

University of Manchester Clinical Lecturer Handbook

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

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Welcome to the Integrated Clinical Academic Training Programme

Welcome to the University of Manchester and Health Education England (NHSE) Integrated Clinical 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 Academic Clinical Fellows (ACFs) and Clinical Lecturers (CLs) 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>

Please note that for clinical trainees, clinical rotations and progress are managed by NHS England North West, not the University of Manchester. Please contact NHSE for additional information (see the Key contacts section in the Appendix for the relevant details).

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), the programme Co-ordinator or the CL Programme Lead if you have any queries.

We hope that you enjoy your time in Manchester as a Clinical Lecturer and beyond!

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1) Introduction

The Faculty of Biology, Medicine and Health (FBMH) Clinical Lectureships are designed to offer postdoctoral support for clinicians and allied health professionals who have completed a higher degree (PhD, MD or equivalent) and currently hold a National Training Number (NTN) - with the exception of post CCT GPs, GDPs and NMAHPs.

The Clinical Lectureships are part of the Faculty's Integrated Clinical Academic Training (ICAT) Programme and appointees join a vibrant programme of junior clinical academics throughout the Faculty.

Where appropriate, the post-holders will spend 50% of their time in clinical work and 50% of their time 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 will generally depend on the clinical specialties and the research groups in which the Clinical Lecturers are based. These should 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 Certificate of Completion of Training (CCT) in the clinical specialty, with appropriate adjustment of CCT date (except for post CCT GPs, GDPs and NMAHPs).

The posts are available for a maximum of four-years (full time equivalent), depending upon how much time is left prior to CCT and subject to satisfactory annual review by a joint University / North Western Postgraduate Deanery Annual Review of Competence Progression (ARCP) process (if still in clinical training). Being successfully awarded an advanced fellowship will also bring the post to an end. NIHR posts are managed according to the latest guidance set by NIHR. The link to the 2025 guidance can be found at <https://www.nihr.ac.uk/2025-clinical-lectureships-medicine-recruitment-and-selection-guidance#tab-399731>

The Clinical lecturer programme is evaluated against the number of Clinical lecturers who secure a fellowship. Therefore, it is expected that Clinical Lecturers will have applied for an external Advanced Fellowship within the four-year period of their appointment. The University has several resources to support this which are managed by the fellowship academy. The fellowship academy can be contacted via email FBMHfellowshipacademy@manchester.ac.uk

1.1) Formula vs Matched ACLs

The programme has two different types of ACLs. Regardless of the type of post all ACLs are offered the same opportunities. Formula posts are fully funded by NIHR, except for on call commitments.

Matched ACL posts are 50% funded by the University of Manchester and 50% funded by your clinical organisation. Please confirm which post you are appointed to as processes can differ.

2) Overview of Programme

At various points of your appointment certain activities are required (Figure 1). It is your responsibility to arrange these, and we are not able to remind you. If you are having any difficulties, then please contact the ICAT administration team. Forms can be accessed at

<https://sites.manchester.ac.uk/icat/current-trainees/resources-for-acls/acl-monitoring/>

