



The Royal College of Radiologists

The RCR–Cyclotron Trust Visiting Fellowships – Terms and Conditions (2023-24)

1. **About the Visiting Fellowships** - The Royal College of Radiologists (RCR) established the 'RCR–Cyclotron Trust Visiting Fellowships' to provide opportunities for a limited number of Consultant and post-FRCR Specialty, Associate Specialist and Specialist (SAS) or Specialist Registrar Clinical Oncologists to visit Particle Treatment Centres abroad. The purpose of the visits is to enable successful applicants to achieve a greater understanding of the role of particle therapy in the wider spectrum of advanced radiotherapy.

The Visiting Fellowships are made possible by a generous financial donation from the former Cyclotron Trust, for which the RCR would like to express its gratitude. Further information about the Visiting Fellowships, including reports from previous visits and examples of international centres that would be suitable for such visits, can be found on the RCR [website](#).

2. **Purpose of the Visiting Fellowships** - The visits will contribute towards achieving the highest possible standard for a modern, world-class radiotherapy service in the UK. A key component of this is clearly to develop the knowledge and expertise of Clinical Oncologists regarding Particle Therapy.

The aim of the 2023-24 Fellowships is to promote a greater understanding of the potential role of heavy ion therapy (including carbon ion therapy) and to increase awareness of new applications of particle therapy such as flash proton therapy, to enable better informed discussions and thus consideration of its indication for individual patients.

Priority will be given to applications to visit one of the four European carbon ion centres (Heidelberg, Marburg, Pavia and Med-AUSTRON) where there are opportunities for Fellows to engage with those practicing proton therapy and, if available, other ions (e.g. helium). Where possible, applicants should also consider applying for the Fellowships in order to learn more about Boron Neutron Capture Therapy (BNCT) during visits. Applications from those already working in a proton facility within the UK will be accepted, however there must be a particular purpose or justification for applying.

Consideration will be given to proposals to visit carbon ion therapy centres in China or Japan, but the application would need to be exceptional. An additional budget could be granted for such visits. If you wish to discuss this option further, please contact Dr Nicky Thorp, Medical Director, Professional Practice, Clinical Oncology via the [Professional Practice Administrator](#).

Dr Yen-Ch'ing Chang and Prof Stuart Green, former Trustees of the Cyclotron Trust, have kindly agreed to offer informal advice and support to applicants considering applying for a Fellowship. They can be contacted at: yenchingchang@nhs.net and Stuart.Green@uhb.nhs.uk.

3. **Eligibility** - the Fellowships are open to Consultant and post-FRCR SAS or Specialist Registrar Clinical Oncologists who are Fellows of the RCR in good standing, resident in the United Kingdom and in active clinical practice at the time of the application and the award/visit. Consultants and SAS applicants should be practising, at least in part, in the NHS. Applicants should be within 10 years of their first consultant appointment.

Proposals for 'paired' visits with a colleague from medical physics are strongly encouraged and will be given priority.

Those eligible for the Visiting Fellowships may be awarded only **one** Fellowship under this scheme.

Applications from previous recipients of the RCR–Cyclotron Trust Visiting Fellowships will be considered; however please note that priority will be given to first time applicants.

4. **Duration of visits** - visits arranged under the Fellowship scheme are expected to be of up to two weeks' duration. As it is unlikely that a visit for less than five working days would achieve the objective, applications proposing shorter visits are discouraged.

5. **Funding** – funding of a maximum of £3,000 per person visit will be available. This is intended to cover the costs of travel, accommodation and any observer fees imposed by the carbon ion/proton therapy centre 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.

Please note that, for **paired applications**, **each** applicant will receive the same budget with a maximum of £3,000 each.

