



**NHS**  
*Health Education England*

# **HEE/NIHR Integrated Clinical Academic Programme Internship awards 2024**

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*Guidance Notes for Applicants*

## *Internship Overview*

The Health Education England, North West internships provide award holders with an introduction to essential aspects and roles within practitioner academic research from trial design and data management through to undertaking research in practice. They are designed to provide dedicated time to enable interns to gain a broad understanding of the world of health research and thereby help them to determine if this is an avenue for their further personal and professional development. They provide a unique opportunity to enable award holders to 'dip their toes' into academic research.

Internships comprise 30 days release from award holders' substantive roles to be spent within a host research organisation, normally a university or other relevant research active organisation. The equivalent of a further 6-7 days will be spent participating in a structured educational programme with other interns in which the nature of practitioner academic roles is explored in more depth. The internship programme will be delivered by NHS Research and Development North West.

A personal award of upto £4,000 is available to each intern to cover for example; conferences & courses, travel expenses.

Employer capacity support funding is available up to £3,000. This is to create capacity to enable the award holder to participate in the course and is not designed to necessarily fund a like for like replacement. It may be used for any of the following: overtime payment, agency staff, acting-up payment. Please note that this is a contribution to the employer capacity support and in some instances where this will not cover the full 30 days, there is an expectation that the employing organisation will support the awardee and cover any shortfall. Advice can be given on how to best use this funding with both yourself and line manager.

All applicants need to have the explicit approval of their line manager and the agreement that if no capacity creation is provided, the applicant will be released to complete the course successfully.

£1,000 to cover costs of supervision and mentorship payable to the host organisation.

## *What are the aims of the internships?*

The principal aims of the internship are to:

- provide you with the opportunity to develop your skills and expertise in essential aspects of practitioner academic research
- further enhance your practice through application of the skills you have learnt
- enable you to apply your new skills and become a research champion within your Trust
- enable you to make an informed decision about the future of your practitioner academic career
- enhance your ability to apply successfully for further research training opportunities

### *What is involved in the internships?*

There are 2 components to the internships:

- academic research experience including supervision, mentorship and coaching
- a structured educational component

### *Academic Research Experience*

Rather than locating the internship programme within a single university or other research organisation, the programme has been designed to enable you to negotiate the timing and nature of your placement within a research group relevant to your area of research interest.

This requires you to identify a relevant host organisation and make contact with them prior to application for the internship to ask if they would be willing to host you . ***(Please note that if you do not currently have supervisory arrangements in place, NHS R&D NW will assist you in finding an appropriate supervisor during the course of the internship.)*** This provides you with the opportunity to begin to share your research ideas with experienced researchers but also the flexibility to begin to develop ongoing relationships with supervisors and mentors on completion of the internship. Many of the previous award holders have continued to develop their research interests in this way

Once you have identified a supervisor it will be up to you and supervisor to agree a programme of work for the duration of your internship. It is expected that you will gain exposure to working within a practitioner academic research environment to increase your knowledge and understanding of research skills such as:

- systematic review
- methods of data collection and analysis
- project development and design including research ethics and costing strategies
- challenges of conducting research within a clinical environment
- presentation and writing skills

Being located within a research environment will enable you to increase your understanding of the academic research environment, the differing research roles within research teams and the interface between academia and clinical practice.

Within the time frame of 30 days, it may not be possible for you to work on your own research project if this includes data collection and analysis, but under the guidance of your research supervisor, it may be possible to engage in an aspect of a study that is already in progress.

30 days have been assigned to this aspect of the internship and as long as they are completed before the end of December 2024, these days can be configured to meet the needs of the intern, the employing organisation, the host organization and the programme of work. For example, this could become dedicated time of 1 day a week over 30 weeks or in blocks of time as necessary. There is no requirement to complete the 30 days within the 6 month duration of the internship programme.

### *Who can supervise my internship?*

The supervisor will work with you to develop your personal learning plan for the duration of the internships and support you throughout your internship.

The person who supervises your internship must

- be actively involved in research and hold a **minimum** of a Masters by Research level qualification
- have experience of supporting and supervising masters degree (by research) students to completion
- commit to your supervision and line management throughout the internship
- take on the responsibility for coordinating your placement including facilitating access to the wider academic research community
- sign off the final report (*where applicable*)

We recommend the supervisor meets with you and your line manager, either in person or via an online platform both at the start of the internship to agree your learning plan and at the end to review your learning. The primary purpose of this is to explore how your learning can be transferred into practice and to consider how your future research career can be progressed.