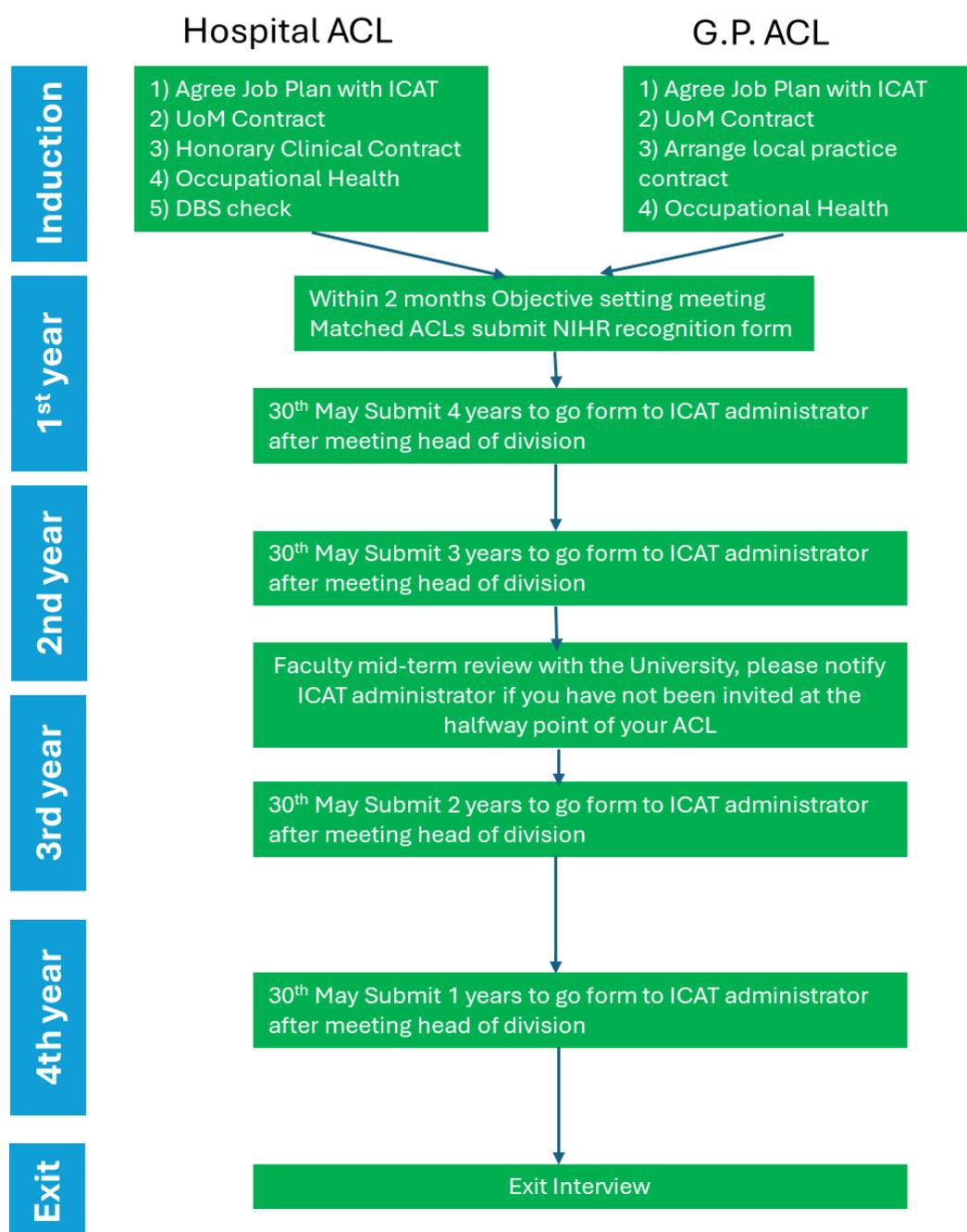


Figure (1) ACL programme overview: Key actions are outlined above. It is your responsibility to arrange these meetings. Details about them are in the Induction and monitoring sections. If your ACL is less than 4 years, then this timeline will be shortened.

3) Induction

3.1) Academic/Clinical time split

Over the duration of your CL your time should be split equally (50:50) between clinical work 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 academic supervisor and then submit it for sign off by the CL Programme Lead. For CLs wishing to work less than full time (LTFT), which is fully supported, your time should continue to be divided 50:50 between clinical and academic duties. Keep a clear log of the divide of time between academic and clinical placements, so this is available for your CCT calculator. Any changes to your job plan (e.g. split, placement) need to be agreed with your supervisor and then signed off by ICAT. **Changes (including on call banding) should not take effect before it has been agreed by the ICAT team as this may mean the University is unable to pay your salary.** If you have specific questions about NHS Trust Liaison please contact: nhsliasion@manchester.ac.uk

3.2) University of Manchester Contract

For all CL posts, the University of Manchester is your formal employer. The University pays your baseline salary, is responsible for ensuring that occupational health requirements are met, and has oversight of HR and leave, etc. You are entitled to continue contributing to your NHS pension and should be offered this opportunity when signing contracts at the beginning of your employment.

3.3) Honorary Clinical Contract

This can take time to be signed off, so please make sure this is started as early as possible once you have your UoM contract. The steps required for ACLs placed in hospital are outlined in [Appendix 1](#). General practitioners will need to arrange their own substantive contract within the practice that they are working in. Holding a contract which covers your clinical work is a **mandatory** requirement for all ACLs. Not having an Honorary Contract has implications for medical indemnity, continuity of service in regard to the NHS pension, parental leave, and sickness benefits.

3.4) Additional Information for General Practitioners

You can negotiate top up pay with your general practice for your clinical sessions. Your practice will pay you this top up directly and this should be part of your substantive contract with your GP practice.

In both cases, receiving some payment via your practice will protect your NHS continuous service benefits and ensure you are visible on the Performers list as you will still need to submit an annual Tier 2 pensions contributions form. It is always worth getting your contract checked for example through the BMA.

Please ensure that you have a clear job plan, so that clinical duties do not infringe on your protected academic time and share this with your GP practice (along with the handbook), so they have a clear understanding of your role as a clinical academic. As part of CL induction, to support your clinical academic career development, a joint meeting between you, your practice and a member of the ICAT Leadership Team (e.g. GP Academic Programme Lead) will be organised to ensure a shared understanding of your roles and responsibilities.

3.4) NIHR recognition form

All matched ACLs are encouraged to apply to NIHR so that their posts are officially recognised. Please email the ICAT administration for further details on how to complete the form. The form should be submitted to the ACL lead.

3.5) DBS and Occupational Health

You will probably be asked to have an up-to-date DBS check and occupational health assessment. We acknowledge that you may have a recent one, however having an up-to-date assessment is a university requirement for appointment.

3.6) Pensions

You can continue your NHS pension whilst on your University contract but you need to arrange this in the first months on the programme with UoM People Directorate and Trust, or local HR.

4) Support meetings

All CLs should have regular informal meetings/discussions with their local academic supervisors/mentors, their CL Programme Lead and TPD. **The forms for these meetings can be obtained from <https://sites.manchester.ac.uk/icat/current-trainees/resources-for-acls/acl-monitoring/>**

Your progress will be supported in two complementary ways, through the ICAT team and also by your School. These reviews are supportive where we try to identify problems and support you in coming up with solutions. If you are having any problems accessing form, arranging meetings please contact the ICAT administration. The responsibility for submitting these forms however lies with you.

