

# Clinician Research Fellowships

## Guidelines 2021

### Context

Metro North Hospital and Health Service (Metro North) is committed to setting a forward-looking research agenda which embraces novel approaches to diagnostics and therapeutics, and systematically evaluates our clinical practice and the implementation of new knowledge to deliver world class health care. The Metro North Research Strategy<sup>1</sup> outlines our approach to lead excellence in patient centred research and engage our people with a research-active culture to develop attract and retain high calibre research expertise. The Metro North Research Office provide the *Clinician Research Fellowships* to enable our brightest clinicians to develop a program of research aligned to the Metro North Research Strategy, designed to concurrently advance their research and clinical practice careers.

### Clinician Research Fellowships

The Clinician Research Fellowships (the Fellowships) program will allow us to attract and retain our brightest and promising clinicians and support their continuing professional development to create a strong foundation of evidence-based health care through research. Clinician researchers are well placed to identify issues and research opportunities of great relevance and need to our patients and their health care delivery and facilitate high quality research that will ultimately provide better healthcare outcomes for patients and the community.

The Fellowships aim to provide health professionals with the opportunity to pursue research without having to fully relinquish their clinical career in favour of a full-time research fellowship. The Metro North Office of Research will award up to 5 Fellowships (equivalent to 0.4FTE clinical backfill for 3 years and 0.2FTE for one year) annually to support clinician researchers to concurrently undertake clinical and research career pathways.

Applications are invited from clinicians across all healthcare disciplines, including allied health services, health sciences, dental, medical, and nursing and midwifery health care professionals.

The objectives of the Clinician Research Fellowships program are to:

- support excellent basic and applied research by promising clinician researchers who are embedded within the Hospital and Health Service.
- promote enhanced opportunities for diverse career pathways by attracting and retaining our brightest and promising clinician researchers
- expand clinician-research capacity in a supportive and appropriately supervised research enabling hospital and health service environment
- enable capacity building and clinician-researcher mentoring, leadership and supervision capabilities

It is essential that ALL applicants read the [Metro North Research Grants Policy](#) prior to applying.

**PLEASE READ THESE GUIDELINES THOROUGHLY.**

For more information, please contact the Metro North Research Grants Development Manager

Phone: 07 3647 9635 Email: [MNHHS-Grants@health.qld.gov.au](mailto:MNHHS-Grants@health.qld.gov.au)

<sup>1</sup> [Metro North Hospital and Health Service Research Strategy 2017-2022](#)

## Definitions

Term	Definition
Applicant	Refers to the individual who is submitting the application.
Clinician	A health professional with a recognised tertiary degree, with eligibility for full registration with either the Australian Health Practitioner Agency (AHPRA), or membership or registration with a relevant professional body. This includes medical practitioners, nurses, nurse practitioners and midwives, allied health professionals, and clinical scientists. Refer to Metro North Nursing & Midwifery, Medical Services, or Allied Health for full details of all eligible professions.
Clinician duties	Refers to those duties undertaken by the applicant in the course of their employment as a clinician. These duties may be directly related to patient care or may include non-clinical duties such as administrative or management specialisation, as distinguished from research or academic activities.
Clinician Researcher	A clinician with a research higher degree (RHD) <b>OR</b> who has a demonstrated research track record: <ul style="list-style-type: none"><li>• Where an applicant has an RHD, they will be within ten (10) years of award of RHD at the time of application.</li><li>• Applicant's without an RHD will be within 10 years of their first academic publication at the time of application</li></ul>
Fellow	For the purposes of this document, Fellow will refer to a successful Fellowship applicant.
Supervisor	Refers to an individual nominated to supervise the Fellow whilst undertaking their clinician researcher duties. The supervisor must be appropriately qualified, with professional (clinical) and/or academic supervisory experience. Up to two supervisors may be nominated on the application.
Research Higher Degree (RHD)	A postgraduate research higher degree (RHD) completed at a University or recognised training institution. For the purposes of the Fellowships program, the Australian Qualification Framework (AQF) is used, and will include: Level 10 – Doctoral Degree (PhD); Level 10 – Doctoral Degree (MD); Level 9 – Masters Degree (Research).

