



South West Integrated Clinical Academic (ICA) Programme

HEE/NIHR Internship (2020/21)

Guidance notes

For further information contact:

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Introduction

Health Education England (HEE) and the National Institute for Health Research (NIHR) have established an overarching Integrated Clinical Academic (ICA) Programme for healthcare professionals, other than medics and dentists. This programme is intended to increase research capacity to improve health and healthcare, by developing people with the potential and aspiration to become leading clinical academics and independent researchers in the future.

This year (2020/21) we have received national funding to support a number of internships in the South West. These awards support individuals who are early in their clinical academic career and are thinking about doing postgraduate academic study at master's level and beyond. The internship offers an introduction to aspects of clinical research through gaining research experience by observing/visiting/working in a research environment and undertaking study in research in preparation for applying for a Pre-doctoral Clinical Academic Fellowship (PCAF). You can apply for an award from one of two panels: Exeter/Plymouth or Bristol.

It is important for successful interns to have support from their line manager. The objectives of the internship and future clinical academic aspirations should align with team/service clinical priorities and needs.

Useful link:

<https://www.nihr.ac.uk/explore-nihr/academy-programmes/hee-nihr-integrated-clinical-academic-programme.htm>

Eligibility

The internships are open to Allied Health Professionals, Chiropractors, Non-medical Public Health Speciality Trainees, Nurses, Midwives, Optometrists and dispensing opticians, Pharmacists and pharmacy technicians, Practitioner Psychologists, Healthcare Scientists and wider Dental Team Professions. (You can check eligible professions via the weblink above). The internships are available to those who have received no formal long term training in research. If, as part of your registration requirements, you had to complete a diploma or masters, you are still eligible to apply.

To be eligible for one of these awards you will need to provide evidence that you have the following:

- Current registration to practice in the UK with the appropriate regulatory and professional bodies
- Applicants must be employed by a provider of health and/or care services that is providing at least 50% of its services free at the point of delivery. The applicant must also be spending at least 50% of their current role delivering health and/or care services which are free at the point of delivery.
- One (1) year's post-registration practice experience

ICA Internship Award 2020/21

- Support from your employer to undertake the internship
- A keen interest and clear suitability for a research focused clinical academic career
- Mentorship from a named clinical academic supervisor (identified by you)
- Access to learning about research - this could include attending an academic module(s) or a short course(s) at a master's degree level or equivalent in particular aspects of research methods or data analysis (your organisation's Education Lead will be able to advise you)
- The opportunity to develop links with an existing clinical research team (identified by you).

You are expected to take up the internship between 1st September 2020 and 31st March 2021 and to complete the internship within 6 months. If there are circumstances where this is not possible, requests for adjustments will be considered on an individual basis.

These elements are designed to help you to progress a research support network. You will have the opportunity to develop a bespoke programme tailored to suit your specific needs and aspirations with your identified clinical academic supervisor. In addition, you will be able to participate in other activities which may include working with current researchers; visiting clinical research facilities, and/or attending research presentations and seminars.

How much is the award and how can the funding be used?

Each successful applicant will be awarded up to £10,000 to cover costs including salary backfill, incidental costs, research and clinical supervision, and formal education costs. Suggestions on how the budget can be spent are presented below;

Clinical backfill: it is recognised that this may form the main budget expenditure. The most efficient backfill arrangements can be decided by the intern's team/service manager.

Research project: this could include anything related to the applied research objectives from patient and public involvement expenses, travel expenses, digital voice records, reference management systems, dictation services etc. We note that we are unable to fund laptops or computers.

Academic supervision and formal teaching: it is essential to have academic supervision throughout the award. Ideally this support should be from a University within the South West region, however it is recognised that some professional groups may have to find this support from outside of the region. It is recommended that academic supervision costs do not exceed 20% of the overall

spending plan. In addition to academic supervision, it may also be appropriate to access formal teaching on research methods depending on the objectives of the internship.

Dissemination costs: an element of the award is to disseminate the findings through publications and/or conference presentations. Therefore, the award can be used to fund conference or publication costs.

It is recommended that the spending plans are checked by the relevant finance team prior to submission.

Monitoring

- Attendance at two group sessions
- A written progress report will be required after 3 months
- A full report will be completed at the end of the award.

Application process

You can apply for an award from one of two panels: Exeter/Plymouth or Bristol. You can get further information or discuss the options with the contacts provided on the front page.

Prior to submitting an application, it is recommended that applicants contact the research leads within their NHS Trust to discuss applying for this award and investigate what support and help is available within the organisation.

Please submit a completed checklist (see Appendix 1) and all corresponding documentation to: v.goodwin@exeter.ac.uk by Midday Wednesday 1st July 2020.

Key dates

Closing date for applications:	Midday Wednesday 1 st July 2020
Interviews – (virtual via web-based links or videoconferencing) <u>Exeter/Plymouth Panel</u> University of Exeter, St Lukes Campus, Magdalen Road, Exeter EX1 2LU <u>Bristol Panel</u> University of the West of England, Glenside Campus, Blackberry Hill, Bristol, BS16 1DD	Thursday 16 th July 2020 Wednesday 15 th July 2020

Applicants who choose to apply must be available for interview on the above date.

Appendix 1: Internship Award – Checklist

Name:		
Area of clinical academic interest:		
Contact details:	Email:	
	Telephone:	
Panel that you are applying to:	<input type="checkbox"/> Exeter/Plymouth	<input type="checkbox"/> Bristol
Criteria		Answer Yes/No
<i>Please ensure you have provided all the information listed below before submission. Incomplete submissions may not be considered.</i>		
1. Registration with an appropriate UK regulatory and professional body Regulatory/professional body: Registration number:		
2. Curriculum Vitae confirming the following; a) Employment with a provider of health and/or care providing at least 50% of its services free at the point of delivery, where the applicants spends at least 50% of their current role delivering health and/or care services which are free at the point of delivery b) Minimum of one year's practice post registration		
3. Cover letter (on headed paper) 1,000 words max (excluding references): a) Outline of proposed activity (including background to the research area and up to 10 references) b) Planned outcomes of the Internship (including how these address team/service clinical priorities and needs as discussed with your line manager) c) Reason for applying for the internship (including capability to continue on a clinical academic career pathway and planned benefits and learning of internship) d) Impact on quality of patient care (specify how your planned research and related clinical practice will improve the quality of patient care) e) Patient and Public Involvement (specify any PPI you plan to do during the internship)		
4. Letter of support from current line manager Line managers are requested to confirm that they agree in principle to support the applicant and their application. Emails from work email address are acceptable.		
5. Letter of support from clinical academic supervisor Supervisors are requested to highlight relevant areas of expertise and fit with current research themes. Emails from work email address are acceptable.		
6. A spending plan for the £10,000 budget for the internship period Please check your budget with your line manager and/or finance team if possible.		
7. I understand that, if successful, a confirmation letter from my organisation of management support and financial plans will be required prior to the provision of funding.		

I can confirm that I meet the criteria for an ICA Internship and I have submitted all of the evidence described above.

Signed: **Date:**