ACLs are not put on academic probation since the post is a fixed-term appointment.

4.1) ICAT and ARCP support meeting

You are required to have twice-yearly formal monitoring/ support meetings with your immediate supervisors/mentors and your academic programme lead. Please use the relevant form linked to your stage in the ACL programme for these meetings and submit them to the ICAT administration. Your Head of Division should attend one of these meeting.

One of these meetings should take place in April or May. This form will then be reviewed by the ICAT team who will pass it on to your TPD for your ARCP. In the event that appropriate progress is not demonstrated by your form, you will be expected to meet with a member of the ICAT team to discuss additional support. Make sure that you clearly label this form and upload it to your e-portfolio for ARCP purposes.

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.

In addition to these regular meetings, two other meetings are required:

- 1) Objective setting meeting: This needs to occur within 2-months of starting and should include the ACL lead, your academic supervisor, head of division and your academic programme lead. This is shared with the faculty review process. Two forms need to be filled in both the ICAT

form and also the Faculty objective meeting form. **If this does not occur, please contact the ICAT administration team.**

- 2) Exit meeting: The purpose of this meeting is to provide feedback on the programme and also list your achievements which we then feedback to NIHR. This is important as it enables us to apply for further funding for the programme.

4.2) Faculty support meetings

The faculty has a formal review process for both clinical lecturers on this programme and some external fellowship holders. This initiative aims to support your successful development as a clinical academic whilst also giving the faculty insight into potential academic leaders. The review consists of two parts (Objective setting meeting, Mid-term review).

The current guidance for this process can be accessed through StaffNet at <https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=76420>

4.2.1) Objective Setting

This meeting will occur in the first 2 months and is combined with the ICAT review meeting. The purpose of this meeting is to give the ACL clear objectives which will be evaluated at the mid-term review. The objective setting meeting should be attended by your:

- Head of Division
- Academic supervisor
- ACL Lead

If it is not possible for everyone to meet together then these meetings can be held separately, however all three individuals have to sign off either the ICAT or faculty document. The same objectives should occur on both documents.

All ACLs have to set two compulsory objectives

- 1) **Externally funded fellowship application:** This should be targeted at a national external funder e.g. NIHR/ UKRI. The objective should list the provisional title, target date and funder being targeted
- 2) **Satisfactory clinical training/ performance:** This should specify that the ACL should get receive an Outcome 1 or 2 at their annual ARCP. If the ACL has completed their clinical training then they should change this to satisfactory completion of their annual appraisal.

Other objectives you may wish to consider are:

- Research: A commitment should be made for undertaking cutting edge research that 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 CL post and publishing your research in appropriate peer-reviewed journals of national/international standing. The primary goal of your CL is to be in a position to submit a postdoctoral Advanced Fellowship level application towards the end of your contract.
- Academic development: Your academic skills should be developed throughout your CL by participation in post-doctoral academic training and research activities. Your academic

training needs should be discussed with your supervisory team and the Academic Development Team.

- Supervision experience: Supervision of medical student and post graduate students is encouraged during your CL to progress your academic skills and also to develop new research opportunities. However, this needs to be balanced with your primary research activities.
- Teaching: Your teaching allocation should be kept to a minimum – supervision of undergraduate student projects is encouraged if it contributes to your ongoing project aims.
- Administrative responsibilities: Following discussion with your academic supervisory 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.

4.2.2) Faculty mid-term review

This will be run by the faculty, therefore what is written below is a guide only. Please look at current guidance at the start of your award and again as you approach the meeting, so you are aware of the scope and requirements. <https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=76420>

The meeting occurs halfway through your time as an ACL. In most cases this will be 2-years after appointment, however this will be adjusted pro-rata according to the length of your contract. The mid-point review should be organised by your Division or Schools Ops Manager, please contact them if you have not received details 3 months prior to the meeting.

The current process for this meeting is as follows:

Attendance:

- Head of School
- Head of Division
- Associate dean for Research and Innovation
- Non-professorial academic from same school
- P&OD representative
- Second Head of School or their representative
- Associate Dean for Fellowships and Individual Awards
- ICAT academic supervisor
- APL (optional)
- Member of the ICAT team

Forms required for the meeting:

- 400 word statement describing progress to agreed objectives
- CV in faculty format
- Timeline/ Gantt chart of planned activities until end of ACL
- ARCP progression and annual ICAT appraisal documents

Possible outcomes:

The meeting can recommend various outcomes. It is very rare for an ACL to be given a further post at the University without external funding. Therefore, it is anticipated that **the majority of ACLs will receive guidance on suitable fellowship opportunities.**

Possible outcomes of the mid-term review are:

- An extension of the current position at the end of the award period (subject to School level approval of a business case).
- A baseline post offer at the end of the award period (subject to School-level approval of a business case or Faculty level approval in rare cases).
- A further review in 12 months if the panel cannot commit to an extension or baseline post offer but this might be a possibility in future.
- A recommendation for no further funding at the end of the award.
- Guidance on suitable fellowship opportunities

5) Other sources of support

5.1) Formal support

Your academic supervision team, CL Programme Lead, Training Programme Director (TPD) and the ICAT team will support your academic and clinical progression through your CL training. Please contact the ICAT team at any time if there are specific issues which need additional input.

