

HEE-NIHR Integrated Clinical and Practitioner Academic Programme (ICAP)

Internships and Bridging Schemes

University of Kent

Centre for Health Services Studies

Guidance Notes

2022-23

**Information for Applicants for the 2022/23 ICAP Internships at the University of Kent**

This information is intended for practitioners interested in applying for the Health Education England/National Institute of Health and Care Research, Integrated Clinical and Practitioner Academic Programme (HEE/NIHR ICAP) internships and Bridging Schemes run by HEE’s local team in Kent, Surrey and Sussex, at the University of Kent (Canterbury)

## 1.Background

The HEE/NIHR ICAP programme provides research training awards for health and social care practitioners (excluding doctors and dentists) who wish to develop careers that combine research and research leadership with continued practice and professional development.

The ICAP comprises 4 schemes that support individuals at different stages of their research careers:

* HEE Internships
* HEE/NIHR Pre-Doctoral Clinical and Practitioner Academic Fellowships (PCAF)
* HEE/NIHR Doctoral Clinical and Practitioner Academic Fellowships (PCAF)
* HEE/NIHR Advanced Clinical and Practitioner Academic Fellowships (ACAF)

The programme also offers Bridging schemes (see p.8).

The ICAP:

* Supports all registered non-medical health and social care professionals committed to developing careers that combine research and continued clinical/professional 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;
* Focuses on research within the remit of the NIHR and HEE

The University of Kent is offering the opportunity to access the Internships and Bridging Schemes in 2022/3. The University has successfully delivered these schemes since 2017.

## 2.The HEE/NIHR ICAP internships 2022/23 at the University of Kent

Internships are short duration awards for individuals with little or no research experience. The programme at the University of Kent delivers a range of taught and academically supervised components that engage and expose the award holder to a research environment. Interns develop the practical skills required to undertake a research project or to develop a project idea, supported by an expert supervisor who is an active researcher.

**2.1 How will the programme be delivered at the University of Kent?**

The ICAP internship runs over 9 months from October 2022 – June 2023. There will be 9 full-day taught sessions which will be delivered face-to-face in the Centre for Health Services Studies (CHSS) as the University of Kent, Canterbury Campus.

Dates are:

Thursday 6th October 2022

Thursday 3rd November 2022

Thursday 1st December 2022

Thursday 12th January 2023

Thursday 9th February 2023

Thursday 16th March 2023

Thursday 20th April 2023

Thursday 25th May 2023

Thursday 15th June 2023

**\*Interns are expected to attend all sessions**

Interns will be fully inducted and supported to make best use of the educational resources available at the University of Kent, such as library and IT resources, the online learning platform (Moodle) and central student support.

As well as the support of the ICAP lead at the University, you will also be supported by:

1. *A Mentor*

Throughout the internship you will receive support from your mentor who will support and guide you in developing your 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/Local Authority or a different Trust/NHS organisation/Local Authority. We will assist you to identify a mentor if required - and can suggest several mentors who you can contact as a part of the application process. Mentors should be accessible and their expertise and interests should loosely align with your interests. Academic supervisors will provide up to 12 hours support.

1. *An Academic Supervisor*

Throughout the internship you will receive support from an academic supervisor who will support and guide you in developing a robust research proposal using appropriate methodology. In most cases, the ICAP lead will identify an experienced academic researcher based at CHSS who most closely aligns with your professional background and/or interests. However, if you prefer, you can identify an academic supervisor from your area of practice. Academic supervisors will provide up to 12 hours support. 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.

*Research Project Idea*

During the programme you will develop a research project idea and will outline the methodology you would use. The research project idea will encourage you to think of how to bring about improvements in patient care or clinical/professional practice, by increasing your understanding of how research can improve outcomes or 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.

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

You will be registered for the module **SOI9000 Introduction to Applied Health Research** and will gain credit for your learning by submitting and passing two 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 may be imported into health related Masters programmes at the University of Kent or another University, subject to Accreditation of Prior Learning (AP(E)L) regulations. Full guidance will be provided on this process during the internship.

**2.2 How much funding will I be awarded?**

There are no costs payable to the University. A successful intern will be awarded funding from HEE to support salary backfill costs over the 9 month period. This contributes towards time to attend the taught sessions, mentor and academic supervision, and other study time or training. Each intern may be awarded £2,500 which will be paid directly to your employing organisation by the University of Kent finance team as a one-off payment. Mentors and Academic supervisors will also be paid for their contribution by the same process.

**2.3 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.

**2.4 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.

**2.5 What will I be doing on the programme?**

You will be part of a small cohort of up to 12 practitioners on the internship programme from a wide range of professionals. You will be introduced to a range of concepts and approaches relating to applied health research, including patient and public involvement in research, research ethics and governance and research designs and methodologies.

**2.6 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 or social care-related researcher and enhanced understanding of how to effectively participate in these roles and responsibilities
* Gained an understanding of the nature of Universities and NHS Trusts/Local Authorities as places of research and their associated values, routines and cultures
* Further developed and refined your skills and professional capacity for research in your 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 or social care 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&I departments.

**2.7 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 focus is on developing research skills for application in practice.

**2.8 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 also depend on what learning opportunities you choose.

**2.9 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.

**2.10 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.

**2.11 I don’t work in Kent. Am I eligible to apply for the internship programme?**

The ICAP internships are delivered by the University of Kent, the University of Surrey and The University of Brighton. If you work in either Surrey or Sussex you will need to approach the relevant institution in your County.

