



## Terms and Conditions of the Future Leaders Programme

The following terms and conditions apply to the 2023-4 Future Leaders Programme (FLP)

### Eligibility & Applications

1. When the programme commences, all participants must be either:
  - a senior trainee (ST8 or above)
  - a newly appointed consultant (less than 3 years)
  - an SAS surgeon (FRCS Tr & Orth)
  - a post-CCT surgeon.
2. All participants must be current members of the BOA and up-to-date with their membership subscription fees at the time of the programme commencing.
3. If applicants are non-BOA members at the time of application, they are expected to apply to become a member and ensure there is sufficient time for this to be processed by no later than 1<sup>st</sup> September 2023 in order to be eligible to take part in the programme. Any non-orthopaedic participants can join the BOA as an Affiliate member.
4. Applicants who have previously applied for a place on the Future Leaders Programme but been unsuccessful may apply again.
5. There are four routes to entry to the FLP:
  - Trust-sponsored Fellows
  - Specialist Society/Specialist Interest-sponsored Fellows
  - BOA-sponsored Fellow
  - Individual (self-funded) Fellows
6. Applicants may make an application for a place via more than one route, provided they meet the relevant eligibility criteria. For example, applying for a self-funded place and for a Specialist Society/Specialist Interest-sponsored place. Applicants are asked to state which routes they are applying under at the time of application.

#### Individual (self-funded) Fellows

7. Appointments to the self-funded route for individuals are made by the BOA and applicants must follow the application instructions and deadlines listed on the BOA website. Should individuals be required to interview, notice will be provided in advance of the interview date.
8. All applicants will be informed by 04<sup>th</sup> August 2023 as to whether their application is successful.
9. Fees for the 2023-4 Future Leaders Programme are £3,700 (including VAT) and self-funded individuals are required to cover the full cost of the course upfront. The course fee does not include travel or accommodation.



10. An invoice will be sent to successful applicants or their nominated invoicing contact where applicable following confirmation of their place on the programme and payment must be made within six weeks of the invoice being issued. Course materials will only be provided after payment is received.
11. Failure to pay the fee in accordance with this timescale may result in your place on the programme being withdrawn.

#### Trust-sponsored Fellows

##### Applicants:

12. The sponsoring Trust is responsible for the selection process of the nominated applicant to be put forward to the BOA, and applicants should contact the Trust directly to apply. Applicants must still meet the BOA eligibility criteria listed and there may be additional criteria determined by the Trust, applicants should ensure they have checked this before applying. Trust nominated applicants should complete the relevant sections on the BOA application form for Trusts (available on the BOA website), including core personal details, Programme Sponsor details, and research & project details.

##### Trusts:

13. For the 2023-4 programme, at least 10 places will be on offer for Trusts. These will be allocated to Trusts on a competitive basis after a deciding panel review of all Trust applications. Places will be awarded by 04<sup>th</sup> August 2023.
14. To apply for a place, the BOA application form for Trusts (available on the BOA website) needs to be completed. All application forms should be submitted by no later than the 5<sup>th</sup> June 2023.
15. Fees for the 2023-4 Future Leaders Programme are £3,700 (including VAT).
16. Invoices will be issued upon confirmation of the successful Trust fellow and payment should be received within six weeks. Should payment not be received within this time period, the place may be withdrawn.

#### Specialist Society/Specialist Interest-sponsored Fellows

##### Applicants:

17. Specialist Society/Specialist Interest sponsored places will be appointed by the relevant Specialist Society/Interest or, in some cases, the recruitment process may be handled by BOA and applicants should check carefully the instructions provided on the relevant Specialist Society/Specialist Interest website and the BOA website.
18. Places sponsored by a Specialist Society/Specialist Interest may have specific eligibility criteria. Applicants should ensure they check carefully the application instructions and requirements before submitting an application. Ineligible applications will not be put forward for selection.
19. If an applicant wishes to apply for a place via a Specialist Society/Specialist Interest sponsored route AND as an individual (self-funded/BOA-sponsored) they must indicate this on their application form.



20. The course fee for an appointed Specialist Society/Specialist Interest-sponsored fellow will be covered by the relevant Specialist Society/Interest, unless specifically started in the eligibility criteria. All other costs, including travel and accommodation must be covered by the appointed fellow.