5.2) Peer Support

There are 4 appointed CL trainee representatives who attend the ICAT operational meetings with the leadership team to feedback trainee questions and queries. There is also a trainee WhatsApp group for sharing information between CLs. **If you would like to be added to this group, please email one of the [CL reps](#).** If you would like to be a CL trainee representative, then please read the job description in [Appendix 3](#) along with instructions on how to apply.

6) Training

6.1) Individual needs:

You are invited to meet with Professor [Rachel Cowen](#) (Faculty Academic Development Lead) to discuss your individual academic development training needs within the first 6 months of starting as an ACL.

6.2) Academic Development Programme

Whilst CLs are not expected to complete the Academic Development Programme ([ADP](#)) during their post, many of the modules of the ADP* are extremely beneficial. Notably, completion of ADP components during the CL post will contribute to ultimate mandatory completion of the ADP should a probationary Senior Lecturer appointment be made at the University in the future.

6.3) Equality, diversity & inclusion (EDI) training

You are required to complete research integrity and essential university compliance courses which include equality, diversity & inclusion (EDI) training. These can be accessed as part of the ADP.

6.4) ICAT events

The ICAT team hold an annual symposium and regular networking events through the year. **It is expected that you should attend these events, booking off study leave as required.** These events are an important part of your academic training and therefore should be treated in an equivalent way to your compulsory clinical training events. Feedback from these events has been positive with ACLs mentioning that they were really helpful in their development. There is also a regular email newsletter.

Please forward any announcements or suggestions for training events to the ICAT team, we have a small budget to make these happen.

7) Training/ Travel Bursary

The training bursary provides NIHR CLs 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 funds and is responsible for approving expenditure against the bursaries.

You will be eligible to receive a bursary of £2,000 at the start of your ACL, with an additional £2,000 awarded in the third year. This funding will automatically roll over each year until the end of your ACL. If your ACL is undertaken on a part-time basis and the duration is extended, the total bursary amount will remain £4,000 (£2,000 every two years) and will not increase. You have full discretion over what to submit for approval, however all expenses need to be approved by the ICAT team.

7.1) Eligible expenditure

The bursary can only cover costs related to PPIE work, Research courses and attendance at conferences. Unfortunately, we cannot approve expenditures for consumables or clinical training.

10% of the bursary is recommended to be used towards Patient Public Involvement and Engagement (PPIE).

7.2) Approval

To make a bursary application please fill in the designated bursary request [form](#) in advance of the intended event or activity.

The ICAT team will review each submission and provide a decision within three weeks. A separate request form must be submitted for each individual event or activity for which bursary funding is sought.

All requests and expenditures need to occur before the end of the ACL post, however the event can occur after the end of the post.

7.3) Further Information

For more information please visit the ICAT intranet: <https://sites.manchester.ac.uk/icat/current-trainees/resources-for-acls/>

8) Clinical and Trust placements

For CLs who are clinical trainees, an appointment to the North West Region Training Programme will be made. Importantly, CLs 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 CL Programme Lead.

On call duties, where appropriate, should be locally determined according to the clinical placement and your training needs. It is generally expected that CLs will do a maximum of 50% on call duties.

You cannot rotate between trusts unless this has been agreed in writing from the ICAT team, a process which can take 3-6 months. Once this has been agreed please notify NHS Liaison and North West Deanery of any changes to your clinical rotations. The University is unable to recharge your salary and any pay banding without sign off from your NHS Trust.

For GPs and allied health professionals, clinical arrangements should be negotiated with the relevant honorary employer, you will be responsible for this.

9) CCT

The number of months between your appointment date and your current CCT date will be doubled to calculate your new CCT date. The CCT date will be extended at the beginning of your CL and should be agreed at your ARCP. Those with more than two years between appointment and CCT will complete the CL prior to CCT. For those with less than two years between appointment and CCT, there is the possibility of extending your CL contract beyond your CCT date.

10) ACL Extensions

Applications for extensions need to be discussed and approved by the ICAT team and will be dependent on your academic progress. Extensions are not available to GPs, GDPs, AHPs who are post CCT.

There are two different processes for applying for extension, depending on whether you are in an NIHR funded post, or a matched post. Please ensure you follow the correct pathway, depending on which funding route applies to you. 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, but usually at only 2 clinical sessions per week, and are dependent on local arrangements.

10.1) Eligibility

- The option to apply for an extension post-CCT is open to CLs in specialty training provided they are within the 4 year's funding for the award.
- If the CL does not reach CCT by the end of the 4 year CL post period, then no extensions will be considered by the NIHR.
- Applications for extension must be made at least 6 months prior to CCT.
- A trainee that wishes to apply for an extension must have more than 12 months remaining of their training at the time of appointment to the NIHR CL post.
- Trainees with less than 12 months to CCT will be considered ineligible.
- GP CLs are ineligible for a post-CCT extension, as they have already gained CCT and are fully qualified.

Extensions are not automatically given; they are considered on a case-by-case basis and are not guaranteed to be granted.

