

Fellowship and Secondment Process Guidance





Document Title	Fellowship and Secondment Process Guidance
Purpose	To provide guidance to Dental, GP, Hospital specialty resident doctors & dentists, Clinical/Educational Supervisors, Training Programme Directors/Heads of School, NHSE operational staff, Host Organisations and Lead Employers on the policy and process to be followed for Fellowships and Secondments.
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Resident Doctor Fellowship and Secondment Process Guidance

This guidance sets out the processes and requirements for Resident Doctor Fellowships and Secondments, including details on employment arrangements, payment structures, funding responsibilities, and necessary documentation

1. Internal Fellowships

An Internal Fellowship is an NHSE Fellowship, for which funding is provided through the NHSE Fellowship budget, regionally and nationally (for example the Rota Fellows).

- a) A confirmation email of the Fellowship appointment will be sent by Emma Woods (**EW**) to the Resident Dr. This will include the name of the Fellowship, start and end date and Less than Full Time information (**LTFT**). The email will be copied to:
 - Programme Support Business Manager (**PSBM**)
 - Programme Support Manager (**PSM**)
 - Head of School (**HoS**)
 - Training Programme Director (**TPD**)
 - Rachel Murphy, Lead Employer (**LE**)
- b) The Specialty Programme team (**SPT**) will be responsible for uploading/filing the email to the Drs documents section on TIS.
- c) Doctors appointed to Internal Fellowship posts must adjust their working hours to reflect the proportion of time dedicated to the Fellowship role, they must apply for **LTFT** status or change their current **LTFT** percentage. This information will be included in the confirmation email with the links to the guidance and application.
- d) The **SPT** will be responsible for updating the **LTFT** status on TIS when the application has been approved. The Team will also update TIS under the comments section of the placement to include the Fellowship title and the percentage of the working time.

- e) Emma Woods (**EW**) will liaise with the Lead Employer to create Dual ESR assignments that reflect both training and Fellowship hours. Payment is split accordingly, ensuring Resident Doctors are not financially disadvantaged.
- f) Internal Fellowships will be recorded by **EW** on the Fellowship tab on the Educator Database [NW Educator Database.xlsx](#)
- g) **EW** will email the NHSE finance team, england.pgmedical.finance@nhs.net, with the details of the Drs with the additional assignment and the appropriate internal cost centre for the recharge.

2. External Fellowships

An External Fellowship is a non NHSE Fellowship where the funding is from an external organisation, the budget is not held by NHSE. Examples are BMA and Royal College specialty appointments.

Resident doctors will be paid directly by the external organisation and it is the Resident Drs responsibility to arrange this. The only exception applies to Fellowships with the BMA, for which the Lead Employer has a recharge agreement in place and will continue to pay the doctors' salaries.

- a) Confirmation of Fellowship appointments should be sent to the School Programme Team (**SPT**). This may be submitted by the Resident Doctor or a Training Programme Director. The appointment details should include a Memorandum of Understanding (**MoU**), specifying the Fellowship percentage and the agreed payment terms.
- b) If the Dr will be undertaking the Fellowship on a part-time basis, their working hours must be adjusted to reflect the proportion of time allocated to the Fellowship role. Where required, they should apply for Less Than Full Time (**LTFT**) status or request a change to their current **LTFT** percentage. The **SPT** will be responsible for providing the relevant link and information to the Dr for the LTFT application.

- c) The **SPT** will be responsible for updating the **LTFT** status on TIS when the application has been approved. The Team will also update TIS under the comments section of the placement to include the Fellowship title and the percentage of the working time.
- d) If the Dr will be working a percentage of hours and will continue to be paid by the Lead Employer, the **SPT** must contact Rachel Murphy, Lead Employer (**LE**) to arrange a Dual ESR to reflect training and Fellowship hours. Payment is split, ensuring no financial disadvantage to Resident Doctors. For instance, if the doctor is working at 80% and the Fellowship covers the remaining 20%, the ESR will generate two separate payments, one for 80% and another for 20%, which together totals 100%.
- e) If required an invoice will need to be raised by the SPT to the Fellowship organisation to recoup the Fellowship costs, this will only apply to GP for CCT Fellowships and Dental. If the SPT is unsure of which budget code to use, please contact EW who will liaise with the finance team to confirm.

3. Secondments

A secondment is a temporary arrangement where a Resident Dr will be assigned to a different position and employer.

- a) Secondments must be arranged through the Out-of-Programme (OOP) process https://nhs.sharepoint.com/sites/msteams_ebcd91/SiteAssets/SitePages/Deanery-Policies-and-Guidance/OOP-Policy-Guidance-April-25--1-.pdf?web=. These arrangements do not affect continuous NHS service, except in relation to statutory leave calculations. All secondments must be formally documented, with clear guidance on employment terms, pay responsibilities, and role expectations, ideally set out in a Memorandum of Understanding (MoU)
- b) During OOP placements, Resident Doctors should normally be employed and paid by the host organisation, rather than the Lead Employer (**LE**).

- c) Training Programme Directors and Associate Deans must not approve OOP secondments where the doctor remains on the **LE** payroll without prior consultation with Programme Support Manager (**PSM**) and the **LE**.
- d) Only secondments arranged under NHSE or BMA agreements qualify for recharge. If this is indicated and the OOP is approved, the School Programme Team (**SPT**) must notify the Lead Employer about the Fellowship so they can manage the payroll and recharge processes accordingly.

4. Contact Information

- Contact at Lead Employer for Fellowship and Secondment payments is Rachel Murphy, rachel.murphy2@merseywestlancs.nhs.uk
- For any queries regarding Fellowships or Secondments please contact Emma Woods, emma.woods39@nhs.net