## Eligibility Criteria

To be considered eligible for a Clinician Research Fellowship, applicants must:

- for the duration of the Fellowship be employed with Metro North, appointed to a minimum of 0.2FTE clinician duties, above; and
- meet the definition of clinician researcher, above; and
- nominate at least one appropriately qualified supervisor; and
- provide a proposal to develop and undertake a body of research aligned with the [Metro North Research Strategy 2017-2022](#) to be undertaken at, or significantly associated with, Metro North HHS facilities and/or directly involve Metro North HHS patients and community; and
- include a signed Letter of Support from the relevant Head of Department with a commitment to support reduction of clinician duties by February 2021 (where required) and endorsement of the application; and
- where the applicant is not currently a Metro North employee, the applicant will be required to demonstrate appropriate considerations for a future appointment as a *clinician* with MNHHS, as per the definition above; and
- submit the application using the requisite online application form by the advertised closing date; and
- upload all requisite documents according to content and formatting requirements; and
- ensure that all requisite signatures are obtained on the final certification page, and
- upload a copy of the certification page, with all requisite signatures, as one document using the online platform.

Where an application does not meet **ALL** of the eligibility criteria outlined above, applications will NOT be considered by the Clinician Research Fellowships Panel and will be deemed INELIGIBLE.

## Terms of Funding

- Up to five (5) part-time (0.4FTE year 1-3; 0.2FTE year 4) Fellowship grants will be awarded.
- Fellows will be concurrently appointed to a temporary part-time position at the level of their current substantive clinician appointment with the Metro North Office of Research.
- Fellows must be employed with Metro North HHS and undertaking clinician duties (minimum 0.2FTE) for the duration of the Fellowship. The total Metro North appointment may not exceed 1.0FTE. Note: the total concurrent employment arrangement with Metro North HHS does not have to equate to 1.0FTE.
- Fellows will receive a Letter of Offer and must return a signed copy of the Acceptance of Offer, outlining the Terms and Conditions of award, including compliance with all relevant policies, procedures, legislation and regulatory frameworks relating to the conduct and management of research.
- Fellows must take up the appointment in February 2021, except where Metro North Office of Research has granted special permission to do otherwise.
- It is the Fellow's responsibility to ensure full ethical approval (HREC approval) and site authorisation (SSA approval) is received for all research undertaken during the Fellowship.
- The Fellow will be responsible for demonstrating adherence to the research strategy and plan outlined in the approved application, and continuation of Fellowship funding is contingent upon successful progress toward completion of these activities and submission of an Annual Progress Report.
- Where the application includes a proposed collaboration with an Academic partner, the applicant must also demonstrate agreement from the Academic partner to meet the minimum expectations in Fellowship support, including in-kind provision of FTE and infrastructure support.

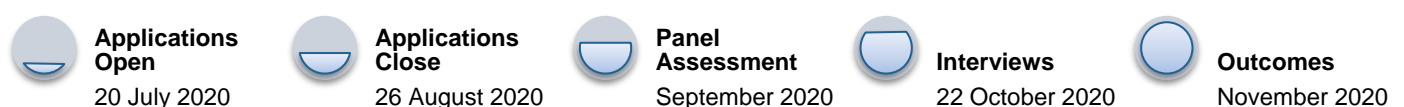
## Assessment Criteria

Applications will be received by the Metro North Office of Research and assessed by a Clinician Research Fellowships Panel (the Panel) using the below criteria:

Criteria	Weight
Research program proposal - quality, feasibility, potential significance/impact and patient-centred research	25%
Research capacity building, synergy with health service duties, appropriate consumer engagement	25%
Research environment - including health service and academic supervision/mentorship	20%
Track record (relative to opportunity) in research and clinician duties	30%

Following assessment by the Panel, up to eight (8) applicants will be invited to interview. Those applicants who are unsuccessful and do not progress to an interview will receive written (email) confirmation from the MNHHS Office of Research not less than one week prior to the scheduled interview date.

## Timeline



# Interviews

- DATE** 22 October 2020
- DURATION:** 30 minutes (must arrive 15 minutes prior to prepare)
- LOCATION:** Metro North, Block 7, Herston Campus

## Invitation

- Invitations will be received by phone and email not less than one week prior to the scheduled interview.
- Applicants are requested to invite their Head of Department, Clinical Supervisor or Executive delegate to attend.

## Acceptance

- Timeslots will be allocated and applicants are expected to be available at the requested time.
- Acceptance must be confirmed by return email. A request for a change in time only may be made. Requests are not guaranteed and will only be made subject to panel availability.
- Should an applicant decline or be unavailable to interview, they will not be eligible for the current round and the next-highest ranked applicant may be invited to interview.

