



## CLINICAL ACADEMIC NEW STARTER CHECKLIST

DATE LAST UPDATED: NOVEMBER 2018

The following checklist sets out the practical steps you are likely to need to take at the beginning of your ACF/CL position. While this is intended as helpful guidance, please also refer to your employer(s) for specific advice.

This list has been developed as part of London Medicine & Healthcare's (LMHC) *Vital Signs* initiative. LMHC brings together the Heads of schools of health in London's higher education institutes. The *Vital Signs* initiative addresses a range of challenges which impact health education and training. LMHC is a division of London Higher, an 'umbrella' body representing over 40 universities and higher education colleges in London.

To learn more about this programme and our organisation, please visit:

<https://www.londonmedicine.ac.uk/our-work/vital-signs/>.

### SHARING & SUGGESTIONS

This list is subject to change, so before sharing with colleagues, please visit the address listed above to access the most up-to-date version. You are also very welcome to share your own ideas on how to improve this list by emailing [info@londonmedicine.ac.uk](mailto:info@londonmedicine.ac.uk).

## ACADEMIC CLINICAL FELLOWSHIP LEVEL

### PAY AND FINANCE

- Formal contract with trust finalised, including understanding and agreement on structure and any re-routing of pay
- Ensure pay scale is correct
- Review pension plan
- Examine maternity and sick leave benefits and holiday allowances
- Consider how years of service in NHS will be taken into account
- Ensure tax codes are all correct, including any student loan repayment details

### HEI SITE

- Honorary contract with HEI finalised
- Sort administrative details e.g. door passes, computer log in, library access
- Confirm details of academic supervisor, arrange introductory meeting with this supervisor
- Agree an academic development plan with your academic supervisor
- Attend any relevant induction events
- Research any courses the HEI may provide, including free-to-attend, subsidised or paid courses
- Sign up to any programmes for which the trainee is eligible
- Awareness of any academic careers office contacts (or equivalent) at the HEI, and what services they can offer

## CLINICAL SITE

- Confirm details of clinical and educational supervisors, introductory meeting with supervisors
- Receive all necessary inductions at site
- Sort administrative details e.g. door passes, log ins for hospital systems e.g. x-ray systems

## JOINT ASPECTS

- Ensure clinical and academic supervisors can contact each other easily (e.g. a formal email introducing the two parties)
- Finalise agreement on when the 25% of academic work will be undertaken. Will this be at set times each week, or will it be in a longer block of time? Do the timings work for all parties e.g. is the academic supervisor available during (some) of the designated academic time?
- Are there formal portals to record academic and clinical development?

## CONTACTS

- Who to liaise with within academic and clinical departments for any issues
- NIHR relevant contact
- Establish relationships with possible funding, grant, benefit bodies
- Other clinical academic trainees within department or associated fields
- Attending scientific events and courses hosted by other institutions

## HEE

- Details of HEE local office contact for further information (phone and/or email)
- Confirm HEE level Teaching Programme Director contacts for specialty
- The Professional Support Unit (PSU) provides a shared service of expert resources to support the professional development of clinicians in London and Kent, Surrey and Sussex (KSS). Link to the website can be found here: <https://www.lpmde.ac.uk/professional-development/professional-support-unit>
- The IAT Team will be able to advise on your award, NIHR's policy, and how the ACF/CL funding is structured. Contacts to the HEE Integrated Academic Training Team can be found here: [academictraining.lase@hee.nhs.uk](mailto:academictraining.lase@hee.nhs.uk)
- Contacts to the specialty team and also FAQs on the training programme can be found here: <https://lasepgmdsupport.hee.nhs.uk/support/home?trainee>

## CLINICAL LECTURER LEVEL

Many of the points covered above in the ACF section will also apply in future clinical academic career stages. A key difference is that at CL level an individual's substantial contract is with the HEI, and there will be an honorary contract with the trust. CL-specific points are as follows:

- Pay scales: Post holders who have completed a PhD should be eligible for a £4,000 pay supplement per annum
- Any awards/fellowships need to be taken into account

The NIHR Job Description detailing the CL role will be of use to new trainees. This can be found at:

<https://www.nihr.ac.uk/funding-and-support/documents/IAT/TCC-IAT-2018-Guidance-for-NIHR-CL-recruitment.pdf>