



HEE/NIHR ICA Programme ICAP Internships

University of Kent
Centre for Health Services
Studies
Guidance Notes
2020-21

Information for Applicants for the 2020/21 Internships at the University of Kent

This information is intended for practitioners interested in applying for the Health Education England/National Institute of Health Research Integrated Clinical Academic Programme (HEE/NIHR ICAP) internships run by HEE's local team in Kent, Surrey and Sussex which will be based at the University of Kent (Canterbury). This information covers the following areas:

Section 1 – Health Education England (HEE) Background

Section 2 – Background of HEE/NIHR ICAP

Section 3 – The HEE NIHR ICAP internships 2010/21 at the University of Kent

Section 4 – Clinical Research Training

Section 5 – Applying for the HEE/NIHR ICAP internships

Section 6 – Further information

Section 1 – HEE Background

HEE is committed to supporting the delivery of high quality healthcare by ensuring that the workforce has the right skills, values and behaviours, and by ensuring that the right numbers of staff are available at the right time and in the right place. HEE will achieve this by focussing on outcomes, using financial levers and leadership influence to help drive real improvements in workforce planning, education and training.

The Mandate from the Government to HEE: April 2016 - March 2017 continues to stress the importance of research, with objectives to “develop a workforce that embraces research and innovation” and “to support clinical academic careers for health professionals.”

HEE's *Research and Innovation Strategy* was published in September 2014, and includes an objective to develop a multi-professional **Clinical Academic Careers Framework** for patient benefit.

The **HEE Clinical Academic Careers Stakeholder Group** (CACSG) set the strategic direction and landscape for delivery of the Clinical Academic Careers Framework, including oversight of delivery of the HEE/NIHR Integrated Clinical Academic (ICA) Programme for statutory registered non-medical healthcare professions. CACSG also takes account of progress on the Integrated Academic Training (IAT) programme (for doctors and dentists) administered by the National Institute for Health Research (NIHR) and funded by DH.

Clinical Academic Careers will also play a considerable role in meeting HEE's responsibilities in the *Shape of Training* and *Shape of Caring* reviews, where the ability to research, engage in critical enquiry and implement research findings in every day practice is recognised.

Section 2 – Background of HEE/NIHR ICAP

The HEE/NIHR Integrated Clinical Academic (ICA) Programme was launched in March 2015 and streamlines the previous training programmes (making best use of money for improved patient benefit) into one programme which contains five schemes at different levels, plus a mentorship scheme:

- Internships;
- Pre-doctoral Clinical Academic Fellowship (PCAF);
- Clinical Doctoral Research Fellowship (CDRF);
- Clinical Lectureship (CL); and
- Senior Clinical Lectureship (SCL).

The ICA Programme:

- supports all registered non-medical healthcare professionals committed to developing careers that combine research and continued clinical practice;
- supports the provision of a comprehensive clinical academic career structure;
- is fully integrated with clinical practice and/or post registration training;
- supports research training from early to advanced levels;
- has flexible entry and exit points;
- where possible, is trainee centred; and
- focuses on research within the remit of the NIHR and HEE.

2.1 What is the NIHR?

The National Institute for Health Research (NIHR) offers competitive research training awards to healthcare practitioners who wish to develop their research skills and carry out research for the benefit of patient care. NIHR have a number of training awards, which are intended to increase research capacity in the NHS to improve health and healthcare, by developing practitioners with the potential and aspiration to become leading clinical academics and independent researchers of the future.

2.2 What is the aim of the ICAP?

The HEE Integrated Clinical Academic (ICA) Programme is intended to support practitioners who wish to apply for an NIHR award (PCAF, Clinical Doctoral Research Fellowship, Clinical Lectureship or Senior Clinical Lectureship or to provide an opportunity for applicants (with an MRes, MClInRes or Doctorate qualification) to work in a research group (as a normal member or principal investigator) that submits an application for an external research funding award.

2.3 What is HEE's KSS local team's role?

HEE has a statutory responsibility to promote research (Health & Social Care Act 2012, HEE Directions 2013) and the Mandate from the Government to HEE (April 2014 to March 2015) requires HEE to 'develop a more flexible workforce that is able to respond to the changing patterns of service and embraces research and innovation to enable it to adapt to the changing demands of public health, healthcare and care services.'

In 2012 and 2013, the programme was run across a number of universities across Kent, Surrey and Sussex by HEE's local area team. In 2014/15, the programme was based at the University of Brighton with £50,000 being used to fund 6 interns. In 2015/16, the University of Brighton delivered the programme for a cohort of seven interns. The University of Surrey also received funding in 2015/16 to deliver 4 internships.

