

South West Integrated Clinical Academic (ICA) Programme

HEE-NIHR Internship (2022/23)

Guidance notes

For further information contact: SW.ICAP@nihr.ac.uk

Introduction

Health Education England (HEE) and the National Institute for Health Research (NIHR) have established an overarching Integrated Clinical Academic (ICA) Programme for registered health, social care and scientific professionals (excluding doctors and dentists) who hold registration with [ICA approved regulatory bodies](#). The programme is for those who wish to develop careers that combine research and research leadership along with continued practice and professional development. The programme is intended to increase research capacity to improve health and care, by developing people with the potential and aspiration to become clinical and practitioner academics, leading independent research in the future.

The South West region has received national funding to support a number of internships. These awards support individuals that have little research experience or training and would like to develop their knowledge and understanding of research, develop some practical skills, and/or develop a project idea with supervisory guidance and support. In the South West region, you are able to build an internship programme to suit your individual needs and personal circumstance so that you will increase your research confidence and capabilities to enhance evidence-based practice within your practice area, establish your interest in a future clinical/practitioner academic career and lay foundations for preparing to apply for a Pre-doctoral Clinical and Practitioner Academic Fellowship (PCAF).

The South West Internship programme is aligned to eligibility criteria for the HEE-NIHR ICA PCAF scheme. Prospective applicants must be employed by an English provider of health and/or social care services and the proposed academic supervisor must be affiliated to a recognised Higher Education Institute based in England. Research into areas that correspond to HEE-NIHR interests are encouraged (see [NIHR remit for personal awards](#)). Moreover, it is important for successful interns to have support from their line manager. The objectives of the internship and future clinical/practitioner 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, Chiropractic, Dental Care, Optical, Osteopathic, Pharmacy and non-medical Public Health professionals, Healthcare Scientists, Midwives, Nurses, Practitioner Psychologists and Social workers. The internships are available to those who have received no formal long-term training in research. If, as part of your registration requirements, you completed a diploma or pre-registration 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 with a relevant regulatory body as per HEE-NIHR ICA programme requirements ([ICA approved regulatory bodies](#)).
- Applicants must hold a contract of employment with a provider of health and/or social care services at the point of application (Fixed term contracts are acceptable; however, honorary contracts or bank work cannot be accepted). This organisation must provide at least 50% of its services free at the point of delivery and the applicant must be spending at least 50% of their current role delivering health and/or social care services that are free at the point of delivery.
- You are providing health and/or social care services works within one of the following Integrated Care Systems: Cornwall and the Isles of Scilly, Devon, Dorset, Somerset, Bristol, North Somerset and South Gloucestershire, Bath, Swindon and Wiltshire, and Gloucestershire.
- One (1) year's post-registration practice experience.
- Support from your employer to undertake the internship.
- Mentorship from a named clinical academic supervisor identified by you. You can seek guidance about supervisors by emailing SW.ICAP@nihr.ac.uk or [named HEI contacts](#) listed on page 6 of these guidance notes.

If you have applied previously and been unsuccessful, you are welcome to apply again. There is no restriction on application attempts.

Duration of the award

You are expected to take up the internship between 1st March 2023 and 30th September 2023. To allow for personal circumstance and service requirements, you can plan your internship programme flexibly up to a period of 12 months. Requests for an extension on this period will be considered on an individual basis. You will be asked to specify the planned duration of your internship programme and to provide an outline plan.

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

Each successful applicant will be awarded up to a maximum of £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 activities: this could include anything related to the applied research objectives from patient and public involvement expenses, travel expenses, equipment such as digital voice records, specialist software, transcription services, etc to support development of a project idea or practical skills. Please 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 10% 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. The award can be used to fund conference costs. Publication costs will only be provided where there is robust justification.

The amount awarded will be paid directly to the awardee's employer. It is recommended that the spending plans are checked by finance teams prior to submission. A confirmed finance plan will be required from successful applicants prior to commencement of the award.

Award Support and Monitoring

Successful applicants will be expected to attend two sessions with holders of Southwest ICA awards. The sessions will offer opportunities to engage with your peer group of awardees, review your progress and consider requirements for application to NIHR ICA awards. You will be required to present about your award activities at one of the sessions.

