

# Academic Clinical Lecturer Handbook

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*This handbook contains general information about  
The University of Manchester's ACL programme as well as the schedule  
for assisting and monitoring academic progress*

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## Welcome to the Integrated Academic Training Programme

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Welcome to the University of Manchester and the Health Education England Integrated Academic Training (ICAT) Programme. We are delighted that you have chosen our programme for the next phase of your clinical and academic training. The two organisations work very closely together to deliver an individualised high-quality education.

We host the second largest NIHR ICAT programme in the UK, with over 300 ACFs and ACLs recruited since 1997. The University of Manchester has an international reputation for high quality medical research, and the overall scale and diversity of our research at this University is unrivalled in the UK.

The ICAT team is here to make sure you make the most of this opportunity, and we are here to help and to advise. Further information can also be found on our webpages:

<http://sites.bmh.manchester.ac.uk/icat>

***NB: Clinical placements, rotations and progress are managed by Health Education North West, not the University. Please contact HEE (see contact list) for additional information.***

The purpose of this handbook is to outline the structure and objectives of your Clinical Lectureship, where to seek help and guidance if needed, and how your progress through the post will be monitored and supported.

Please do not hesitate to contact your local academic team (supervisor, advisor), our administrator, Laura Jammeh or the ACL Programme Lead if you have any queries.

**We hope that you enjoy your time in Manchester... as an ACL and beyond!**

Dr Jenny Myers, ACL Programme Lead

[jenny.myers@manchester.ac.uk](mailto:jenny.myers@manchester.ac.uk)

Prof Rachel Lennon, ICAT Lead

[rachel.lennon@manchester.ac.uk](mailto:rachel.lennon@manchester.ac.uk)

Laura Jammeh, ICAT Programme Administrator

[icatadmin@manchester.ac.uk](mailto:icatadmin@manchester.ac.uk)

ACL Representatives:

Dr Emma Searle

[emma.searle@manchester.ac.uk](mailto:emma.searle@manchester.ac.uk)

Dr Jenny Humphreys

[jenny.humphreys@manchester.ac.uk](mailto:jenny.humphreys@manchester.ac.uk)

## Introduction

The Faculty of Biology, Medicine and Health Clinical Lectureships are designed to offer postdoctoral support for a clinician having recently completed a higher degree (PhD, MD or equivalent) and currently holding a National Training Number (NTN).

The Clinical Lectureships are part of the Faculty's 'Integrated Clinical Academic Training Programme' and the successful applicants will therefore join a large and vibrant programme of junior clinical academics throughout the Faculty.

Where appropriate, the post-holders will spend 50% of their time in clinical training as part of the North West Region specialty training programmes in their clinical training specialties and 50% undertaking research and developing their academic skills.

The research/academic aspects must be commensurate with existing areas of strength within the Faculty. The exact nature and commitments of the research and clinical aspects of the posts (where appropriate) will depend on the clinical specialties and the research groups in which the Clinical Lecturers are based, but will be agreed with the post-holders, the Academic Programme Leads and the relevant Specialty Training Committee (STC) Chairs (where appropriate). If taken at the end of specialty training the Clinical Lectureships should lead to the award of CCT in the clinical specialty, with appropriate adjustment of CCT date.

The posts are available for a maximum of four-years, subject to satisfactory annual review by a joint University/North Western Postgraduate Deanery 'Annual Review of Competence Progression' (ARCP) process.

**It is expected that Clinical Lecturers will have applied for an external Clinician Scientist/Intermediate fellowship within the four-year period.**

## Induction

All new appointees will have an introductory Project Planning meeting with the ACL Lead. You will be emailed details on how to arrange this by the ICAT Administrator during your first month on the programme.

Please find a contact list at the end of the handbook regarding the set-up of your University and honorary NHS Trust contracts; you will need to inform the ICAT and NHS-liaison teams of your clinical training placement so that appropriate contracts and pay arrangements can be made.

You should also meet with Professor Judith Williams or Dr Rachel Cowen in the Centre for Academic and Researcher Development ([CARD](#)) to discuss your individual academic development training needs.

Whilst ACLs are not expected to complete the New Academics and Fellows Programme (NAP) during their post, many of the modules of the NAP are extremely beneficial.

