

The course I want to go on is already fully booked; can I go on the next one?



If your nominated course is already fully booked by the time of awarding, you must inform us within two weeks if you would like to hold the award until the next time the course runs (given that this will be within one year) or if you would like to nominate a different course from the same portfolio. If your chosen course will not be running within one year of the awarding you will need to choose a different course.

My chosen course has been cancelled; can I use my award for an alternative course in the same academic year?

If your nominated course is cancelled, you will have to choose a different course date within two weeks of notification that your course has been cancelled. Alternatively, you will also be permitted to choose a different course from the list, as long as you meet the eligibility requirements. Failure to notify us within two weeks may result in your bursary being forfeited.

I no longer wish to attend the course I specified on my application; can I switch to a different one?

If you change your mind and wish to attend a different course, **you must let us know within 2 weeks** of the awarding of the bursary. We will try but cannot guarantee to accommodate your request. You can only change courses once: if you change and then cannot attend the new course you will lose your bursary. You will not be allowed to change your course if it is scheduled to happen within one month of your request to change.

I am no longer able to attend the course I'm booked on to, what should I do?

Bursaries are subject to our standard cancellation policy. If you can no longer attend and you inform us in good time, ie **greater than one month** before the start date of the course – we will book you on to the next available date or, if that is not possible, a suitable alternative. However, if you inform us **within** one month of the start date of the course you will forfeit your bursary unless in exceptional circumstances and at the discretion of the RCS England.

How long do I have to use my award?

It should be used between **June 2023-June 2024**. If an award is not used within this timeframe, it will be withdrawn by the RCS England.

How will the award be paid?

The Margaret Witt Award is paid directly to RCS England for the course you have applied to attend. You will not receive the funds.

Terms and conditions

- The award can only be used on established courses from the list of eligible courses below, on dates where the administration and payment is processed by The Royal College of Surgeons of England. These are indicated on our website as 'Royal College of Surgeons of England courses' or 'Partner Centres' rather than 'Approved Regional Courses' in the list of dates for each course. Eligible courses:
 - Advanced Trauma Life Support (ATLS®) Provider
 - Advanced Trauma Life Support (ATLS®) Instructor
 - Advanced Trauma Nursing Course (ATNC) Instructor
 - Clinical Skills in Emergency Surgery (CSES)
 - Damage Control Orthopaedic Trauma Surgery (DCOTS)
 - Definitive Surgical Trauma Skills (DSTS)
 - Pre-hospital and Emergency Department Resuscitative Thoracotomy (PERT)
 - Specialty Skills in Emergency Surgery and Trauma (SSET)
 - Care of the Critically Ill Surgical Patient (CCrISP)
 - Care of the Critically Ill Surgical Patient (CCrISP) Instructor Course
 - Excellence in Surgical Supervision (ESS)
 - Training the Trainers: Developing Teaching Skills (TTT)
 - Core Skills in Laparoscopic Surgery
 - Intermediate Skills in Laparoscopic Surgery
 - Intercollegiate Basic Surgical Skills (BSS)
 - Surgical Skills for Students and Health Professionals (SSSHP)
 - Systematic Training in Acute Illness Recognition and Treatment (START)
 - Post Graduate Certificate in Surgery (up to £1000 of modules)
- The bursary can only be used on new course bookings made after the bursary has been awarded. It cannot be used to refund bookings already made or courses attended previously.
- The bursary is to be used on a single course and cannot be split over two or more courses.



- The bursary is the maximum amount awarded - if the fee for the chosen course is lower than this, the RCS England will not hold a credit but will regard the bursary as used up. If the course fee is higher than the bursary, the awardee will need to pay the rest of the fee.
- The bursary will have to be used between **June 2023-June 2024**. If it is not, the bursary will be withdrawn.
- Bursaries are subject to the standard cancellation policy stated on our course application forms; if you are unable to attend and you cancel within 4 weeks of the start date of the course you will forfeit your bursary unless in exceptional circumstances and at the discretion of the RCS. If you cancel greater than 4 weeks before the start date of the course we will book you on to the next available date or, if that is not possible, a suitable alternative. You can only change courses once. If you change and then cannot attend the new course you will lose your bursary.
- If your nominated course is fully booked by the time the bursary is awarded, please inform RCS England within 2 weeks if you would like to hold the bursary until the next time the course runs (given that this will be within one year) or if you would like to nominate a different course from the same portfolio. Failure to do so may result in your bursary being forfeited.
- If you change your mind and wish to attend a different course than the one you specified on your form, you must let us know within 2 weeks of the awarding of the bursary. We will try, but cannot guarantee, to accommodate your request. You can only change courses once. If you change and then cannot attend the new course you will lose your bursary.
- If your nominated course is cancelled, you will have to choose a different course date within 2 weeks of notification that your course has been cancelled. Alternatively, you will also be permitted to choose a different course from the list, as long as you meet the eligibility requirements. Failure to notify us within 2 weeks may result in your bursary being forfeited.
- Previous Margaret Witt Scholarship fund winners are not eligible to apply for the fund again.