10.2) Extension duration

- A CL extension is for a maximum of 24 months beyond CCT, or until the 4-year funding maximum is reached. For example, a CL who uses 3.5 years of the funding to reach CCT will be offered a 6-month extension.
- Except in exceptional circumstances, post-CCT/CCST CLs must reduce their clinical commitments to 2 clinical sessions per week, which should be sufficient to maintain clinical skills and remain appointable as an NHS consultant. Those employed in the craft specialties may undertake up to 4 clinical sessions per week, with the extension request accompanied by an explanation for this requirement.

10.3) Post CCT pay

Trainees who are moving from either the post or pre-2016 Junior Doctor scale will move to the Clinical Academic pay scale on appointment to a Clinical Senior Lecturer post, where the joint job plan holds Consultant PA's approved for and paid by an NHS Employer.

Trainees who have undertaken training on a LTFT are entitled to enter the consultant salary at a higher starting threshold, there are currently only two situations whereby that advancement can happen:

- Firstly to train LTFT and have written documentation from the Deanery/NHSE to confirm that application was successful.
- Secondly, to have dual accreditation whilst training, where the dual accreditations is usually a dental degree, and then the MBBS required to be a Maxfax Surgeon.

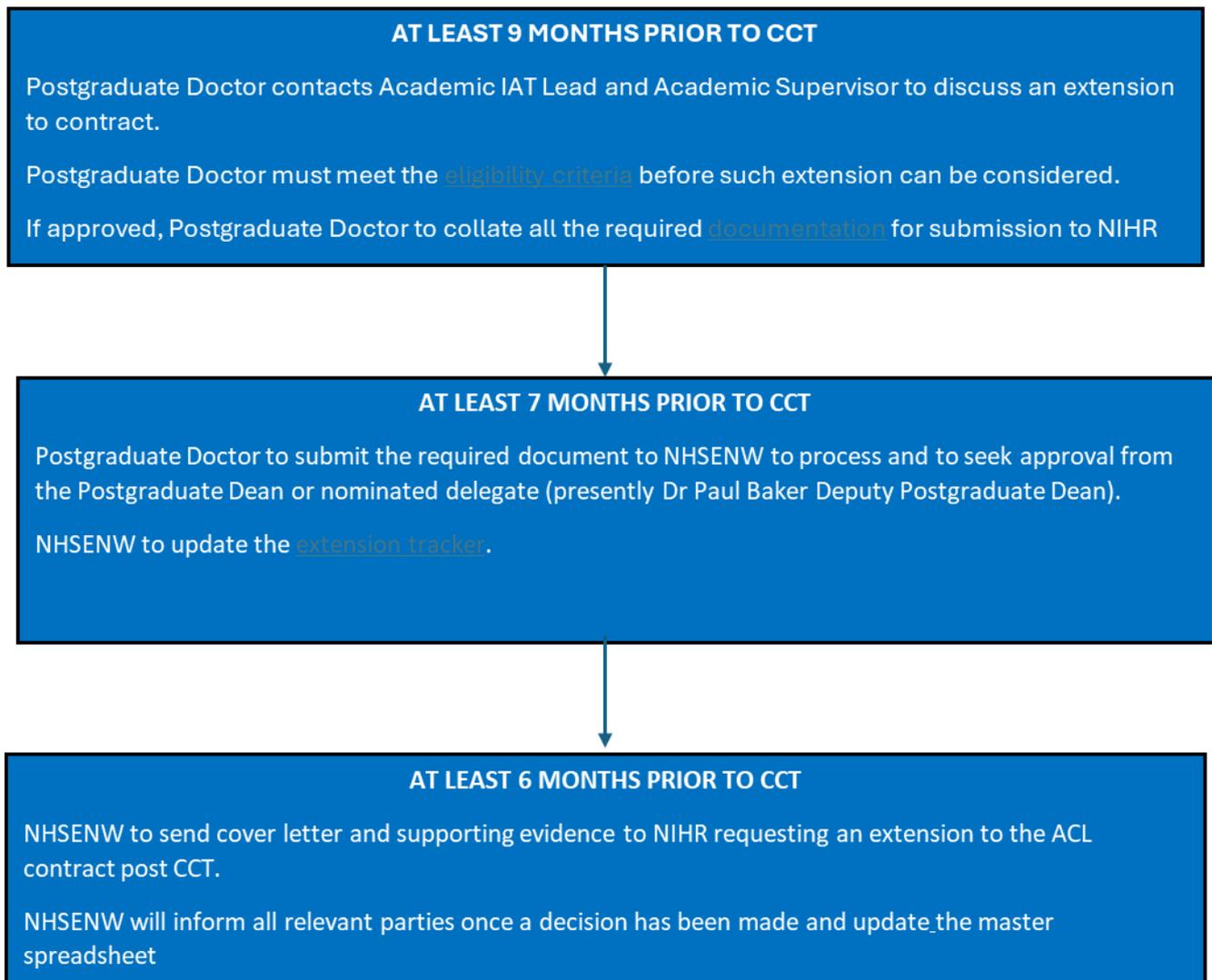
At the time of writing (September 2025), there is no precedent for NHS starting salary to reflect delay to completion of training due to dual academic and clinical training.

Pay from the University during post-CCT extensions will continue to be paid at StR level for both NIHR and match-funded ACLs, rather than moving up to consultant pay scales following CCT. This is because the University has a finite budget for CLs, and so anyone applying for an extension needs to understand and accept this limitation.