Completion of NAP components during the ACL post will contribute to ultimate completion of the NAP should a probationary Senior Lecturer appointment be made at the University in the future.

## Ongoing support

Your academic supervision team, APL, TPD and the ICAT team will support your academic and clinical progression through your ACL training and you will be expected to record your progress through twice yearly progress meetings (see below). Please contact the ICAT team at any time if there are specific issues which need additional input.

## Organising your Academic/Clinical time split

Over the duration of your ACL your time should be split equally (50:50) between clinical training and academic duties. The division of time is flexible – e.g. you may choose to split the weeks or do longer academic and clinical blocks. You should agree your timetable with your APL and academic supervision team and this should be reviewed regularly over the time frame of your ACL. For ACLs wishing to work LTFT, which is fully supported, your time should continue to be divided 50:50 between clinical and academic duties.

## Academic objectives:

Research: A commitment to undertaking ‘cutting edge’ research which is commensurate with the research priorities of the relevant research groups within the Faculty. This will include seeking and exploring external funding opportunities during and following the ACL post and publishing your research in appropriate peer-reviewed journals of national/international standing. The primary goal of your ACL is to be in a position to submit an intermediate/clinician scientist level application towards the end of your contract.

Academic development: Your academic skills should be developed throughout your ACL by participation in post-doctoral academic training and research activities. Your academic training needs should be discussed with your supervision team and the Centre for Academic and Researcher Development.

Supervision experience: Supervision of medical student and post graduate students is expected during your ACL to progress your academic skills and also develop new research opportunities. However, this needs to be balanced with your primary research activities.

Administrative responsibilities: Following discussion with your academic supervision team, it may be appropriate to take on some administrative responsibilities. These should take into account your workload in other areas and the need to gain this type of experience for purposes of personal academic development.

University engagement: You will be expected to attend Research Group/Division/School or Faculty meetings and participate in other committees and working groups within the University as appropriate. Attendance and engagement with ICAT events is also expected.

Teaching: Your teaching allocation should be kept to a minimum – supervision of UG student projects is encouraged if it contributes to your ongoing project aims.

Networking: The ICAT team hold an annual symposium in the summer and regular networking events through the year. There is also a regular email newsletter – please forward any announcements or suggestions for the networking events to the ICAT team.

## Clinical

Clinical Lecturers will be appointed to the North West Region Training Programme in their existing clinical specialty for the 50% clinical training element of the lectureships, or continue if already local trainees. ACLs are not counted within the regional trainee allocation and should therefore conduct their training in the hospital(s) most appropriate for their training needs. Placements should be discussed and agreed between yourself, your TPD and APL.

On call duties, where appropriate, should be locally determined according to your training needs and the clinical placements.

## Trust Rotations

Please ensure you update the ICAT Administrator and Health Education England North West of any changes to your clinical rotations between NHS Trusts. Please ensure you give prior warning before rotating to ensure our finance department can setup salary (for matched ACL posts) and on call recharges in time and so HE NW have the correct information. The University is unable to recharge your salary and any pay banding without sign off from your NHS Trust. You can continue your NHS pension whilst on your University contract. If you have specific questions about NHS Trust liaison please contact: [nhsliason@manchester.ac.uk](mailto:nhsliason@manchester.ac.uk)

## CCT

Your CCT date will be extended at the beginning of your ACL and should be agreed at your ARCP. The number of months between your appointment date and your current CCT date will be doubled to calculate your new CCT date. There is the possibility of extending your ACL contract beyond your CCT date if you have less than 48 months between appointment and your CCT. Applications for extensions need to be discussed and approved by the ICAT team and will be dependent on your academic progress. It is expected that the extension will allow additional time for academic training and development, particularly the preparation of an external fellowship. Post CCT clinical duties may also be possible and are dependent on local arrangements.

### NIRH £1,000 Bursary

The NIHR bursary provides NIHR ACL trainees with a source of funding to attend and/or present their research findings at external research meetings and conferences that are relevant to their academic training. The University of Manchester's ICAT team manage the bursary fund of £1,000 per financial year (August to July) per trainee and is responsible for approving expenditure against the bursaries. Each financial year any unclaimed bursary funds remain with the ICAT team for use on activities that benefit the academic development or training of the NIHR ACL trainees unless you submit a written request to the ICAT Administrator for any remaining funds to be rolled over to the following year in order for you to attend a research conference.