**2.12 Next steps beyond the ICAP internship**

There are many different routes interns take following completion of the programme, ranging from participation in research with their NHS Trust/Local Authority, the development of a research funding bid, enrolment in a Masters in Research (MRes) or other Masters degrees, development of a proposal for a PhD, or applying for the next stage within the HEE/NIHR programme – i.e the PCAF.

**3.Applying for the HEE/NIHR ICAP internships**

**3.1 Which professional groups can apply?**

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

***If you profession is not listed you may still be eligible so please contact the ICAP lead (Dr. Julie MacInnes) to discuss this.***

**3.2 What are the criteria for applications?**

Applicants to the internship programme will meet the following criteria:

* A registered health or social care professional
* Have a contract of employment with a provider of NHS/social care in Kent
* Normally have a minimum of 1 years post-registration clinical/professional experience
* Be employed in a clinical/professional 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 or enhances service delivery

**3.3 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 Kent Vision system:

<https://evision.kent.ac.uk/urd/sits.urd/run/siw_ipp_lgn.login?process=siw_ipp_app&code1=PS400001S2CR-FD&code2=0002>

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.

1. 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:

1. 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.

1. Ability to complete internship in a timely manner

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

1. 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
1. Reasons for your application

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

1. 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

1. Provide evidence of registration with eligible professions regulator
2. Provide evidence of relevant qualifications and certificate
3. Provide two references (one academic, one professional)

**3.4 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).

**3.5 How will applicants be chosen?**

We will consider all applications and identify those that fulfil the entry requirements. 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 online via MS Teams or Zoom.

For more information about CHSS, please visit: <https://www.kent.ac.uk/chss/>

## 4.Further information

You will be invited to attend an interview with the ICAP lead and another academic researcher at CHSS.

The interview panel will consider each applicant on an individual basis and their suitability for the internship programme. The panel will assess the motivation and potential of the applicant to maximise this research opportunity and successfully complete the internship programme.

Interviews will be held on:

**Monday 19th September or Tuesday 20th September**

**Please email the ICAP Internship Programme Leader:**

**Dr Julie MacInnes,** **j.d.macinnes@kent.ac.uk** **to discuss submitting your application.**

## 5.The ICAP Bridging Schemes

ICAP Bridging Schemes support health and care professionals (excluding doctors and dentists) to build on their previous academic training and to develop proposals for a pre or post-doctoral award, and take the next step in their clinical academic or practitioner academic career.

The pre-doctoral and post-doctoral Bridging schemes are being delivered by CHSS, the University of Kent in 2022/3. Unlike, the ICAP internships these Bridging schemes are designed to prove a more bespoke development package for those with experience in health and care research.

1. **The Pre-Doctoral Bridging Scheme**

Aims to:

* Enable awardees to develop skills in higher-level reflection in relation to research, based upon their discipline.
* Provide academic supervision and facilitate clinical mentorship to awardees to undertake research that builds upon a culture of critical evaluation and enquiry in relation to their health or care services setting
* Develop opportunity for self-directed research and reflection
* Immerse pre-doctoral awardees into a research environment and enable them to develop an independent piece of research in preparation for a PhD application

*Pre-doctoral support will include the following:*

* Support for up to 6 months, which will be flexible in terms of WTE to accommodate awardees needs
* Allow for award holders to develop a PhD application
* Taught sessions or focused academic supervision and clinical mentorship to support wider development as a clinical academic such as building a sustainable research career, and dissemination of good practice, as well as personal effectiveness and development of a research aware and active multi-professional workforce
* An allocated budget for salary backfill for time to develop the application

The pre-doctoral awardees will be supported by an academic supervisor and clinical mentor to develop a PhD application. They will have access to time from their academic supervisor, clinical mentor, as well as advice from specialist health and care research academics who will be able to further input into their research proposal. With their PhD proposal, they will be in a position to apply for doctoral funding.

1. **The Post-Doctoral Bridging Scheme**

Aims to:

* Enable awardees to develop skills in higher-level reflection in relation to research based upon their discipline.
* Provide academic supervision and facilitate clinical mentorship to awardees to undertake research that builds upon a culture of critical evaluation and enquiry in relation to their health services setting.
* Develop opportunity for self-directed research and reflection
* Consolidate post-doctoral awardees academic training and development whilst supporting them in balancing their clinical service, and assisting them with developing an application for the Clinical Lectureship or Senior Clinical Lectureship

The post-doctoral award holders will receive a bespoke training opportunity to foster innovative and independent thinking providing each awardee with a specialist skills set that is identified in consultation with their academic supervisor and clinical mentor. The post-doctoral awardees will have a range of extra support to attract, develop and retain them as future clinical academic leaders in research, and will therefore be in a position to apply for Clinical and Senior Clinical Lectureships.

*Post-doctoral support will include the following:*

* Support for up to 12 months, which will be flexible in terms of WTE to accommodate awardee’s needs, taking into account the need to balance clinical service and academic training and development.
* Provide training and support for individuals on the scheme, being primarily awardee led and bespoke to their training needs
* Allow for award holders to be supported in applying for further post-doctoral level fellowship funding to progress their clinical academic career
* Supporting awardees through their organisation(s) both in their clinical and academic development via access to a suitable academic supervisor or clinical mentor.
* An allocated budget for salary backfill for time to develop the application and peruse academic activities related to their application

If you are interested in applying for a Bridging Scheme please contact Dr. Julie MacInnes, ICAP lead, to discuss