**Internships**

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**Guidance for Applicants**

**2022/23**

## **The Applied Research Collaboration**

The National Institute for Health and Care Research Applied Research Collaboration Greater Manchester (NIHR ARC-GM) supports applied health and care research that responds to, and meets the needs of, local populations and health and care systems. Our overarching goal is to improve the health of the Greater Manchester population and the quality and sustainability of the health and social care they receive. We achieve this by co-producing excellent research in areas prioritised by the system and by enhancing its impact through supported implementation into policy and practice.

Our research themes are: Digital Health, Mental Health, Healthy Ageing, Organising Care, Economic Sustainability, Evaluation and Implementation Science. The Capacity Building team supports training and development of research staff from across a range of disciplines. Our Public Involvement and Engagement team enable the views of the public to be put at the heart of all that we do. More information on our themes and priority areas can be found on our website at: <https://www.arc-gm.nihr.ac.uk/>

## **Overview**

The ARC-GM Internship Programme supports up to 10 Internships per year as an educational opportunity intended to provide those working in health and social care professions in Greater Manchester with an introduction to applied research. Each Internship is broadly aligned with one of our research themes. There are also opportunities to work with other themes to broaden the range of experience.

Research Internships will comprise research ‘tasters’ of 30 days (225 hours) duration, used flexibly over 4-9 months. Internships will start in either September or January each year.

The objectives of the Internship Programme are to:

* Enhance research knowledge and skills in the Intern’s field of practice and/or research interests;
* Gain first hand, supervised experience of applied health and care research;
* Explore opportunities to develop an academic career pathway including postgraduate study e.g. Masters in Clinical Research (MClinRes), Pre-doctoral fellowships or PhD.

Supervision sessions, meetings, workshops and teaching will be provided both online and in-person, with a degree of flexibility.

## **Eligibility**

The Internship Programme is open to applicants fulfilling the following criteria:

* + Graduate health or social care professionals (excluding those from medicine and dentistry). In addition to nursing, midwifery, pharmacy, social care and allied health professionals, those from public health, commissioning and health policy backgrounds are also eligible;
  + Employed within a health or social care organisation in Greater Manchester (including our partner NHS Trusts, local authorities, voluntary sector organisation, but excluding private health or care organisations);
  + Support of employing organisation to be released from role for 30 days

## **Key Dates**

Week beginning 26th Sept 2022 Advertisement for applicants

Weds 5th Oct, noon & Online Q & A session

Mon 31st Oct, 1pm Online Q & A session

Fri 11th Nov 2022, 5 pm Deadline for submission of application

Week beginning 12th Dec 2022 Applicants informed of outcome

Mon 9thJan 2023 Internship start date and in-person induction event

## **Structure**

The structure of the Internship is flexible and tailored to the needs of each Intern, but with core components:

**Induction**

A half-day face to face induction event led by the Capacity Building Team will take place at the start of the Internships. The Capacity Building Team will give an overview of ARC-GM and the Internship to ensure each Intern is aware of the range of resources and support available to them, including their training budget and the role of the supervisor. Interns will be provided with a workbook with induction information, including guidance, opportunities for learning and reflection, and for recording supervision meetings.

**Supervisory meetings**

Interns will meet with their allocated supervisor at mutually agreed times (this may be face-to-face or online) at key points over the duration of the Internship (equating to approximately four hours of contact time). These meetings will include the co-development of a learning plan and discussion of research activities

**Activities\***

Interns will participate in activities that contribute to their own learning and development and ARC research. Internships are not intended for Interns to carry out their own independent research projects, and any research activity undertaken by the Intern should contribute towards existing/ongoing work in one of the ARC-GM Themes.

Examples of activities that previous Interns have undertaken successfully before can be found below. Please note this list is not exhaustive and feel free to develop other activity in discussion with the Intern. Further opportunities may be available outside of your theme and ARC Programme Managers can support links to activities in other themes.

* Developing research ideas/questions into clearly defined objectives and a proposal for a Fellowship or other funding;

* Participating in ongoing research and literature reviews;
* Contributing to an ARC research project e.g. literature review; protocol development, data collection/analysis; interpretation of study findings; dissemination (e.g., via social media).
* Contributing to the writing of plain language summaries, research reports, newsletter articles or website project overviews;
* Building a network of research contacts in their field for the exchange of information and to form relationships for future collaboration;
* Observations of project stakeholder meetings; focus groups; events;
* Working with the Public Involvement and Engagement team to better understanding of the role the public/ patients play in shaping applied health research.

**Training**

The structure of the Internship is flexible and tailored to the needs of each Intern within reasonable limits (without placing unnecessary burden on ARC researchers). The core components of each Internship are outlined below. During the first supervisory meeting, please devise a learning plan with the Intern based on their individual needs and ARC theme activity and capacity. Interns will be provided with a core of compulsory training opportunities at induction and along the course of the Internship. Alongside the core training opportunities, interns will be expected to undertake training relevant to their interests and learning objectives. These more bespoke training requirements can be funded by a personal training budget up to a maximum of £1000. Training (core and non-core) may be provided by a range of organisations (including The University of Manchester and others).