To make a claim for use of the Bursary fund you will first need to request study leave. The study leave application form can be found in the link below:

You need to request study leave prior to the event and can only claim your expenses after the date.

<https://www.nwpgmd.nhs.uk/studyleave>

The completed form should then be submitted to the Study Leave Administrator for approval.

Once this has been approved you will be sent a confirmation email including a link to the [University Expenses](#) page.

Log in via My Manchester and complete the form, including the ICAT Finance Code (FA01665). Then sign the form (**original signatures only accepted**) and return to the ICAT Administrator, along with all the **original receipts** to:

Laura Jammeh, ICAT Administrator  
University of Manchester  
Room 3.383, Stopford Building  
Oxford Road  
Manchester  
M13 9PT

For more information please visit the ICAT ACL intranet:

<http://sites.bmh.manchester.ac.uk/icat/ICATintranet/acl/>

## Mentoring Programme

The mentoring programme has been specifically designed for newly appointed ACLs and has corporate support from the University Staff Training and Development Unit. The programme's overall aim is to assist ACLs in training to achieve personal and professional growth leading to academic success and ultimately the development of academic leadership. This aim will be facilitated through the following objectives:

- to give mentees the opportunity to build networks
- to help to build a framework of support for mentees
- to enrich mentees understanding of the University and North West Deanery e.g. their culture and systems
- to facilitate career and personal development planning
- to give mentees time for reflection
- to give mentees an opportunity to challenge pre-conceived ideas

The Faculty recognises the immense potential of mentoring for staff at all stages of their career and is committed to developing a mentoring culture that engages and empowers everyone across the Faculty. The aim is to make mentoring a core staff activity, which is valued and rewarded, enabling us to learn from each other and grow professionally and personally.

For further details please go to:

<https://www.staffnet.manchester.ac.uk/bmh/ps-activities/training/academic/academic-and-research-staff-mentoring-programme/>

## Monitoring of Progress

All ACLs should have regular informal meetings/discussions with their local academic supervisors/mentors, their Academic Programme Lead (APL) and Training Programme Director (TPD).

In addition, you are required to have a number of formal meetings (with completion of the form below) during your post to ensure satisfactory academic progress is demonstrated – these meetings are summarised in the table below. Your twice-yearly review meetings should include your immediate supervisors/mentors and your academic programme lead. One of your twice-yearly review meetings should include your Head of Division.

In the meeting nearest to your ARCP, a summary of your progress must be submitted to the ICAT Administrator, Laura Jammeh ([icatadmin@manchester.ac.uk](mailto:icatadmin@manchester.ac.uk)) and ACL Programme Lead. This summary of progress will be considered as part of your annual training assessment at your ARCP along with your clinical progress.

**It is a mandatory requirement that your progress form is reviewed and signed by Jenny Myers, the ACL programme lead prior to your annual ARCP** and it is your responsibility to ensure that your review meeting has taken place and that your form has been submitted to the ICAT team in a timely manner. In the event that appropriate progress is not demonstrated by the annual review form, you will be expected to meet with a member of the ICAT team to discuss additional support.

If you have any concerns about your academic training, research progression or supervision arrangements a meeting can be arranged at any time with a member of the ICAT team.

A summary of the formal meetings is given below along with links to download the electronic form:

Date	Meeting	With
First month	<a href="#">Project Planning meeting:</a> Contract and HR Supervisor-Sponsor arrangements Project plans Collaborations (internal, external) Research facilities Clinical duties Research-Clinical balance Our expectations, in particular external Fellowship application	Jenny Myers (ACL programme lead)
Twice-yearly  In the meeting nearest ARCP, form should be submitted to the ICAT team for approval by ACL Programme Lead  At least one meeting per year must include your Head of Division	<a href="#">Project Progress Meeting:</a> Project progress – outputs (abstracts, presentations, papers), skills acquired Clinical progress Successes and Obstacles Supervisor-sponsor arrangements Progress towards Fellowship application	Supervisor and APL +/- University Head of Division

## Progress Forms

### Year 1: Project Planning Meeting

First Month

ACL Name		Supervisor	
Date of meeting		ACL Programme Lead	Jenny Myers

Research

Title of research project:

Short term aims/objectives of research: *the project work should be designed to lead to a successful Fellowship application*

Synopsis of Research Project and approaches to be taken:

Are there any internal or external collaborations to be arranged in order to make the project a success?