10.4) Extension process for Formula (NIHR funded) ACLs

NIHR funded ACLs wishing to extend their post beyond their CCT date must submit their application, including all signatories, at least 6 months prior to their CCT date. In practice it often takes 3 months to write the application therefore this should be started 9-months before the CCT date. Please contact the ICAT administrator and CL lead in the first instance before starting your application.

10.4.1) Process



10.4.2) Documentation required

The documentation noted below needs to be submitted to natalie.dawson14@nhs.net

Cover Letter addressing the following points:

- NIHR CL Start Date
- Target CCT date
- The intended academic / clinical time split. **This must be 80% Academic and 20% Clinical.**

Postgraduate Doctor Statement of Intent (1-2 pages) addressing, for example, the following points as befits the personal circumstances of the individual:

- What are your career ambitions?
- What research and academic training will be undertaken during the extension?
- What will your clinical duties consist of?
- Are there any publications in preparation / under review?
- What stage are you at with applications for further funding (grants/fellowships etc.)?

- If a fellowships application has been submitted but was unsuccessful, what steps are being taken to address the feedback?
- What is the intended submission date for a future fellowship / grant application?
- What support is the host institutional partnership offering to facilitate applications for further funding?
- In the event that the fellowship or grant application is unsuccessful, will the host institution provide bridging funding?
- Has the host institution offered a substantive post at the end of the NIHR CL award?

Letters of Support indicating how the CL will benefit from the extension both academically and clinically from the following:

- The NIHR Academic IAT Lead
- The academic supervisor
- The clinical supervisor/Training Programme Director
- The host HEI, justifying the need for extension. Commitment from the academic institution should also include a post-CCT/CCST job plan

Upon receipt approval will be sought from the Postgraduate Dean or nominated delegate (presently Dr Paul Baker Deputy Postgraduate Dean). If approved, NHSEW will provide a cover letter and apply to NIHR on the applicant's behalf.

NHSEW will inform the Programme Support Manager of the applicants' speciality of such request.

10.4.3) Employer and responsible officer

The CL will remain employed by the Higher Education Institution (HEI), or substantive employer post-CCT with an honorary contract with an NHS Trust.

Ideally the doctor will move Responsible Officer from the Postgraduate Dean to the Responsible Officer at the trust where the doctor will hold an honorary contract.

The CL post-CCT will need to be appraised jointly, both clinically and academically, via the Follet Report principles with adherence to the joint working checklist, with academic progression managed by the substantive employer's HR processes.

10.4.4) On Call

Postgraduate doctors in their CL extension funded by NIHR can do on call for twilight hours and weekend days but not obliged to work twilight shifts during the extension.

10.5) Extension process for Match-funded trainees

10.5.1) Process

At least 3 months before the extension write a letter to the ICAT team outlining the reasons for applying to the extension (1 A4 page), including

- progress to date

- fellowship application plans
- what you hope to gain from an extension period
- Confirm clinical funding has been agreed in principle and how many sessions you will work

10.5.2) Clinical Funding

Once the extension has been approved by the ICAT team and NHSENW, you will need to arrange your pay to continue to be paid half by The University and half by the Trust. There are two potential options for how this might work.

- 1) Have a single employment contract with the University (a continuation of your CL arrangement), where the Trust funds 50% of your salary, all of which is paid at StR level.
- 2) Have two employment contracts. The University will continue to pay you at StR level for their 50% of salary. The Trust may pay you at Consultant level or StR level for their 50%, depending on what you are able to negotiate locally.

11) Mentoring Programme

The mentoring programme has been specifically designed for newly appointed CLs and has corporate support from the University Talent Development Unit. The programme's overall aim is to assist CLs in training to achieve personal and professional growth leading to academic success and, ultimately, to 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://acmedsci.ac.uk/grants-and-schemes/mentoring-and-other-schemes/mentoring-programme>

12) Options for less than full-time working

ACLs comprise 50% academic and 50% clinical training for up to 4 years (1.0 WTE).

ACLs extend their post up to a maximum of 6 years by working less than full time. ACLs cannot drop less than 0.6fte and the split between academic and clinical time should remain 50:50. All requests for less than full time working need to be made prospectively and should only be implemented after agreement from the ICAT team.

13) Finishing the programme

Currently around 66% of ACLs continue in academia at the end of their post, this is due to your hard work. In order to ensure this success continues it is important we provide feedback to NIHR and other interested parties.

6 months before end: - Notify deanery that you need to return to clinical training (if applicable)

If you need to return to clinical training please email your TPD copying in Natalie Dawson and ICAT admin, explaining what date you are leaving the programme and that you require a clinical placement. The deanery will convert your NTN (A) back to an NTN ensuring that you will be able to obtain your CCT.

3 months before the end: - Arrange exit meeting

In order for us to collect information about your time on the programme an exit meeting is required. Please contact the ACL lead, copying in the ICAT Coordinator to arrange this 3 month before the end of your post. The purpose of this meeting is not only to provide information about what you have done, but it also enables us to gain feedback from ACLs on how to improve the programme. The form for this meeting can be found <https://sites.manchester.ac.uk/icat/current-trainees/resources-for-acls/acl-monitoring/>

Appendix 1: How to obtain an Honorary contract

In order for you to obtain an honorary contract with the NHS trust, it is important that you provide two documents and fill in the relevant hospital form. These steps can be done in any particular order.