## The Interview

- Attendance is required in-person. Under exceptional and extenuating circumstances only, provisions for tele/videoconference may be made. Please note, this does not include work roster conflicts or inability to travel between Metro North campuses. It is the applicants' responsibility to arrange and successfully trial tele/videoconference arrangements prior to the interview, or else the interview will not proceed.
- The Metro North members of the Fellowship Panel will attend the interview, including the Panel Chair, plus the applicant, their Head of Department or delegate and the Metro North Research Grants Development Manager.

## Assessment

- Applicants will be asked questions relevant to their application, selected by the Panel, in line with [Metro North Values in Action](#) - respect, teamwork, compassion, high performance and integrity.
- The Head of Department, Supervisor or Executive delegate attending the interview will be asked to speak to the level of potential impact, project feasibility and support of the applicant.

## Outcomes & Award

- The Panel will determine a recommendation of up to five (5) applicants following the interview.
- The Metro North Research Grants Committee will then review the Panel's recommendation and prepare an outcomes report for the Chief Executive, who will make a final decision.
- The five (5) candidates will receive a tentative offer and will be requested to undertake formal negotiations with their proposed academic partner and confirm arrangements with their Head of Department and Facility Executive.
- Outcomes are anticipated to be announced in November 2020.

# Online Application Form

FOR MORE INFORMATION, KEY DATES AND TO APPLY visit the application website

<https://metronorth.smartygrants.com.au/>

## Page 1. Research Program Proposal

In this section, outline the research activities you propose to undertake during the four-year Fellowship. You must identify a title, brief description, background and rationale, aims & objectives, a research plan and the potential significance and impact. The research plan must clearly outline the research activities you propose to undertake and should be clearly linked to the milestones and timelines in the following section.

The milestones and timelines section will form the basis of your ongoing reporting to Metro North for the Fellowship. It is important the milestones are clearly linked to the research plan, and the measures of success are clearly outlined and relevant to the Fellowship. In this section, the measures of success (expected outcomes and outputs) should consider the NHMRC fields of research impact: health, social, economic and knowledge.

### #1 Upload: Proposal Supporting Document

Formatting Requirements: PDF only, references 1 page max. and images, graphics and graphs 1 page max.

Mandatory file name: CRF-XXX-2021\_Proposal Supporting Document.pdf

## Page 2. Research Capacity, Synergy and Consumer Engagement

You will be asked to provide a response to the following questions:

### Capacity Building

1. *How will this Fellowship advance your academic and clinical professional development?*
2. *How do you intend to use this Fellowship to actively engage in capacity building activities and build collaborations for your clinical department, across Metro North, and the wider academic and clinical community?*

### Synergy with Health Service Duties

3. *How will you integrate this Fellowship with your clinician duties? What opportunities will it create to inform your clinical practice, advance clinical care and health service delivery within your department?*
4. *How will your Fellowship research program advance understanding and bridge knowledge gaps in your field, and how will it be translated and disseminated to colleagues, and the wider professional and academic community?*

### Consumer Engagement

5. *How do you plan to incorporate consumer engagement within your research program throughout the Fellowship?*
6. *How will your Fellowship research program translate into meaningful outcomes for the benefit of consumers?*

## Page 3. Research Environment

### Collaborations

During your Fellowship, your research program will have collaborations and be connected and linked with working with our patients, people and possibly academic and/or industry partners.

1. *How will this Fellowship and your research program be used to strengthen and build collaborations across Metro North, with our patients and people, and/or with academic or industry partners?*

## Infrastructure and Resources

Clinician Research Fellowships provide salary support **only**. Across the four years, you will be expected to undertake a body of research alongside your clinician duties, which may require access to specialised infrastructure, resources, advanced facilities or service.

2. Describe the infrastructure and resources that will be available to you during this Fellowship. Please specify whether they are from within Metro North or external.
3. How will you ensure that you will have access to the necessary resources and infrastructure across the duration of the Fellowship? Please include any contingency management strategies you may have for unsuccessful funding opportunities or deviations from your original plans.

## Primary Supervisor

You are required to nominate at least one appropriately qualified primary supervisor who will provide academic and/or clinical mentorship for the duration of the Fellowship. The Primary Supervisor is to outline their role and contribution to the Fellowship, provide a Resume/CV, and will certify and sign a copy of the application.

## Secondary Supervisor

You may nominate a second appropriately qualified supervisor who will provide academic and/or clinical mentorship for the duration of the Fellowship. The Secondary Supervisor is to outline their role and contribution to the Fellowship, provide a Resume/CV, and will certify and sign a copy of the application.