In 2016/17 the HEE/NIHR ICA Programme internships were offered by the Universities of Brighton, Greenwich, and Surrey. In 2017/18 the HEE/NIHR ICA Programme internships were offered by the Universities of Brighton, Greenwich, Kent and Surrey, and in 2018/20 the Universities of Brighton, Kent and Surrey.

In 2020/21 the HEE/NIHR ICA Programme internships will be offered by the University of Kent.

Section 3 – The HEE NIHR ICAP internships 2020/21 at the University of Kent

3.1 How will the programme be delivered at the University of Kent?

Induction to the Internship Programme

You will be inducted onto the internship programme on Session One of the Educational Learning Package. You will be navigated through the programme with an outline of the Educational Learning Package, expectations of the mentorship between you and your academic/NHS mentor, and identifying and addressing your career development activities.

You will also attend a seminar on how to use library resources, an introduction to the Virtual Learning Platform (VLP) 'Moodle' and how to use Turnitin.

Please note due to the Covid-19 pandemic the programme will be delivered using a blended approach of online and face-to-face learning, to be determined.

Mentorship

Throughout the internship you will receive support from your mentor who will support and guide you on how to write up your research project idea. You will be encouraged to identify your own mentor who you would feel comfortable working with – either based in your Trust/NHS organisation or another Trust/NHS organisation. We will assist you to identify a NHS mentor if required - and will suggest several mentors who you can contact as a part of the application process. We will emphasise that mentors are accessible and are conveniently located to be contacted by you, and that their expertise and interests should loosely align with your interests.

Research Project Idea

During the programme you will develop a research project idea and will outline the key concepts you would utilise. The research project idea will encourage you to think of how to bring about improvements in patient care, by increasing your understanding of how research can improve patient outcomes and NHS service delivery. You may propose a research project idea based upon an aspect of a study for an existing project that your mentor is engaged with, or a project idea for a service evaluation or engage with an existing project within your own organisation.

Gaining Masters level 7, 20 (M) credits for learning on the internship programme

You will be registered for the course module **SO900 Introduction to Applied Health Research** and will gain credit for your learning on the internship programme by submitting and passing two coursework assignments (Assignment 1: a 20 minute presentation comprising 30% of the marks; and Assignment 2: a 3000 word essay comprising 70% of the marks). 50% is the pass mark. The two assignments will equate to 20 (M) credits at level 7 which can be imported into a health related Masters programme at the University of Kent. Full guidance will be provided on

this process during the internship. Other universities may allow the credit to be imported as a part of their Masters programmes or may have a similar mechanism for you to import your learning onto their masters courses.

3.2 How much will I be awarded?

A successful intern will be awarded funding from HEE to support 100 hours of salary backfill costs to cover on average of 11 hours per month over 9 months including half-day face-to-face taught sessions per month, mentorship supervision, workshop attendance and other study time. The amount of funding will be allocated on an individual basis and decided by the interview panel following the interview. Each intern may be awarded a maximum of £2500.

3.3 When does the programme start and finish?

The internship programme at the University of Kent will run from October 2020 to June 2021.

3.4 How much study time will I receive?

Each intern may spend up to £2000 of the funding to backfill their post plus £500 towards training (in total each will receive £2500), the rest will be spent on mentor supervision time, workshop and seminar attendance and study time. The timetable for the Educational Learning Package (SO900 Introduction to Applied Health Research and research methods workshops) will comprise of 11 two hour sessions (SO900) and in total between 4 to 8 hours of research methods workshops. In addition, you will meet with your academic supervisor at least once a month over the internship to discuss your research activity. It will also help if you set aside some of your own time for independent study throughout the internship which, depending upon your personal development needs, help with identifying how you would expect to address those needs throughout the internship.

3.5 Who employs me whilst I am on the programme?

There is no need for your employer to change. It is your employer who will be reimbursed for any salary costs.

3.6 My employer allows me to work shifts. Can I do the internship in my own time while working shifts?

Yes, you can adopt a working pattern that is flexible and works for you. However, if your employer requires you to work shift patterns without releasing you from work commitments for the internships, then your employer cannot claim salary backfill. HEE cannot pay interns for doing the internship in their personal time.