- Occupational health clearance
- DBS check
- Hospital form

1) Occupational health clearance: As a new starter you are required to fill in a health questionnaire. Once this has been submitted, please contact the Occupational Health Service at the University of Manchester explaining that you are required to work clinically and cannot start work without occupational health clearance. The current contact details are below:

Tel: 0161 275 2858

Email: occupationalhealth@manchester.ac.uk

Opening Hours: 9AM-4PM, Monday to Friday (Closed on weekends)

2) DBS check: Please contact People Services by emailing People.EmploymentServicesFBMH@manchester.ac.uk explaining that you need an enhanced DBS check so that you can work as a doctor. This occurs in **three** stages.

- 2) Fill in the form that they give you.
- 2) Attend People Services (in the Simon Building on main campus) in person with your identify papers before the DBS check can proceed.

On receipt of your DBS check and occupational health clearance, please send confirmation via email to: icatadmin@manchester.ac.uk. The team will then complete further checks on your behalf.

Hospital form: Please liaise with your own hospital where you will be based.

MFT: email address is Alternative.Access@mft.nhs.uk and you should fill in the following form <https://forms.office.com/e/T6iTKUDDeZ> [forms.office.com]

NCA: email address is clinical.attachments@nca.nhs.uk

Christie: email address is: the-christie.resourcing@nhs.net

Often this process needs chasing by yourselves to make sure the documents are progressing through the system. It is your responsibility to arrange the honorary contract before you start to work.

Appendix 2: Starter checklist

Item	Comment
Organise honorary clinical contract	New CLs need to ensure that they have an honorary contract with the Trust(s)/Practice(s) where they provide clinical services (for some post-CCT CLs this may be a substantive contract). This ensures that you have NHS indemnity for that Trust/practice/organisation. Please contact HR at your host Organisation on this. Obtaining an honorary contract can take time to arrange, so try to do this as soon as you know where you are due to rotate to next.
Pension considerations	If you wish to continue contributing to the NHS pension scheme instead of the University pension scheme, please contact University HR within the first 3 months of your appointment.
Arrange induction meeting with CL Programme Lead	
Arrange meeting with your University Head of Division	Consider clarifying monitoring process and teaching commitment obligation (e.g. by sharing the CL Handbook or by linking them with the CL Lead)
Liaise with University HR	Complete new starter paperwork and return to University HR. University staff card can be obtained at the same time. This should be completed within the first 2 weeks of starting in post.
Liaise with University IT	Request IT and email access
Liaise with University supervisory team	Discuss where University work could be conducted (including lab space and computer allocation)
Liaise with TPD and clinical rota team	Consider discussing how training and research are going to be integrated, what rotations should be prioritised and what are the expectations regarding on call.
On call commitments	Communicate with your TPD/CL Programme Lead/supervisory team regarding on call commitments. Once this has been agreed inform the NHS Liaison Team to arrange relevant reimbursement.
Arrange meeting with Rachel Cowen and plan for ADP involvement	

Appendix 3: ICAT Trainee Representative Role Description

ACF and ACL Trainee Representatives are defined as current trainees on the Integrated Clinical Academic Training (ICAT) Programme who act as a conduit between the trainees and the ICAT Operations Group, ensuring issues/feedback/updates are communicated in every direction. ICAT Reps have a vital role in supporting the development of a culture that fully supports the clinical academic community. They help to raise awareness of relevant issues and opportunities and act as champions for researcher careers and skills development, reward and recognition.

The expected time required to be allocated to the role will, in general consist of 9 hours of scheduled meetings per academic year plus planning and attending the trainee annual symposium. The time devoted to general responsibilities is estimated to be no more than 1 hour per week.

A3.1) General responsibilities of this role are to:

Regularly communicate with trainees to learn about issues that affect them

- Attend and contribute to the agenda of the bi-monthly ICAT Operations Group Meetings in which the ICAT Leadership Team, NHSE representatives, PS staff and link groups meet
- Cascade information from the meeting to trainees and provide input to actions as and when required
- Attend and take the lead on the planning of the ICAT annual symposium

A3.2) Knowledge, skills and experience that can be gained from this role:

- Teamwork
 - ~ Liaise closely with colleagues
 - ~ Co-ordinate with other areas of the University and external parties
- Communication
 - ~ Ability to communicate effectively with diverse groups of staff on all levels
 - ~ Ability to motivate colleagues and stimulate discussion
 - ~ Liaise, establish and maintain positive links throughout the University
- Leadership skills
 - ~ Ability to observe and define priorities in the achievement of strategic and operational objectives
 - ~ Time management skills
 - ~ Influencing skills
- Administrative skills

A3.3) Selection process:

It is the responsibility of the ICAT programme to appoint at least one ACF and one ACL Rep. The selection process will vary dependent upon the governance processes and needs of the programme,

but should be done in an open and transparent way so that the ICAT rep pool fully represents the diversity of the clinical academic community. ICAT Reps are encouraged to help identify someone to take over the role if/when they move on in their career (when possible).

Appendix 4: Process for booking and claiming from your travel/ training bursary

A4.1) Risk assessment

A risk assessment will be required each time you are requesting your bursary for travel – such as attending a conference or research meeting.