6. **Number of Visiting Fellowships** - there will be up to five awards per College year (that is, September to August) and all 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, however the applicant will be entitled to re-apply within a further round. Please note that paired applications count as **one** Fellowship.
7. **Reporting** – a report on the visit and the outcomes must be made to the RCR within the required timeframe. (See also paras 9 and 19 below).
8. **Paired applications** - as noted above, visit proposals including a Medical Physicist colleague will be given priority. At the time of application, the colleague should be named. Funding for the colleague will be met at the same level as the clinical applicant and under the same conditions in 5 above.
9. **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 RCR's Cyclotron Trust Funding Panel (CTFP) and 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.

Advertisement and application process

10. The RCR will advertise for applications for the Visiting Fellowships on its website and through the Clinical Oncology News e-bulletin, Membership Matters and on relevant College Clinical Oncology online fora (COOFS). The advertisement will also be circulated by email to all CO Officers, Heads of Service, Regional Education Advisers, members of the CO Specialty Training Board, CO PSSB, CO Faculty Board and to CO members of Council. Those wishing to apply for a Visiting Fellowship will be asked to submit the following to the RCR:
- A brief CV and an explanation of why the applicant is suitable for such a Fellowship. In the case of paired applications, the CV of the medical physicist colleague should also be included.
 - A description of the proposed visit, including the name of the host Centre, the host lead consultant or professional, dates of the visit, any observer fees imposed by the host centre* and the specific aims and a summary of the benefits to both the applicant and his/her department (**please note: the applicant is responsible for confirming, when applying to their centre of choice, whether such a fee applies*).
 - Evidence that the host Centre has agreed to honour the terms of the Fellowship (i.e. a letter or email confirming the arrangements).
 - A budget plan, indicating estimated travel and accommodation costs and any observer fees the host centre charges, with a note indicating the source of funds to meet any costs exceeding £3,000 (see also para 5 above).
 - 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 (either as a Word document or PDF file), by email to the [Professional Practice Administrator](#). If applicants do not receive an acknowledgement of receipt within three working 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 para 14 below) sufficient time to assess all applications and the CTFP and CO PSSB to receive and consider the recommendations of the assessment panel at its next available meeting.
The deadline for the 2023-24 scheme is **5pm, Friday 26 January 2024**.

Assessment and selection process

13. The assessment and selection process will be overseen by the CTFP and members of CO PSSB.
14. All applications will be considered by an Assessment Panel, chaired by the Medical Director, Professional Practice, Clinical Oncology, and will include all members of the CTFP and two members of the CO PSSB, drawn from the elected and appointed members. CO PSSB Panel members will be agreed at the autumn meeting of the CO PSSB for assessment of applications received in the winter.
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 to an individual applicant or to a department associated with the visit, they should declare their association and a replacement panel member from among the elected members of the CO PSSB will be sought for that round.
16. The Assessment Panel's recommendations will be reported to the CO PSSB at their next available meeting.

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 subsequent CO PSSB meeting. Applicants will be informed by letter from the Medical Director, Professional Practice, Clinical Oncology. The decision of the CO PSSB is final and binding.
18. Successful applicants are encouraged to be proactive in arranging the details of their visits, including agreeing a timetable in advance with the host.
19. The successful applicant(s) must provide a final receipted expenses claim for reimbursement **after** the completion of the visit. The claim should be in line with the budget plan and up to the total sum agreed by the RCR. The RCR regrets that no monies can be paid in advance of the visit. Reimbursement will take place once the CTFP and CO PSSB have considered the post-visit report (see para 19 below).
20. The successful applicant(s) must submit a report to the CTFP and 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. In the case of paired applicants, the medical physicist colleague should report similarly; this can either be done separately to the clinical applicant, or as a joint report submitted by both parties. The report(s) will be formally considered by the CTFP and CO PSSB, with a view to its publication on the RCR website, to inform the wider Fellowship about the work undertaken and its outcomes. Once approved, reimbursement of expense claims will take place.

21. Recipients will also be expected to share their learning more widely, including via a webinar, writing an article for the RCR newsletter, and attending a meeting of the CTFP to present and discuss their experience.

Mark Beavon, Professional Practice Administrator
November 2023