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Lothian Clinical Academic Pathways Partnership

# Clinical Academic Research Gateway Awards



NHS Lothian  
Charity

## Advanced Methodologies Award

Full Details, Terms and Conditions  
7 July 2022

### 1. Introduction

NHS Lothian is committed to clinical academic careers for Nursing, Midwifery, Allied Health Professions, Psychology, Pharmacy Professions and Healthcare Sciences (NMAHPPS). With financial support from NHS Lothian Charity funded research training awards at various career development levels are now available for NHS Lothian employees. These awards will help employees to develop their research knowledge and skills to progress to the next stage of a clinical academic pathway if they choose.

These awards will serve to promote research capacity and capability by building a sustainable caucus of NMAHPPS within NHS Lothian developing research skills and knowledge alongside their developing clinical skills and knowledge. Ultimately it will sustain a higher volume of quality applied healthcare research amongst these professions in the Board area.

### 2. Details of the Advanced Methodologies Awards

Advanced Methodologies awards are funded opportunities for NMAHPPS professionals who are currently undertaking doctoral studies (either funded by NHS Lothian, externally funded, or self-funded) to undertake an external intensive methodological training programme to develop their knowledge and skills to inform their study design and future data analysis. The methodological training may be provided by an academic institution or a research consultant with clear evidence of methodological expertise and reputation for course delivery.

### 3. Type of funding available

NHS Lothian will provide Advanced Methodologies funding awards up to a maximum of £1,000 to cover training programme fees only. There is no additional funding for study leave, travel or accommodation associated with attendance at the training programme.

#### **4. Process of awarding funding**

Awards will be made following a competitive application process open to all registered Nurses, Midwives, Allied Health Professionals<sup>1</sup>, Psychologists, Pharmacy Professions<sup>2</sup>, and Healthcare Scientists employed by NHS Lothian who are currently engaged in doctoral study. Staff on fixed term contracts can apply only for awards whose duration would not extend beyond the last day of their contract. Individuals with NHS Lothian honorary contract status only are not eligible for an award.

Applicants are required to complete and return an application form. There will be no interviews as part of the awarding process. The Awards Panel will comprise NHS Lothian and partner university representatives of the Lothian Clinical Academic Pathways Partnership.

#### **5. Terms and conditions of awards**

Award recipients' existing employment terms and conditions with NHS Lothian will be unaffected by receipt of this award.

##### **5.1 Contract of Agreement**

On receipt of the offer of an award a successful applicant will be required to sign a Contract of Agreement to confirm in writing that they accept the offer of award on the basis of the specified terms and conditions. The Contract of Agreement will detail the following:

##### **5.1.1 Agreed learning aims and objectives**

The agreed learning aims and objectives during the period of the award will be detailed in the Contract of Agreement. These will reflect those described in the applicant's successful application for an award except in those circumstances where funding is awarded by the Awards Panel on condition of amendments to the learning aims and objectives as described in the application.

##### **5.1.2 Duration of awards**

The Contract of Agreement will stipulate the start and end dates of the period of award. The period of award will be a maximum of 12 months except in those circumstances described in 5.1.6.1-5.1.6.7.

##### **5.1.3 Study leave arrangements**

The study leave time away from usual NHS Lothian post(s) duties needed to pursue the Advanced Methodologies course will need to have been agreed between the applicant and their service manager(s) prior to application, where relevant<sup>3</sup>. Service managers will be required to confirm their agreement to these arrangements on the application form and details of the study leave agreed will be documented in the Contract of Agreement for successful applicants, where relevant<sup>3</sup>.

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<sup>1</sup> The eligible AHP Professions are Physiotherapy, Occupational Therapy, Speech & Language Therapy, Dietetics, Podiatry, Radiography, Prosthetics, Orthotics, Orthotics, and Arts Therapies.

<sup>2</sup> Pharmacists and Pharmacy Technicians

<sup>3</sup> Part-time employees may choose to carry out their Advanced Methodologies study in their own time. In these circumstances study leave will not be necessary and the employing service manager will not be required to sign off the application nor the Contract of Agreement for successful applicants.

#### **5.1.4 Payment mechanisms**

Purchases relating to course fees will be administered from a cost centre within NHS Lothian's Research & Development Office and directly with the course provider as per standard NHS Lothian procedures for course/conference bookings.

#### **5.1.5 Reporting mechanisms**

Recipients of an award will be required to:

- Provide evidence of completion of the training programme
- Give a presentation at the NHS Lothian NMAHPPS Doctoral Network Meeting that includes an overview of the methodology and specific learning from attendance on the course
- Acknowledge the funding award in the doctoral thesis and emanating publications

#### **5.1.6 Termination and suspension of awards**

All awards will automatically terminate at the end of the award period (see section 5.1.2) except in certain circumstances described in sections 5.1.6.1-5.1.6.7.