Travel always involves some level of risk, so it's essential to identify and assess these risks before making any bookings. You must also comply with the University's Travel Policy and health and safety guidance for working off campus.

To determine the appropriate type of risk assessment for your destination, please refer to the University's [Travel Flow Chart](#). Most travel will fall under the "low risk" category, in which case a generic risk assessment is sufficient.

Downloadable [risk assessment templates](#) for UK travel and low/moderate-risk international travel are available via the flow chart link. Once completed, please email your risk assessment to icatadmin@manchester.ac.uk before booking travel. It will be reviewed alongside your bursary request.

Risk assessments should be tailored to your personal circumstances. If you have any medical conditions or other factors that may affect your ability to travel, please declare them. These may also impact your eligibility for university travel insurance.

To check if your destination is considered moderate or high risk, use the following [country risk list](#). If you plan to travel to a high-risk country, contact the IAT team **before** completing a risk assessment. They will assess the necessity and safety of the proposed travel.

A4.2) Key Travel

For any travel bookings we recommend using the University's official Travel Management Partner – Key Travel. This can be used to book flights, accommodation, rail, Eurostar and book international car hire. Booking through Key Travel will ensure compliance with The [University's Travel Policy](#) and will be covered through The [University's travel insurance](#). All bookings through Key Travel will be paid in advance and charged automatically to your NIHR bursary.

A4.3) Obtaining access to Key Travel

To use the system, you must first create a standard booker profile using your University of Manchester email address.

1. Visit <https://www.keytravel.com/uk/> and log in using your university email.

2. When accessing the system for the first time, select the option to request a new password to set up your account.
3. Once logged in with your new credentials, navigate to the **'Profile Manager'** section.
4. Go to the **'Profile Form'** and complete all required details:
 - The **personal details** section requests information exactly as it is displayed on your passport. Please do not use nicknames or contractions (such as Bill for William) which do not appear on a passport, as that may incur airline penalties.
 - Airlines often require contact details for travellers and the information used below will be provided to airlines when making a reservation. Key Travel only requires a business contact number, but other numbers may also be provided. Key Travel recommends providing a mobile number, which may be used to contact you in the event of travel disruption.
 - The **passport details** section information is mandatory as it is required by many airlines. Key Travel supports the collection of data for a second passport, however the data you supply for your first passport is what will be used by default in bookings created. As a service to you, Key Travel may notify you if your passport details are due to expire in the near future. Should you not wish to use this service, simply un-tick the corresponding box.
 - **Travel preference** information references personal travel preferences such as aisle seat, vegetarian meal, etc. You may also supply information related to airline, car-hire company, hotel, or rail preferences.

If you experience any issues accessing Key Travel or setting up your profile, please contact the IAT team at icatadmin@manchester.ac.uk. They can assist you directly or liaise with the Travel Helpdesk on your behalf.

Please note that you will be provided with a **standard user account**, which allows you to create travel itineraries but not to book travel. All bookings must be made by an **approved booker**.

The IAT team can support you in arranging this. You can either:

- Send your completed itinerary to the approved booker (**currently Olivia Smith – olivia.smith-3@manchester.ac.uk**), or
- Request booking support through your **divisional administration team**.

When travelling and in cases where you cannot use Key Travel you may book travel yourself and claim back via University of Manchester [MyView](#) system. However, justification must be provided when submitting the request for reimbursement to the team as to why you could not use Key Travel for the expenses claim to be processed. When booking travel yourself, or general advice surrounding suitable use of bursary funds, please also refer to the University of Manchester's travel guidance to ensure bookings remain in policy:

- Flights
- Accommodation
- Rail
- Private car and car hire
- Public transport

- Taxi Fares

A4.4) My View expenses system

[The MyView system](#) will be required to be used when claiming back any other costs that cannot be covered by using the Key Travel system related to each NIHR bursary claim. This will include, for example, conference fees, subsistence, public transport, taxis and car mileage. Please review the links above, and [finance guidance pages](#) for submitting your claim.

Incidental expenses can only be submitted **after the event**. Please submit all claims on the system and upload copies of the original receipts.

All expense claims must be submitted within **three months** of the associated travel or event. Claims submitted after the 3-month deadline may be subject to rejection and will not be reimbursed unless exceptional circumstances apply.

Key Contacts

INTERNAL

Name	Position	Email
John Blaikley	CL Programme Lead	john.blaikley@manchester.ac.uk
Jenny Myers & Tom Blakeman	Co-ICAT Leads	jenny.myers@manchester.ac.uk / t.m.blakeman@manchester.ac.uk
Sharon Muskett	ICAT Co-ordinator	icatadmin@manchester.ac.uk
Olivia Smith	ICAT Administrative Assistant	
Lisa Roach	People Partner	Lisa.J.Roach@manchester.ac.uk
Cheryl Holmes/Emily McPhillips	NHS Liaison	nhsliaison@manchester.ac.uk
Fellowship academy		FBMHfellowshipacademy@manchester.ac.uk

EXTERNAL

Name	Position	Email
NIHR Academy	Submit Forms	IAT@NIHR.ac.uk (please do not contact unless you have spoken to the ICAT team first)
Paul Baker	North Western Deanery	paul.baker20@nhs.net
Natalie Dawson	Programme Support Co-ordinator	natalie.dawson14@nhs.net