HEE-NIHR South West ICA Internship Award 2022/23

A written progress report will be required at the half-way point of your programme (maximum of 2 pages) to provide an update on progress with objectives, challenges and successes, any amendments to plans (where applicable) and priorities for the remaining period.

A final report will be completed at the end of the award (maximum of 4 pages) to provide a summary of achievement of objectives and outcomes, challenges and successes, financial summary, and future plans.

Preparing an application

You can arrange to get further information or advice about the award by emailing SW.ICAP@nih.ac.uk or the **named HEI contacts** included below.

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. You will also require support from a clinical academic supervisor to prepare your application. Ensure that you allow sufficient time to discuss your plans with your line manager/employer and your proposed supervisor(s).

HEI Contacts for ICA

The following people can be contacted with enquiries about potential clinical academic supervisors with relevant expertise.

AECC University College: Prof David Newell (dnewell@aecc.ac.uk)

Bournemouth University: Prof Jane Murphy (jmurphy@bournemouth.ac.uk)

Plymouth Marjon University: Prof Gary Shum (gshum@marjon.ac.uk)

University of Bath: Dr Tim Rennie (twr32@bath.ac.uk)

University of Exeter: Prof. Vicki Goodwin (V.goodwin@exeter.ac.uk)

University of Gloucestershire: Prof. Jane Melton (jmelton@glos.ac.uk)

University of Plymouth: Dr Lisa Bunn (lisa.bunn@plymouth.ac.uk)

UWE Bristol: Assoc Prof. Mary Cramp (mary.cramp@uwe.ac.uk)

You will need to prepare/obtain the following documents for your application.

- A completed checklist (see Appendix 1)
- Curriculum Vitae (max. of 3 pages, 12 pt font)
- Statement letter for internship award (max. of 1,000 words excl. references)
- Timetable for the internship programme
- Spending plan for the £10,000 budget
- Letter of support from line manager
- Letter of support from clinical academic supervisor

**Please refer to the checklist for further information about these items.
Appendix 2 contains further information about preparing a sound application.**

Application Process

Please submit a completed checklist (Appendix 1) and all corresponding documentation to SW.ICAP@nhr.ac.uk: by **12 Midday, Tuesday 15th November 2022**. Where possible include the checklist, your CV, your statement letter, timetable, and spending plan as one document (either word document or pdf). The checklist is available as a Microsoft Word document; email SW.ICAP@nhr.ac.uk to obtain a copy. Emails sent from work email addresses will be accepted in place of written signatures.

The internships will be awarded in an open competition. The selection processes and administration of the awards are overseen by HEE South West. Following the submission deadline, applications will be checked for completeness. Incomplete applications will not be considered. Complete applications will be circulated for review and independent scoring by a selection committee. The selection committee will discuss the applications and select candidates to be invited for interview.

Panel interviews will be held on Tuesday 13th December 2022. If you are invited to interview, you will have a minimum of 10 days' notice. Interviews will be scheduled for 20 minutes and will occur virtually. Your interview panel will have access to your written application; they will make a recommendation for funding based on your interview, supported by your written application.

Key dates

Closing date for applications:	Midday, Tuesday 15 th November 2022
Interview date: Virtual via web-based conferencing	Tuesday 13 th December 2022

NOTE:

- There will be no choice of interview dates. Applicants who choose to apply will need to be available for interview on the above date. We will provide as much notice as possible allowing for a robust selection process. Where possible, we will try to accommodate specific needs for interview times.
- You will be notified about the outcomes of your application via email to the address that you have provided.

Appendix 1: Internship Award – Checklist

Name:		
Contact details:	Email:	
	Telephone:	
<i>Please confirm that you have provided all the information listed below before submission. Incomplete submissions will not be considered.</i>		Answer Yes/No
1. Registration with an appropriate UK regulatory and professional body Regulatory/professional body: Registration number:		
2. Curriculum Vitae (max. of 3 pages, 12 pt font) confirming the following; a) Employment with a provider of health and/or care services in line with eligibility criteria b) Minimum of one year's practice post registration		
3. Statement letter for internship award (max. of 1,000 words excl. references): a) Reason for applying for the internship (including capability to continue on a clinical/practitioner academic career pathway and planned benefits and learning of internship) b) Outline of proposed activity (including background to the research area and up to 10 references) c) Planned outcomes of the Internship (including how these address team/service clinical priorities and needs as discussed with your line manager) 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 and Engagement (specify any PPIE you plan to do during the internship)		
4. Timetable for the internship programme Provide a schedule for the key activities of the internship and specifies the planned duration		
5. 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.		
6. Letter of support from 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.		
7. 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.		