In circumstances where the award is terminated prematurely (see sections 5.1.6.1-5.1.6.3) recipients will have a right of appeal against the decision.

It is the responsibility of the recipient of an award to inform the NHS Lothian professional research lead acting as their mentor during the award period of any of the circumstances described in sections 5.1.6.1-5.1.6.7 below at the earliest opportunity:

##### **5.1.6.1 Recipient leaves NHS Lothian employment**

Where the recipient of an award leaves the employment of NHS Lothian for any reason the award will be terminated on the last day of employment with NHS Lothian. In this circumstance the conditions described in 5.1.6 will apply.

##### **5.1.6.2 Recipient obtains alternative employment within NHS Lothian**

Where the recipient of an award leaves the employment of the service with whom a period of study leave was agreed under the terms of the Contract of Agreement, in order to take employment within a different NHS Lothian service, the award will be suspended pending amendment of the Contract of Agreement.

If it is not possible to amend the Contract of Agreement to the satisfaction of all the necessary signatories (particularly the recipient's new service manager) the award will be terminated on the last day of employment by the original service. In this circumstance the conditions described in 5.1.6 will apply.

##### **5.1.6.3 Premature termination of award**

Where the recipient of an award gives notice of wishing to terminate their award, or their award is terminated for any other reason, the award will be terminated on the last day of the terminated placement. In this circumstance the conditions described in 5.1.6 will apply.

##### **5.1.6.4 Changes in recipient's contracted hours of employment**

Where the recipient of an award seeks a change in their contracted hours of employment with NHS Lothian there may be occasion to amend the Contract of Agreement or suspend or terminate the award. Discussion will be required between the recipient of the award, their service manager, the NHS Lothian professional

research lead acting as the recipient's mentor, and the research supervisor to determine if there are grounds for amending the Contract of Agreement or suspending or terminating the award. If the award is terminated then the conditions described in 5.1.6 will apply.

#### **5.1.6.5 Maternity/paternity/parental leave**

Where the recipient of an award takes maternity, paternity, or parental leave and seeks the suspension of their award for a definite period covering all or part of this leave then the award may be suspended for the period in question and the Contract of Agreement amended accordingly. The capping limit for the duration of awards (see section 5.1.2) may in such circumstances be extended by a period equal to the period of suspension of the award agreed by all signatories to the Contract of Agreement.

Where the recipient of an award chooses not to return to work with NHS Lothian after a period of maternity leave the terms and conditions described in section 5.1.6.1 will apply.

#### **5.1.6.6 Sickness absence**

The awards are unaffected by any periods of short term sickness absence of recipients from their NHS Lothian employment.

Where recipients of awards experience a period of long term sickness absence (as defined by NHS Lothian HR policy) from their NHS Lothian employment and request the suspension of their award for a definite period covering all or part of this leave then the award may be suspended for the period in question and the Contract of Agreement amended accordingly. The capping limit for the duration of awards (see section 5.1.2) may in such circumstances be extended by a period equal to the period of suspension of the award agreed by all signatories to the Contract of Agreement.

The award will, subject to discussions with Occupational Health and HR and any relevant changes in employment, be reinstated on return to work and resumption of study.

If the recipient of an award is not able to return to work following a period of long term sickness absence the award will be terminated. The requirement to submit a Progress Report will be waived in such circumstances.

#### **5.1.6.7 Recipient seeks a suspension of study for other reasons**

Where the recipient of an award gives notice of wishing to suspend their study for a fixed period, for reasons other than those described in sections 5.1.6.5 and 5.1.6.6, the signatories to the Contract of Agreement will enter discussions to determine whether the award should be suspended for the equivalent period of time. If the award is suspended in this way the Contract of Agreement will be amended accordingly.

Requests by recipients of an award to suspend their Advanced Methodologies placement indefinitely, for reasons other than those described in sections 5.1.6.5 and 5.1.6.6 will be regarded as requests to terminate the award and the conditions described in section 5.1.6 will apply.

### **5.1.7 Required signatories**

The Contract of Agreement relating to an award will be an agreement between the recipient of the award and NHS Lothian. The Contract of Agreement will be signed by an appropriate NHS Lothian representative of Lothian's Clinical Academic Pathways Partnership (who will normally be the award recipient's mentor) on behalf of the Board. The Contract of Agreement will be countersigned by the research supervisor. It will also be countersigned by the recipient's service manager in those instances where the placement requires study leave from normal duties<sup>1</sup>.

Copies of the written agreements will be retained by all parties.