***Core Intern training***

All interns will be expected to undertake training in the eight topic areas listed below. A list of course dates will be provided at induction and all training will be recorded to for those who cannot attend. Further details of the ten core research training sessions can be found in a table at the end of the document and will include:

1. What is applied health and care research?
2. Developing a research question
3. Research ethics and Good Clinical Practice
4. Public and Community Involvement and Engagement in research
5. Literature searching and reviewing
6. How to read a scientific paper
7. Academic writing, presentation and poster skills
8. Career paths in applied health and care research

***Bespoke training***

In addition to the core training opportunities outlined above, Interns will be expected to undertake training relevant to their learning objectives and all training should be discussed with the supervisor.

Interns will be given access to the Masters level units for independent study (with optional accreditation for a 15 credit unit if appropriate to learning needs) from one of the following courses:

* [MClin Res Clinical Research Masters level units](https://www.manchester.ac.uk/study/masters/courses/list/08175/mclin-res-clinical-research/#course-profile) (Research Design, Managing Research in Clinical Settings, Quantitative Design and Analysis, Qualitative Design and Analysis, Statistics, Critical Appraisal & Evidence Synthesis)
* [MSc Social Research Methods and Statistics Modules](https://www.manchester.ac.uk/study/masters/courses/list/07982/msc-social-research-methods-and-statistics/course-details/#course-profile) for example Survey Research Methods or Methodology and Research Design

The Intern will also have access to:

* NIHR Learn as an NIHR Academy member
* University of Manchester library resources e.g. My Research Essentials

**Funding**

Each intern has a training budget of up to £1000. This budget could be used for conference attendance or training. There is no funding available for consumables. Additional funding may need to be secured to formally undertake the Masters level units and all queries regarding the training budget should be directed to Ross Atkinson. The budget can only be used for approved purposes and if not used for approved training or conferences will not be available for other uses.

**End of internship**

At the end of the Internship, the Intern will present a summary of the research activities undertaken, their learning and next steps. Interns will prepare a poster and present this orally (15 minutes) at the Capacity Building Showcase event (details provided nearer the time).

## **Support available to interns**

**1) Support from the Capacity Building Team**

The Capacity Building Team will provide an induction event for interns as outlined above. Throughout the internship, the Capacity Building Team will be the Interns’ point of contact for general queries or training budget requests.

**2) Support from the supervisor**

As outlined in this document, supervisors should meet with their allocated Intern for approximately 4 hours over the duration of the Internship. The supervisor should undertake the activities set out above, including the co-development of a learning plan and research activities.

**3) Peer support**

Interns will meet online with each other every month via the Internship Forum. This will informal support network of fellow Interns will provide a safe space for Interns to discuss anything relating to their experiences of the program and share learning and opportunities.

**4) Support from Library services**

The Library offers a wide range of workshops, online resources, and one-to-one sessions to support you during your Internship through My Learning Essentials, My Research Essentials and Specialist Library Services. The workshops and online resources cover topics such as searching techniques, academic writing, literature reviews, critical analysis, referencing, copyright, public speaking, steps to publication and systematic searching.

**5) Support from wider ARC-GM team**

It is not the supervisor’s sole responsibility to provide opportunities for their interns, these can come from across the ARC-GM portfolio. Supervisors can link with the Programme Management team to identify opportunities to work on other projects in other themes.

## **Recruitment**

Interns will be recruited for a start date of 9th January. Applicants should complete the online application form available on the ARC-GM website or by contacting [arc-gm@nihr.ac.uk](mailto:arc-gm@nihr.ac.uk).

**Selection criteria:**

An offer of an Internship will be made on the basis of the application considering the criteria below. Formal interviews will not be undertaken. Preference will be given to applicants who can demonstrate more of the following:

* An understanding of the role of applied health and care research in their current and future practice;
* How the Internship experience will benefit current knowledge and skills;
* Willingness to undertake learning and development relating to research skills;
* Evidence of previous study at minimum of BA/BSc level or equivalent;
* Interest in exploring an academic research career;
* Support within place of work/practice setting to undertake the Internship.

Applicants should demonstrate support of their employing organisation by providing an email of support from their line manager/service/department manager, which should be submitted to [arc-gm@nihr.ac.uk](mailto:arc-gm@nihr.ac.uk) by 5pm on Friday 11th Nov 2022. The email should include the following information:

* Applicant Name
* Statement to confirm that the applicant has discussed this application with the manager; the manager understands what it entails; the manager is supportive of the application; the manager agrees to support their release from practice for 30 days
* Manager’s name
* Manager’s position
* Date
* Contact address (including postcode)
* Contact phone number
* Contact email address

## **More Information**

For more information about the ARC-GM Internships Programme or to register your interest, please contact [ross.atkinson@manchester.ac.uk](mailto:ross.atkinson@manchester.ac.uk).