

University of Lincoln/NHS England /NIHR

The ICA Internship Award

Application Guidance Notes



**UNIVERSITY OF
LINCOLN**

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Guidance Notes:

The form requires legible responses (type written is preferable). Ensure this is complied with throughout your application. Where fields are mandatory (marked with an asterisk*) please ensure these are completed. These awards are highly competitive so do not give reviewers and excuse for rejecting your application because the requirements have not been met.

This opportunity is sponsored by Health Education England (HEE) and delivered by the School of Health and Care Sciences at the University of Lincoln.

This form should be used if you wish to apply to undertake a 48 day HEEM Clinical Scholar Internship Award over a **six to nine** month period. Please note this is only open to qualifying professions: Nurses, Midwives, Allied Health Professionals, Health Visitors, Social Workers, Healthcare Scientists, Chiropractors, Pharmacy Professionals, Optometrists, Osteopaths, Opticians, Wider Dental Team Members, Operating Department Practitioners, Non-Medical Public Health Specialty Trainees or Clinical Psychologists (to see a list of qualifying professions use this link:

<https://www.nihr.ac.uk/documents/heenih-ica-programme-eligible-professions-and-regulators/12204>

When completing the form please ensure that you provide your full name (surname/family name and forenames) in the order they appear in your official documents i.e. passport.

If your supporting documents are not in English, we require officially translated versions as well as copies in the original language.

Funding:

A single payment grant of £7500 can be offered to the Scholar's organisation to facilitate release from their duties. This grant will include:

- salary support and incidental costs for the duration of the programme
- travel expenses
- costs reasonably incurred by the employing organisation in covering their duties

We are aware that in some circumstances this funding will not be enough to cover expenses and additional costs incurred as well as salary support. In these circumstances it is the responsibility of the employer to manage the amount that can be spent to mitigate any financial risk incurred.

Introduction to the programme

The Internship Award programme is delivered by a team of experienced researchers and educators from the University of Lincoln. This award was formally known as the Bronze Award in the East Midlands region. We seek to develop a bespoke programme of research related training to support scholars in their progression along the ICA clinical academic careers pathway. You can learn more about this using this link:

[https://www.nihr.ac.uk/our-research-community/NIHR-academy/nihr-training-programmes/nihr-
hee-ica-programme/](https://www.nihr.ac.uk/our-research-community/NIHR-academy/nihr-training-programmes/nihr-hee-ica-programme/)

Aims of the programme

The aims of the Internship Award are to:

- develop your research ideas and your skills in order to support development and delivery of evidence based practice throughout the NHS.
- develop a network of clinical academics/research champions so that learning, best practice and innovation can be shared and disseminated, both regionally and nationally
- develop your clinical skills as well as research skills
- encourage research into areas related to HEE's Mandate or to education and training as a whole
- offer an insight into a career in clinical academia and provide experience which would support applications for further formal research training, such as a Masters by Research.

Potential Programme Projects

The Internship award comes with 15 M level credits. To achieve these credits and achieve the HEE/NIHR aims you will be required to:

Summative Assessment 1:

Weighting: 80%

Option 1

A written assignment combining literature review and a research proposal (word limit 6000).

Option 2

A written assignment combining literature review and results from a small pilot study (word limit 6000).

Option 3

Write-up your project for a specific journal (word count would be determined by the targeted journal)

Option 4

Write up your work as an application for a funded Masters/ PhD Application (word count would be determined by the targeted funding body) (word count would be determined by the targeted journal).

Summative Assessment 2

Weighting: 20%

A 1000 word personal reflection log on career development and future research and clinical training needs

Mentorship:

Each mentor will support one Clinical Scholar however, if required they could support more. The mentor will:

- be a formally qualified researcher, minimum Masters qualification for the Internship Award Programme
- commit to mentoring and line management for the duration of the project
- facilitate high quality learning opportunities for the Scholar
- facilitate access to research professionals as determined by the development needs of the Scholar
- sign off the final academic report/ proposal by the Scholar
- advise on ethics

Mentors with the right skills are encouraged to apply across disciplines. This could include (but is not limited to) current clinical academics.

All Mentors assigned to Scholars should have the skills to provide hands on support, mentorship and be able to act as a role model to the Scholars.

Scholars can nominate a mentor provided they meet the above criteria and complete a mentor registration form. See <https://www.nottingham.ac.uk/clinicalscholar/application-guidance-and-forms.aspx>

Alternatively, Scholars will be appropriately assigned a mentor from a pool of qualified and experienced academics.