3.7 What will I be doing on the programme?

You will be part of a small cohort of up to 11 practitioners on the internship programme. You will be introduced to a range of concepts and approaches relating to applied health research. This will be facilitated by the following:

- Educational Learning Package (**SO900 Introduction to Applied Health Research** plus research methods workshops)
- Use of Virtual Learning Platform (Moodle) and available resources
- Individualised learning strategy working in dialogue with your mentor
- Developing your project idea
- Research skills and self-assessment

3.8 What can I expect to achieve by the end of the programme?

By the end of the programme you will have:

- developed awareness, understanding and capacity in the specific roles and responsibilities of a clinical health-related researcher and enhanced understanding of how to effectively participate in these roles and responsibilities.
- gained an understanding of the nature of Universities and Hospital Trusts as places of research and their associated values, routines and cultures.
- further developed and refined your skills and professional capacity for research in your interest area, including those skills involved in research development, design and implementation.
- demonstrated your ability to plan, implement, and evaluate effective research projects within the NHS setting.
- demonstrated your ability to assess and report on research outcomes.
- demonstrated an understanding of professional and ethical practice.
- developed an awareness of other people in the research community whose work supports the researcher, and their roles and responsibilities, for example, R&D departments, Faculty academic managers and Financial budget managers.

3.9 While I want to develop my research skills, I also want to stay in clinical practice and develop my clinical skills. Is this the right scheme for me?

The HEE/NIHR clinical academic career is designed to both develop you as a practitioner and as a researcher. The first two stages of the integrated clinical academic programme (internships and PCAF programmes) focus on developing research skills for application in practice, subsequent stages develop and fund both clinical and research development.

3.10 How does the internship programme fit within my current clinical practice?

The internship programme should be fully integrated and aligned with your current clinical practice. The days you study on the internship programme will be spread across the duration of the internship and will depend on what learning opportunities you choose. If you were to attend a module, for example, these often run over a one-week period, while attending a research seminar may be an afternoon.

3.11 I'm already doing an MRes, MClInRes or Doctorate – can I apply for an internship to get funding?

No, the ICAP internship is designed to support staff to start a programme of study and not for those already on a programme.

Section 4 – Clinical Research Training

4.1 What is an MRes/MClInRes degree?

A Masters in Research (MRes) or Masters in Clinical Research (MClInRes) is an academic programme to enable students to undertake clinical research. There is usually a larger element of research than in other masters programmes such as MSc and MA programmes and it is considered to be excellent preparation to progress to doctorate level studies. It is particularly useful for staff who expect to spend substantive parts of their role in research activities.

4.2 What is a PhD?

This is the highest level of degree awarded by a university and enables practitioners to carry out an independent, original and substantive research study, very often directly applicable to their practice. Universities provide a framework for research training and development that complements and informs the study. Students are given a supervisory team to support them

throughout the programme. Funded places are available nationally through the NIHR Clinical Doctoral Research Fellowship award scheme.

Section 5 – Applying for the HEE/NIHR ICAP internships

5.1 Which professional groups can apply?

A list of eligible professions (see <https://www.nihr.ac.uk/documents/heenih-ica-programme-eligible-professions-and-regulators/12204> who are able to apply for the internship programme can be found on the HEE website)

5.2 I am looking for funding to support my research study. Am I eligible to apply for the internship programme?

No. The internship is designed to support staff to complete the internship programme and is not intended to fund costs of research studies.

5.3 I don't work for the NHS. Am I eligible to apply for the internship programme?

No. The internship programme is for staff working in a NHS Trust or practice setting in England that receives funding, in whole or part, from the Department of Health/NHS.

5.4 I work in a role that is part-funded by the NHS. Am I eligible to apply for the internship programme?

You will need to be working at least half your sessions for the NHS to qualify for the internships. You will also need to be registered with the professional body relevant to your profession.

5.5 I don't work in Kent, Surrey or Sussex. Am I eligible to apply for the internship programme?

No; however, the internship programme is provided by other local area teams in HEE for staff working in their area. You will be able to find the relevant contact your local area on the HEE website.

5.6 What will the internship involve at the University of Kent?

The programme will include:

- Personal support from a named mentor an NHS organisation and an academic supervisor;
- A taught course titled **Introduction to Applied Health Research (SO900)**;
- Directed reading and support;
- Based within a dedicated research active department at the Centre for Health Services Studies, University of Kent;
- Access to computer, email and library facilities;
- Opportunity to become part of a discrete research community involving the University and the local NHS, as well as an opportunity to gain a sense of being part of the wider University community.