Are the research facilities adequate for the project to be undertaken? Where and with whom will work be undertaken

Is training needed, and how will it be provided?

Does the project have NRES and University Ethical Approval .... Yes/No/Not Needed

Fellowship application plans with time lines
<b>Clinical Duties</b>
Please give a brief description of how you propose to balance your research and clinical duties during your ACL position ( <i>include details of any major exams to be taken during this time</i> ):

#### **Declaration by ACL**

I have read and agree with the terms and conditions of employment at the University of Manchester and have discussed any issues with my Supervisor. I have read the relevant Safety Codes and have been advised of any particular hazards and precautions associated with my programme of work.

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Print name of ACL	Signature of ACL	Date
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#### **Declaration by Supervisor**

I have met with the above named student, discussed with him/her the roles of a supervisor. The ACL is familiar with the requirements of the School of Medicine Safety Code.

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Print name of supervisor	Signature of supervisor	Date
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#### **Declaration by ACL Programme Lead**

I have met with the above named ACL and supervisor.

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Print name of ACL Lead	Signature of ACL Lead	Date
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**Progress Meeting**  
(to be held twice per year)

ACL Name		Supervisor	
Date of meeting		Training Programme Director (TPD)	
Date of ARCP		Academic Programme Lead	
Initials of meeting attendees		Mentor(s)	

This form should be completed in advance of your meeting with your supervision team which should include your Project Supervisor (PS), Academic Programme Lead (APL) and/or Head of Division.

Once per year, the completed form will be presented to the ARCP panel as evidence of academic progress.

**ACADEMIC PROGRESS REPORT**

**Research** - Progress and key areas for Development. Provide details of supervision and mentor arrangements

**Progress towards a Fellowship application**, including detailed timelines & liaison with the Faculty Fellowship Academy

**Academic outputs achieved**

Including Skills acquired, Courses / Conferences attended, Lab visits, Abstracts / Presentations, Papers, Grants, Supervision of students, Teaching

**Aspects that need attention or improvement.**

**Clinical Duties**

Please provide details of your clinical progress, including how you achieve the 50:50 split between clinical and academic time

**Recommendations**

(to be completed during the meeting)

**Declaration by ACL:** I have read and agree with the comments made above and have discussed my progress/development needs with my Supervisor.

Signature of ACL: \_\_\_\_\_ Date: \_\_\_\_\_

Comments from ACL programme lead

**Signature of ACL Programme Lead:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Key Contacts

### INTERNAL

Name	Position	Email
Jenny Myers	ACL Programme Lead	<a href="mailto:jenny.myers@manchester.ac.uk">jenny.myers@manchester.ac.uk</a>
Rachel Lennon	ICAT Programme Lead	<a href="mailto:rachel.lennon@manchester.ac.uk">rachel.lennon@manchester.ac.uk</a>
Laura Jammeh	ICAT Administrator	<a href="mailto:icatadmin@manchester.ac.uk">icatadmin@manchester.ac.uk</a>
Lisa Roach	HR Partner	<a href="mailto:Lisa.J.Roach@manchester.ac.uk">Lisa.J.Roach@manchester.ac.uk</a>
Cheryl Holmes/Clare Cooke	NHS Liaison	<a href="mailto:nhsliaison@manchester.ac.uk">nhsliaison@manchester.ac.uk</a>

### EXTERNAL

Name	Position	Email
NIHR Academy	General Enquiries	<a href="mailto:IATEnquiries@NIHRTCC.org.uk">IATEnquiries@NIHRTCC.org.uk</a>
Andy Watson	North Western Deanery Associate Dean	<a href="mailto:Andy.Watson@hee.nhs.uk">Andy.Watson@hee.nhs.uk</a>
Jennifer Shaw	Andy Watson's PA	<a href="mailto:jennifer.shaw@nw.hee.nhs.uk">jennifer.shaw@nw.hee.nhs.uk</a>
Bernie Jones	NIHR Programme Manager	<a href="mailto:bernie.jones@hee.nhs.uk">bernie.jones@hee.nhs.uk</a>