### *Structured Educational Programme*

During the course of the internship you will come together with the other interns on 3 occasions. The dates are provided below, attendance is mandatory and you will be expected to participate in all aspects of the programme.

The focus of the workshops will be upon;

- the consolidation of learning from the placements,
- your personal development and research career progression.

The educational programme will comprise of 3 x 2 day residential workshops to be held in the North West. There will be one at the beginning of the programme, one at the mid-point and one at the end. There will also be an additional 1 day workshop focusing on your personal development – date tbc.

Alongside the residential workshop you will also be required to take part in one-2-one coaching and mentoring call between the residential workshops.

By coming together in these ways we also hope that you will develop as a community with the potential to continue beyond the duration of the internships.

The dates of the residential workshops are;

17<sup>th</sup> & 18<sup>th</sup> April 2024

26<sup>th</sup> & 27<sup>th</sup> June 2024

25<sup>th</sup> & 26<sup>th</sup> September 2024

Attendance at these workshops is mandatory. If after being awarded a place on the programme you disclose you are unable to attend your place on the scheme may be cancelled.

### ***What will I be required to produce at the end of the internship?***

At the end of the internship you will be required to;

- deliver an oral presentation of your project, or internship journey, during the final residential course
- produce a 1500 word report to your employer (*deadline for submission 2 months following completion of the programme*)
- present a poster summarising your project or internship at a forthcoming research event to be confirmed

### ***Who can apply?***

To apply for an internship you must:

- be a health or social care professional (*non-medical clinical role*) registered with one of the ICA approved regulatory bodies listed [here](#).
- employed by a NHS organisation in the North West.
- not already hold or be in the process of studying for a higher degree research e.g. a Masters by research, Professional Doctorate or PhD.

### ***What is involved in preparing an application?***

Before embarking upon the application process and contacting a potential supervisor it is expected that you will have obtained relevant approval from your line manager and have discussed any potential areas of skills development or service improvement that could be addressed during the internship.

Once you have obtained agreement from your line manager it is expected that you will have identified and had a discussion with your proposed internship supervisor to obtain agreement that they and the host organisation are willing to host your internship and to outline a broad programme of what will be achieved during the internship

**Your completed application must be signed by your line manager and internship supervisor (if identified). PLEASE ALLOW TIME TO OBTAIN THESE SIGNATURES AS UNSIGNED APPLICATIONS WILL NOT BE ACCEPTED.**

In order to inform potential applicants about the programme and the application process, we will be holding online Q&A sessions open for anyone to join who wishes to know more about the scheme and raise any questions. These will be an hour in duration, 12pm – 1pm, and held on MS Teams, the date of the sessions are;

30<sup>th</sup> January 2024

13<sup>th</sup> February 2024

Those wishing to join these online sessions can do so [here](#).

### ***Assessment of Applications***

Following the submission deadline, all applications will be checked for completeness and eligibility and eligible applications will be sent to the selection panel for consideration at the Funding Recommendation Meeting.

- Deadline for applications **Friday 7<sup>th</sup> March 2024**
- Funding recommendation meeting **w/c 11<sup>th</sup> March 2024**
- Internships start **17<sup>th</sup> & 18<sup>th</sup> April 2024**

Applicants will be notified of the outcome of their application via email as soon as the funding decision is finalised. Feedback will be sent on request to unsuccessful applicants after the funding decisions have been made

If you require further information please contact Jo-Anne Simpson, Chief Operating Officer, NHS R&D NW - [joanne.simpson@researchnorthwest.nhs.uk](mailto:joanne.simpson@researchnorthwest.nhs.uk).

Please submit completed application forms to [heather.pearson@researchnorthwest.nhs.uk](mailto:heather.pearson@researchnorthwest.nhs.uk).

**Please ensure you attach a copy of your CV with your application.**

## Appendix 1

### HEE/NIHR ICA Programme approved regulatory bodies

Health and social care professionals (excluding doctors and dentists) wishing to apply to the [HEE/NIHR ICA Programme](#) schemes beyond the Internship must hold registration with one of the following Regulatory Bodies or have plans in place to hold the required registration by the proposed award start date:

- Academy for Healthcare Science
- General Chiropractic Council
- General Dental Council
- General Medical Council
- General Optical Council
- General Osteopathic Council
- General Pharmaceutical Council
- Health and Care Professions Council
- Nursing and Midwifery Council
- Social Work England
- UK Public Health Register