**West Midlands Clinical Academic Internship Programme**

**Learning Contract**

This learning contract represents the minimum expected of each of the partners but is not exhaustive and is subject to change

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| **Name of intern** |  | |
| **The BHP CAIP programme will provide:** | | | |
| A programme of taught sessions as specified in the timetable | | | |
| An academic supervisor who shares at least one of the following with the intern   * Ease of access (geographically) * Methodological similarity * Topic area interest | | | |
| A monitored inbox for intern, supervisor, and facilitator use | | | |
| Response to inquiries from intern or supervisor within 2 working days | | | |
| Regular evaluative opportunities to receive feedback from interns | | | |
| Single grant payment to the intern’s NHS organisation | | | |
| Make available University of Birmingham library access | | | |
| Facilitate application to a chosen Higher Education Institute (HEI) to undertake an MRes module | | | |
| Make available research placements that provide a breadth of understanding of different research activities | | | |
| Maintain and develop a diverse supervisor database | | | |
| Maintain records of the interns progress and achievement | | | |
| Facilitate communication of the programme and the interns progress between the CAIP team, the intern and the supervisor | | | |
| Maintain communication with the intern after the programme has completed | | | |
| Ensure the programme is marketed in such a way that a diverse range of professions and people are able to take advantage of the opportunity | | | |
| Provide a Portfolio to facilitate demonstration of the intern’s development and achievement | | | |
| **The supervisor will:** | | | |
| Agree to meet the intern at least once per month for one hour during the programme (this can be in person or via telephone/skype) | | | |
| To complete the supervision log at least monthly and ensures that the intern emails this to the CAIP team | | | |
| Support the intern to evaluate their development and academic learning needs | | | |
| Support the intern to refine their research question and plan a integrative literature review and or design and undertake Patient and Public Involvement (PPI) activity | | | |
| Provide feedback to the intern on written work in a timely and constructive manner | | | |
| Help the intern to understand plagiarism | | | |
| Support the intern to submit his or her literature review to an appropriate journal and with the submission of application for further study | | | |
| To respond to intern enquiries via email within 3-5 working days unless an absence has been discussed | | | |
| To communicate absence to the CAIP team in order that substitute supervision can be arranged | | | |
| At the end of the programme, the supervisor will notify the CAIP team on the intern’s progress and whether the supervisory relationship will continue | | | |
| **Signature:** | | | |
| **Signed by (name):** | | **Date:** | |
| **The intern will:** | | | |
| After receiving confirmation of University of Birmingham ID and email collect their ID badge from the main library, complete the library access procedure, and accept the invitation to the virtual learning environment (Canvas) courses | | | |
| Attend all taught sessions and engage with other learning opportunities unless unable to because of illness or personal circumstance. If the intern will be absent they will need to inform the CAIP team via email | | | |
| Make arrangements to review missed session material – e.g. via Canvas | | | |
| Meet supervisor at least once per month (this can be in person or via telephone/skype) and return supervision log to the CAIP team via email | | | |
| Prepare work and questions so that the supervision sessions are productive and contribute to progress | | | |
| Undertake an evaluation of learning needs and discuss these with CAIP BHP and supervisor | | | |
| Develop and refine a feasible research question | | | |
| Develop and refine an appropriate method | | | |
| Abide by good academic standards | | | |
| Undertake research placements that support breadth of learning and methodological understanding | | | |
| Develop and submit for publication a literature review to support the research project or undertake a PPI project | | | |
| Use the Portfolio to maintain a record of activity and achievement | | | |
| Prepare and present a 10 minute presentation that details   * The research question * An outline of the method proposed to address this * An outline of the findings of the literature review/PPI work * A discussion of how the literature review/PPI influenced the research project question or design * An outline of the main learning points for the intern from the programme * An outline of what the intern has planned for the future (e.g. application to MRes). | | | |
| Give due consideration to undertaking an MRes module | | | |
| Complete the interactive plagiarism course provided via Canvas | | | |
| Provide evaluation and feedback to the supervisor and the CAIP team | | | |
| Participate in classroom discussions and action learning sets | | | |
| Keep the CAIP team informed of changes in circumstance that might impact on their progress | | | |
| **Signature:** | | | |
| **Signed by (name):** | | **Date:** | |
| **The line manager or organisational representative will:** | | | |
| Invoice CAIP team for the single grant payment | | | |
| Honour the commitment to allow the CAIP intern 30 days to undertake the programme over its duration | | | |
| Discuss with the intern the research needs of the area, department or organisation | | | |
| Keep CAIP team informed of changes in circumstance that might impact on the intern’s progress | | | |
| **Signature:** | | | |
| **Signed by (name):** | | **Date:** | |