5.7 What are the criteria for applications?

Applicants to the internship programme will meet the following criteria:

- One of the eligible professions and where appropriate, registered with the Health and Care Professions Council (HCPC) / Nursing and Midwifery Council (NMC) / General Pharmaceutical Council (GPhC) and have a licence to practise in the UK;
- Have a contract of employment with a provider of NHS care in Kent, Surrey or Sussex;
- Have a minimum of 1 years post-registration clinical experience;
- Be employed in a clinical capacity;

- Normally hold a minimum academic qualification of BSc/BA at 2.1 or have evidence of masters study (for example, completed a module at a university);
- Have employer support for undertaking the internship and identify a work-based mentor for additional support in the work environment;
- Have identified a research area of interest that clearly benefits patients/service users;
- Will use the funding to:
 - support them for a NIHR PCAF application
 - support them for an NIHR CRDF award application, or
 - work within a research team that will submit a proposal for funding

Applications are particularly welcomed where the focus of the proposed research is in the following HEE priority areas:

1. Improving the experience of people with dementia
2. Primary and community care
3. Compassionate care and the NHS Constitution
4. Urgent & Emergency care
5. Care for people with Intellectual Disabilities
6. Improving Patient Safety
7. Technology Enhanced Learning

5.8 How do I apply?

To apply for the ICAP internship at the University of Kent, you will need to apply online. You will need to register as a new user on the KentVision system:

https://evision.kent.ac.uk/urd/sits.urd/run/siw_ipp_ign.login?process=siw_ipp_app&code1=PS40000101CR-FD&code2=0039

You should upload the following supporting documentation onto the University's online application system:

1. Attach your Curriculum Vitae

A full CV which should include details of your professional registration; current role; length of time in post; academic qualifications; details of academic study in the past 5 years; details of engagement in any research-related activity or service development projects.

2. Complete and upload the HEE/NIHR ICAP internship application form (in MS Word)

The internship programme is hosted by HEE's local team in KSS, and applicants should also complete the HEE/NIHR ICAP internship application form which can be downloaded from the Centre for Health Services, University of Kent's website to submit the following information:

This will include an outline of the following:

(a) Evidence of active interest in research

You should describe what active research interests you currently undertake and have carried out in the past. This should include an outline of any journal clubs, engagement in research activity, poster or conference presentations. This section should be no longer than 100 words.

(b) Ability to complete internship in a timely manner

Explain in up to 50 words how you will manage your commitments while on the internship.

(c) Research Idea

You should provide a brief outline of potential research ideas, which you might develop during the internship period. It is not expected at this stage that your ideas would be fully developed, but your idea should demonstrate that you have identified and started to consider a research question and how it may be answered. The 'Research Idea' section should be no longer than 500 words and should be written using the following headings:

- Please give the title of your Idea.
- What would be the research question that you might attempt to answer?
- What justification would there be, for spending time on this? Is there previous research relating to this idea?
- How might you go about answering your question? What research techniques and methods might you use?
- How would you collect data on this idea? How might you analyse this data?
- What would your findings mean for NHS practice? Might existing practice change

(d) Reasons for your application

Explain in up to 300 words why you are applying for the internship.

3. Evidence of Employer's support

This should be a letter from your line manager confirming that you will be supported to meet the learning outcomes of the internship programme and that your employer is committed to supporting you to subsequently apply for an NIHR award following completion of the internship.

4. Provide evidence of registration with eligible professions regulator

5. Provide evidence of relevant qualifications and certificate

6. Provide two references (one academic, one professional)

5.9 Where do I submit my application?

You will need to apply online and upload all of your supporting documentation to the University of Kent's online portal (see details above).

5.10 How will applicants be chosen?

We will consider all applications and identify those that fulfil the entry requirements (and have submitted all components of the application with no information missing). The applications will also be assessed according to how clear the rationale is for applying and how promising and realistic the research idea is. Shortlisted applicants will receive an email inviting them to attend an interview. All interviews will be held at the Centre for Health Services Studies (CHSS), George Allen Wing, Cornwallis Building, University of Kent, Canterbury, Kent, CT2 7NF. If you have any further queries, please contact Dr Julie MacInnes by email: j.d.macinnes@kent.ac.uk For more information about CHSS, please visit: <https://www.kent.ac.uk/chss/>

Section 6 – Further information

The interview panel will involve the ICAP Internship course convenor and two academic members of staff.

The interview panel will consider each applicant on an individual basis and their suitability for the internship programme and determine the amount of funding to be awarded. The panel will assess the motivation and potential of the applicant to maximise this research opportunity and successfully complete the internship programme. Email offers will be made to successful applicants with an invitation to attend the Induction Day on Thursday 10th October 2020.

Key Dates

Please email the ICAP Internship Programme Leader: Dr Julie MacInnes, j.d.macinnes@kent.ac.uk

to discuss submitting your application.

Application deadline	PLEASE DISCUSS WITH THE PROGRAMME LEADER
Interviews	To be arranged individually with applicants
Programme Induction Day	Thursday 8th October 2020

Applicants must be able to be available for both the interview and induction day