

## 2023/24 BSSVD Vulval Trainee Award

The BSSVD invites 2023/2024 Trainee Award applications from January 2023 (closing date 27<sup>th</sup> November 2023). The aim of this award is to facilitate an individualized programme of vulval training. One award will be funded in open competition to UK trainees (including post CCT fellows). Applications are welcomed from dermatology, genitourinary, sexual health, dermatopathology and gynaecology trainees.

Each award will be funded up to a maximum value of £2500: a suggested programme might be 10 visits to centres where vulval experience can be gained, in addition to attendance at a relevant meeting or conference. The training may be in one or several centres so the training may involve several supervisors at different sites. All applicants must be BSSVD trainee members. Applicants will normally be within the last two years of their expected completion of training.

Potential applicants should contact BSSVD members to help construct their suggested award programmes and determine whether there is availability for training.

### Application procedure

Please send your completed application to The Admin Team ([admin@bssvd.org](mailto:admin@bssvd.org)) **BEFORE 27<sup>th</sup> November 2023.**

### Required documents include:

1. Personal statement (maximum 500 words) outlining:
  - (i) the reason for applying for the award
  - (ii) the desired clinical experience;
  - (iii) details of venues, dates and supervising consultants(s)
  - (iv) details of conference/meeting which the applicant may wish to attend with justification (not compulsory)
  - (v) an explanation of how training is expected to be enhanced by the experience.
2. Two sided CV
3. Letters of support from (i) educational supervisor, (ii) training programme director (home region), (iii) proposed supervisor(s) – copy of email confirmation will be accepted from proposed supervisors.
4. Detailed costing of proposed award activity

## Timelines

The award will be expected to be taken up within 6 months of the award being made and to be completed within 12 months. Reimbursement will require submission of receipts to the BSSVD treasurer.

## Post-award requirements

A post-award report on the experience (500 words) must be submitted to the BSSVD Council within 3 months of completing the award, and this will be uploaded onto the education and training page of the BSSVD website. The recipient would also be expected to deliver a short report on training at the next year's BSSVD Annual Scientific meeting.

## Judging procedure

Three BSSVD council members will independently judge the applications and score them out of 5 on the following criteria:

- (i) Degree of commitment demonstrated by the applicant
- (ii) strength of local support for award
- (iii) relevant experience
- (iv) appropriateness of timing in the applicant's career
- (v) overall clarity and coherence of the application

This will give a score out of twenty-five, and these scores will be converted to a ranking of candidates by each judge, which will then be amalgamated to produce an overall ranking for all candidates. These will be reviewed by the judges to ensure there is consensus about the overall winners. If a judge works in the same department as a candidate or is involved in their application then they will step out of the judging procedure and the combined rankings of the remaining judges will be used.

## Claiming expenses

Expenses will be reimbursed on completion of the award. Successful applicants should retain all receipts, scan and submit to the treasurer on completion of the award via email. Funds will then be transferred via BACS payment.