## Head of Department – Letter of Support

You are required to provide a signed letter of support from your relevant Head of Department. The letter of support must, at a minimum, outline the commitment to support your reduction in clinician duties, and how you will be supported to maintain at least the minimum (0.2FTE) clinician duties and integrate your research with clinical care. It must outline what supports will be available to you and provide an indication of the department and Facility level support for this Fellowship application.

## Academic or Professional Letter of Support

You may upload an alternative letter of support. This may be from within Metro North or it may be from an academic or industry partner. In all cases it must be pertinent and relevant to your Fellowship application.

### #2 Upload: Research Environment Supporting Documents

Formatting Requirements: PDF only, one file combined in this order:

- Resume/CV of Primary Supervisor. *Six pages max, required.*
- Resume/CV of Secondary Supervisor. *Six pages max, optional.*
- Signed letter of support from Head/Director of MNHHS Clinical Department/Unit. *Two pages max, required.*
- Signed letters of support, where appropriate, from an Academic Partner or relevant collaborator. *Two pages max, optional.*

Must be uploaded as ONE document, in the above required order.

Mandatory file name: CRF-XXX-2021\_Research Environment Supporting Documents.pdf

## Page 4. Track Record (relative to opportunity)

In this section you will be asked to provide details of your track record in research and clinical duties. You will be asked to provide a career summary, details of research higher degree(s), publications, relative to opportunity and career disruption details and a CV/Resume.

### #3 Upload: CV/Resume

Formatting Requirements: PDF only, six pages maximum.

Mandatory file name: CRF-XXX-2021\_Resume.pdf

## Page 5. Application Details

In this section you will be asked to provide details of your contact details, employment status and clinical registration or professional certification details.

## Page 6. Certification and Signatures

The final page of the application form is where the Applicant, Supervisor(s), Head of Department and Executive Director are required to acknowledge (tick) all certification statement and sign the application.

To create your certification page, first complete the Online Application form. Once you have completed the form, print a copy of the entire application, and attain the requisite signatures.

It is the applicants' responsibility to ensure enough time is allowed for obtaining signatures. For example, you require an Executive Director's signature, you will need to allow enough time for them to receive, review, sign and return the application to you using their usual administrative methods. Asking for a signature on the day the application is due is neither encouraged or supported by the Metro North Office of Research. Late applications will not be accepted, including those awaiting final signature.

Once you have attained all requisite signatures, upload a signed copy of the certification page and submit the application.

### #4 Upload: Full Application and Certification

Formatting Requirements: All requisite signatures. All statements certified (ticked). PDF only.

Must be uploaded as ONE document, containing all requisite signatures.

Mandatory file name: CRF-XXX-2021\_Certification.pdf

# Application Checklist

Item	Who	Requirements	Signature
<b>Proposal Supporting Document</b>	Applicant	<p>Upload as one PDF file.</p> <p>References: 1 page max.</p> <p>Images, graphics and graphs (optional): 1 page max.</p> <p>Mandatory file name: CRF-XXX-2021_Proposal Supporting Document.pdf</p>	N/A
<b>Research Environment Supporting Document</b>	Applicant	<p>Upload as one PDF file.</p> <p>Resume/CV of Primary Supervisor: 6 pages max. required.</p> <p>Resume/CV of Secondary Supervisor (if required): 6 pages max. optional.</p> <p>Head of Department Letter of Support: 2 pages max.</p> <p>Collaborator's Letter of Support (if required): 2 pages max.</p> <p>Mandatory file name: CRF-XXX-2021_Research Environment Supporting Documents.pdf</p>	N/A
<b>CV/Resume</b>	Applicant	<p>Upload as one PDF file on template provided.</p> <p>All font 11pt Arial or Times New Roman</p> <p>6 pages max.</p> <p>Mandatory file name: CRF-XXX-2021_Resume.pdf</p>	N/A
<b>Certification</b>	Applicant	<p>Upload as one PDF file.</p> <p>Download PDF of completed application, including the final certification page</p> <p>Collect all requisite signatures</p> <p>Upload signed certification pages (PDF only)</p> <p>Mandatory file name: CRF-XXX-2021_Certification.pdf</p>	<p>Applicant</p> <p>Supervisors / Mentors</p> <p>MNHHS Facility Executive Director</p> <p>MNHHS Head of Department</p>
<b>Application Form</b>	Applicant	Online form submitted by due date	Certification page uploaded separately