I can confirm that I meet the criteria for an Integrated Clinical Academic Internship award, and I have submitted all of the evidence described above.

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.

Signed (applicant): **Date:**

Appendix 2: Writing a sound application

You have the opportunity to develop a bespoke development programme tailored to suit your specific needs and aspirations with your identified clinical academic supervisor. The elements of your programme should be designed to help you to develop your knowledge and understanding of research, acquire practical research skills, and develop a project idea with supervisory guidance and support. In addition, you may plan to participate in other activities such as working with established researchers/clinical research teams, visiting clinical research facilities, and/or attending research presentations and seminars. Overall, in your application, aim to be clear about what you plan to do and show how the planned programme of work will help you progress as a potential clinical/practitioner academic and provide a suitable foundation for future training and development applications such as HEE-NIHR PCAF scheme.

Your application will be assessed using the following criteria:

- demonstration of awareness of and aspiration to a career as a clinical/practitioner academic
- the appropriateness of planned activities to develop the research knowledge, skills, and experience of the applicant
- the appropriateness of the planned activities to scope the area of research interest
- the suitability of the area of research interest for HEE-NIHR funding and the potential for impact on quality of patient care
- demonstration of awareness and planned activities for Patient and Public Involvement and Engagement (PPIE) and inclusivity issues in research
- the arrangements for support of the applicant to undertake the award from clinical academic supervisors

	<i>What goes wrong?</i>	<i>What do good applications have?</i>
Areas of interest, activities, and outcomes	Applications which give little information about the area of research interest and/or does not clearly identify activities and outcomes that will advance development of the research topic will score less well. A research topic that does not align to HEE/NIHR remit will also be of lower priority.	A strong application will provide a clear justification for the area of research interest and explain the activities and outcomes that will help to advance development of the research topic. It is written with feeling and is persuasive about the importance of the area of interest.
Personal development plans	A weaker application tend to read as if little thought has been given to career aspirations or the applicant is focused on more an advanced practitioner role and less on developing research knowledge and skills.	It is evident that the applicant is considering a clinical/practitioner academic career and the proposed programme will develop research knowledge and skills through clinical defined activities. The best applicants consider the next steps in their personal development plan and how they will share the knowledge and experience gained from the programme.

HEE-NIHR South West ICA Internship Award 2022/23

<p>PPIE & Potential impact</p>	<p>No or limited information that shows awareness of the importance of PPIE and inclusivity issues in research or applications that do not explain what the potential benefits or impact could be for those receiving care tend to score less well.</p>	<p>A strong application shows understanding of PPIE and inclusivity issue and where appropriate, has plans for PPIE. It explains what the potential impact is for patients/service users or the service.</p>
<p>Spending plan and timetable</p>	<p>Limited details are provided.</p>	<p>A good application gives sufficient details about costs with justification for the costs and a timeline for the key activities of the programme. Applications that appear to be realistic, achievable, and feasible, and offer effective use of funds tend to do better.</p>
<p>Letters of Support</p>	<p>Letters are generic or vague about the application and the support that will be provided raise some doubts about sustained support.</p> <p>NB: Key judgements are not based on this aspect of the application.</p>	<p>A sound letter from the supervisor explains the support that will be provided and the appropriateness of the support for the area of interest. A sound letter from the line manager/employer explains the support for the area of interest and it's relevance to the service/practice and commitment to the ongoing development of the applicant.</p>
<p>The overall quality of the application</p>	<p>Applications tend to score less well where they do not comply with the word counts that are given (either too long or too short) or where the statement letter does not address the areas identified on the checklist or where the application is not structured and therefore can be harder to follow.</p>	<p>A good application is complete, well presented, and readable. It keeps to the correct length and complies with word counts; it is concise yet provides sufficient detail and background to enable a reader who does not work in their field to understand the area of interest. It uses current policy or research, providing references, to justify the proposed work.</p>