Benefits to the Scholar

This programme of study will provide you with the following:

- Hands on experience of searching data sources and academic literature
- Collation of relevant information to support analysis
- Learning to develop an informed research question
- Develop methodology and proposal for addressing gaps related to improving care for patients where applicable
- Critically analyse interventions
- Report writing skills
- Presentation skills
- Matched with a mentor who is appropriate for the your identified developmental needs
- Skills to develop a Masters /or PhD proposal to support future research development

Benefits to the Mentor

- £1000 funding per Scholar towards their research
- Provides additional research capacity.
- Utilises NICE resources and develops plans for further improvement (where relevant)
- Experience of mentoring

Benefits to the NHS services

- £7,500 support for backfill and potentially other costs
- NHS focused research with potential patient benefits
- Project work will drive improved outcomes
- Understanding of their baseline with respect to achieving the NICE Quality Standards where applicable
- Crosses Primary, Community and Secondary Care
- Staff development
- Increases research capability in their organisation

Duration

The Internship Award Programme will commence Mid-November and run for about 9 months until July the following year. The course will consist of 5 or six formal taught days. There will be an additional four days allocated to attendance at Action Learning Sets. The remainder of the time is spent working on your research, meeting your mentors and developing your research network.

Deadlines:

See website for current application deadlines and programme dates

<https://www.nottingham.ac.uk/clinicalscholar/index.aspx>

Guidance Notes

The following provides some helpful advice on completing your application form. If you would like additional advice, please contact either Prof Ros Kane (rkane@lincoln.ac.uk) to book a telephone or personal appointment.

S1: Personal details

Ensure all aspects that are mandatory are completed.

S2: Profession

Ensure that you are one of the eligible professions to be considered for the award. Use the hyperlink to check this using the link on page 2.

S3: Professional Qualifications

Note your professional qualifications that you consider to be important for your application

S4: Academic Qualifications (Diploma, Degree and research /clinical related awards)

Identify the academic qualifications you consider to be important to your award

S5: Do you offer NHS care as a primary aspect of your professional role

If you answer 'no' to this question please review your eligibility for the award. Contact the named person on the form to clarify your position.

S6: General overview:

The following (Sections 6-8) are very important to your application. It is essential you sell yourself and your clinical and academic development. There are no word limits set for your response. Please

consider your writing skills. Writing insufficient detail about yourself, your skills and your career aspirations will not enable a panel of assessors to get a sense of you and your career.

S5: Research Interest

This section focuses on your merging ideas around your research. It is not an expectation that your project is fully formed. But be aware you will be competing with many others who may have worked on their project over a long period of time. It is really important that you have a good sense of your question and are aware of how patient/ client care will benefit over the medium term. Again there are no minimum or maximum words, so please consider writing clearly, concisely and sufficiently.

S6: What aspects of your research area of interest/proposal is supported by the HEE NHS Mandate?

Ensure you have read the HEE Mandate and can clearly make a link between your clinical and academic interests with the content of the Mandate.

S7: Mentor support

It is not essential to have a mentor but developing a network of research and clinical support will be essential as you progress along the Clinical Academic Career pathway. This pathway is important and understanding the role of mentorship, supervision and support is an essential element in your progress.

S8: Managerial Support

Obtaining managerial support is essential in your application. Again, there are no minimum or maximum words for your response. The panel will want to be convinced that your line manager and other senior managers know what the award entails in terms of your release from work and they are fully supportive of your application.

S9: Personal support requirements

Section 9, 10, 11 and 12 are standard detail requirements that should be completed.

S10: Additional declarations

S11. Monitoring information

When complete send the form to:

Prof Ros Kane (rkane@lincoln.ac.uk)
Professor of Nursing and Public Health

School of Health and Care Sciences
Sarah Swift Building
8 Brayford Wharf E, Lincoln LN5 7AT
University of Lincoln

Please email an electronic version to Dr Ros Kane rkane@lincoln.ac.uk by the deadline date. NB See website for current application deadlines and programme dates
<https://www.nottingham.ac.uk/clinicalscholar/index.aspx>.

Frequently asked questions:

1. What if my study needs ethical approval?

Many projects require ethical approval be obtained. Please note the timeframe for the Programme (9 months) may not allow enough time for application and acquisition of ethical approval. Therefore it is recommended that Scholars carefully consider their project proposals and explore the required ethical permissions early on in their application process. If a Scholar wishes to undertake such a project they should discuss this with their mentor as soon as possible upon commencing the programme. It is also recommended that they contact their Trust Research and Development Lead.

2. What if I am not an NHS employee, am I still eligible?

Yes you are still eligible, if you meet the following conditions:

- i) You are on the list of eligible professions and
- ii) At least 50% of your practice is spent delivering NHS activity (such as a charity or private provider commissioned to deliver NHS work).

3. I work part time, am I still eligible?

Yes you can still apply, but the allocation of funding to your organisation (the backfill) will be adjusted accordingly.