

## Induction Guide for Academic Clinical Fellows (ACFs)

### 1. The Structure of an ACF

#### ST1/2

- For trainees with a National Institute for Health Research ACF post your training will be 25% academic and 75% clinical over the 4 year duration of the ACF post.
- In ST1/2 you will spend the majority of your time in hospital based posts. During these you will have no dedicated academic time.
- During your 6 month GP placement (in either ST1/2) you will have 3 academic sessions a fortnight. These are on Tuesdays (with the remaining 1 session being your fortnightly learning set teaching afternoon).
- It is worthwhile considering when your GP rotation will fall in ST1/2 when you rank your jobs.

#### ST3/4

- During your ST3 year your week is divided as follows: 2 days clinical, 1 day learning set (Tuesdays), 2 days academic.
- In ST4 you get 2 clinical days and 3 academic days (which replaces the 1 day learning set in ST3)
- You need to negotiate with your supervisors which days you have as clinical and which are academic. Bear in mind when people are working (if one or both supervisors are part time). It is also important to consider what days practice meetings are on and if you are likely to have any regular important commitments in the department on certain days.

#### Less than full time training

- Please see the document 'Less than full time academic GP training – a few considerations' for further details about this.

### 2. Out of Hours (OOH)

All GP trainees complete mandatory OOH work. This is the same as for any other trainee in ST1/2. In ST3/4 you can spread the required 72 hours over the 2 years. It is advisable to complete this steadily over the two years.

### 3. Exams

- You will have to complete the AKT (Applied Knowledge Test) and CSA (Clinical Skills Assessment) in order to complete GP training.

- Most people will take the AKT at some point in ST2. This is an online, computer based, multiple choice format, knowledge test.
- The CSA is taken at some point during ST3/ST4. It is an assessed, simulated surgery with examining clinical skills with common scenarios encountered in General Practice.
- It is important to think carefully when you want to take this (particularly as it is expensive), remembering that you will accumulate clinical experience in General Practice less quickly than your full time peers.
- Remember that currently advice is that the examination fees for these exams can be submitted to HMRC to be set against tax as allowable expenses

#### **4. The e-portfolio for ACFs**

- It is important to make entries about what you do in your academic time in the ePortfolio. The log type should be selected as Academic Activity.
- Each ePortfolio entry should have curriculum descriptors selected. Most academic entries will come under the curriculum section 2:04 'Enhancing Professional Knowledge'. You can select up to a maximum of three, so others may also be appropriate.
- Your educational supervisor will assign competencies to your academic entries, just as they do for your other clinical entries.
- It is also important to include Academic targets and objectives in your Personal Development Plan (PDP). Two to three every 6 months is usually sufficient.
- You need to complete an academic ARCP each year around April/May time. This is a form filled in with your academic supervisor, which you then upload to the e-portfolio (section 2:04 again) before the deadline. The form is available from the Deanery GP Programme Administrator (currently Heather Smith – [heather.smith@thamesvalley.hee.nhs.uk](mailto:heather.smith@thamesvalley.hee.nhs.uk))
- You will also have an annual meeting with one of the academic training programme directors from OUCAGS. You get sent a form to fill in before this on which you detail your academic activities. The meeting tends to be brief, and an opportunity to ensure you are on a track, and have plans for the next academic year.

Workplace Based Assessments are completed in ST1/2 as for a non-academic trainee. In ST3 and ST4 they are done 'pro-rata' and the rules for part time trainees apply i.e. you do half the number in each 6 month block (which works out to the full number as you do 2 extra 6 month blocks). You will have an educational supervisor review every 6 months during your ST3/4 years.

#### **5. Oxford University Clinical Academic School (OUCAGS)**

- OUCAGS host all the academic trainees in the Oxford Deanery across all the specialities and across all the years of training. They provide excellent support, mentoring and learning opportunities.

- There is an Academic Forum that takes place at various points throughout the year. The current format is a one day event – it is important to try and get to this if possible, to hear the research of others in academic medicine.
- Other opportunities are often highlighted through email communications.
- More about OUCAGS is on Weblearn and at <http://www.oucags.ox.ac.uk/>

## 6. Funding and Conferences

- NIHR ACFs have a conference budget of £1000 per year. This is held by OUCAGS. If you want to go to a conference you need to e-mail them ([oucags@medsci.ox.ac.uk](mailto:oucags@medsci.ox.ac.uk)) stating where you want to go, why (i.e what you are presenting, or why it is imperative that you attend), and what the costs will be. Requests need to be approved by OUCAGS in advance. Receipts are submitted to OUCAGS retrospectively, together with a completed expenses form (<https://weblearn.ox.ac.uk/x/fnvCqU>). Payment is by bank transfer within a month or two.
- Over the course of your ACF you also have access to £1000 for costs associated with your research. This might include things like software (such as Endnote or SPSS) you need to purchase etc. Again you need to e-mail OUCAGS with your request.

## 7. Diploma Modules

The Postgraduate Diploma of Health Research (University of Oxford) is funded within the ACF programme. It is comprised of two compulsory modules and 4 optional modules. One or two of the modules are online learning, but the majority are a week of 9-5 face to face teaching, followed by an assignment which you submit 6-8 weeks later. More info on the diploma can be found at:

<https://www.conted.ox.ac.uk/187>

It is up to you when you choose to do this. Some people start in ST1/2, whilst others wait until ST3/4. It must be completed within 3 years. Either way you need to apply to the university (forms online). OUCAGS can advise on this – applications usually come out in late spring/early summer to start the diploma in the autumn.

A few things to consider with the diploma:

- Think carefully about when you start it. Getting a week of study leave out of a hospital job can be difficult. Doing 3 modules a year during ST3/4 is very do-able, but does take a significant chunk of time out of clinical practice.
- Choose your modules wisely. The assignments are very focussed on whatever the module is on. So for example taking the 'systematic review' module when you're actually doing a systematic review means writing the assignment is a lot easier.
- You need to negotiate time out for this with your practice.

## 8. Things to do at the start of your ACF

- The department will help you to find the right academic supervisor. Your clinical supervisor will be allocated to you by the deanery. Make sure they know you're an academic trainee! It is important to start thinking early about what research interests you have and what you would like to achieve during your academic time.
- Get a departmental card, printer account, Novell login (for the computers). Jessy Morton is the office manager for the Department and will find you the answer to most admin/tech related queries ([Jessy.morton@phc.ox.ac.uk](mailto:Jessy.morton@phc.ox.ac.uk)).