Specialist Society/Specialist Interest:

21. Specialist Societies/Specialist Interests running their own appointment process should provide details of the appointed fellow to the BOA by no later than 04<sup>th</sup> August 2023.
22. Fees for the 2023 Future Leaders Programme are £3,700 (including VAT). Invoices will be issued following confirmation to the BOA from the Specialist Society/Specialist Interest that they will sponsor a place/s. Full payment of the fee should be made within 6 weeks of the invoice being issued.

BOA-sponsored Fellow

23. One BOA-sponsored place is open to applicants who demonstrate a commitment to the aims of the BOA Diversity and Inclusion Strategy.
24. Appointments to the BOA-sponsored place are made by the BOA and applicants must follow the application instructions and deadlines listed on the BOA website. Shortlisted candidates are usually invited to an online interview – further details to be provided at the time.
25. All applicants will be informed by 04<sup>th</sup> August 2023 as to whether their application is successful.
26. The full course fee for the appointed BOA-sponsored fellow will be covered by the BOA. The appointed fellow must cover all other costs, including travel and accommodation for the FLP.

## **The Programme**

1. The FLP is facilitated by Lisa Hadfield-Law (BOA Education Advisor) and Hiro Tanaka (Vice-Chair BOA Education and Careers Committee), along with additional Faculty.
2. The BOA works in collaboration with Baileys Consulting for the delivery of the FLP. Baileys Consulting is responsible for the delivery of the course programme, details of which are available on the [BOA website](#).
3. Invoices will be issued by Baileys Consulting and payment of course fees for places via any route should be made directly to Baileys Consulting.

## **Fellowship Projects and Publicity**

1. As part of the Future Leaders Programme, participants will develop a Quality Improvement Project. The participants should expect that their project – or aspects of it – may be presented as a screencast



(for upload to the BOA website) and/or as a presentation at the BOA Congress.

2. The BOA may use photos taken from the courses and project screencasts for publicity and for other purposes as it sees fit.

### **Processing of data**

1. For applicants applying via the BOA, application information will be shared with relevant staff and members of the BOA Education and Careers Committee. Information will be retained as follows:
  - Successful candidate documents to be retained for one year after completion of the Programme.
  - Unsuccessful candidate documentation to be retained until all successful candidates have confirmed their appointment to the programme.

In our BOA membership records, we will record that an application as made and whether you were successful – this information will be retained for the duration of your membership and for six years after (as our standard practice for membership records).

2. For applicants successfully appointed by a Trust or Specialist Society/Specialist Interest, application information will be transferred to the BOA from the Trust/Society and then shared with relevant staff and the course facilitators. In our BOA membership records we will record that you were appointed to the Programme – this information will be retained for the duration of your membership and for six years after (as our standard practice for membership records).
3. We will hold information on the relevant contact person at the Trust or Specialist Society/Specialist Interest provided during the application process, for the duration of the programme. This information may be shared with Baileys Consulting for the purpose of issuing invoices, liaison regarding project sponsorship for participants and other purposes related to the delivery and evaluation of the programme. The BOA privacy policy explains what personal data (information) is collected, shared and used. The full privacy policy is available here: <https://www.boa.ac.uk/privacy-policy.html>

### **Withdrawal from the Programme**

1. Any individual wishing to withdraw from the Programme must provide written confirmation to the BOA.
2. Applicants who have been successfully appointed via any route but then subsequently withdraw from the Programme prior to the 1<sup>st</sup> September 2023 will incur a cancellation fee of £750.
3. Participants wishing to withdraw from the Programme after the 1<sup>st</sup> September 2023 will forfeit the entire course fee. Full or partial refunds after this date will only be given in exceptional circumstances after consideration by relevant members of the BOA Education and Careers Committee.

### **Equality and Diversity**



1. Applicants for all routes will be required to complete and submit an Equality and Diversity Monitoring Form along with the relevant application form. If an applicant wishes to not specify an answer to any question listed on the form for any reason, they may choose the option “prefer not to say”.
2. All application processes run by the BOA will be subject to an anonymous processing practice, with identifying details removed from the application form before being passed to the deciding panel. This anonymised shortlisting process will be used to reduce the potential for unconscious bias. All Specialist Society/Specialist Interest and Trust applications will also be subject to this same anonymised shortlisting process when conducting the selection procedure for their successful applicants.

Updated 28 March 2023