



National Institute for
Health Research

NIHR Integrated Academic Training

Clinical Lectureship (Dental):

Guidance for Recruitment & Appointment

2019

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Introduction

1. The NIHR Clinical Lectureship (CL) represents the second substantive phase of the Integrated Academic Training Pathway recommended in the report "[Medically- and dentally-qualified academic staff: Recommendations for training the researchers and educators of the future](#)". This report was produced by a joint Sub-Committee of the UK Clinical Research Collaboration (UKCRC) and the NHS Modernising Medical Careers (MMC) to recommend initiatives that integrate the development of academic skills with each of the key stages of a clinician's career.
2. The primary purpose of a dental CL is to provide a clinical and academic training environment for a dentist to further develop their postdoctoral research portfolio and establish themselves as an independent researcher and leader in their chosen field. Applicants for a NIHR CL must be able to demonstrate that they have outstanding potential for development as a clinical academic in research and/or educational research.
3. NIHR CLs spend 50% of their time undertaking clinical training and 50% undertaking academic research. The posts are available to dentists that have a high-quality higher research degree (PhD or equivalent).
4. The NIHR CL offers flexible ST entry level tailored to the individual career stage of the applicant. Dentists at the start of specialty training can start their NIHR CL at ST1/2. ST3/4 entry is available for Paediatric Dentistry and Orthodontics trainees, enabling training to run-through to the post-CCST training period. NIHR CLs are also available to General Dental Practitioners (GDPs) who wish to develop an academic career.
5. This guidance is for NIHR Integrated Academic Training (IAT) Partnerships comprising Health Education England (HEE) Local Offices (formerly Local Education Training Boards; LETBs), Dental Schools, and NHS Organisations, to support the selection of individuals for NIHR CLs in dentistry starting on or after 1 April 2019.
6. Applications for a NIHR CL in England will follow the same process for entry into clinical specialty training programmes. This document sets out the broad framework regarding the eligibility for CLs.
7. The principles set out in the [Dental Gold Guide](#) will still apply.

Recruitment and the Award of a NTN (a)

8. Recruitment to CL posts should be jointly managed by the relevant HEI and HEE Local Office in the IAT Partnership.
9. The award of a National Training Number (NTN) (a) will be made to applicants who are successful in the appointment process that enter a General Dental Council (GDC)-recognised specialty training programme.
10. NIHR CL posts are, in part, clinical training posts and must be managed to fit in with clinical training rotas. Posts may be supernumerary but, where they are not, it may be necessary to convert an existing clinical training post's NTN to accommodate a NIHR CL. In some cases, it may be possible to create a supernumerary post and allocate an additional NTN. Permission must be sought from the local Postgraduate Dental Dean to create a new NTN.
11. Applicants must meet the requirements of the clinical person specification for entry into the specialty training programme at the advertised level, in addition to meeting the requirements of the academic appointment. Appointment committees are required to ensure that both clinical and academic

standards for appointments are met. In the case of GDP CLs, there is no recognised specialty training programme therefore the award of a NTN(a) will not apply.

NIHR Clinical Lectureships Timetable

Applications open: Tuesday 30 October 2018

Applications Close: Tuesday 31 March 2020

UK National Recruitment

12. For recruitment to NIHR CLs in GDC specialties using the National Recruitment to Specialty Training Process, CL applicants deemed appointable at the joint clinical and academic interviews who do not hold an appropriate NTN will need to be assessed/interviewed subsequently through the relevant national process for the specialty. Applicants must pass the pre-determined “threshold of appointability” (also referred to as “the benchmark”) in order to be appointed to the CL.
13. CL applicants undergoing clinical benchmarking will be ranked on their performance at the CL interview, **not** the national clinical interview.
14. For recruitment to GDC specialties where National Recruitment is not available, for GDP CL recruitment, or in cases where National Recruitment is not available within the relevant timeframe, recruiters should conduct the interviews ensuring that clinical suitability is adequately assessed.

Advertisement

15. The recruitment round will open on 30 October 2018 and close on 31 March 2020. The 2019 NIHR CL posts may not be advertised and closed before the national launch on 30 October 2018. Successful applicants may not take up their post until after 1 April 2019.
16. The following should be formulated prior to advertisement:
 - [Application form\(s\)](#) must assess both clinical and academic competence. Please refer to ‘Supplementary Questions for Applicants Applying for a NIHR Clinical Lectureship’, which should be used in conjunction with questions to assess clinical competences (Appendix 2);
 - [Person specifications](#) are required for the training programme as a whole (both clinical and academic) and a description of the training and service requirements for the rotational placements should be formulated prior to advertisement. See Appendix 1 for the Supplementary Person Specification for applicants applying for a NIHR Clinical Lectureship;
 - [ST Level](#): ST2 is the recommended minimum level for appointment to a NIHR CL post; however, partnerships are permitted to advertise posts between ST1 and ST4 entry as appropriate;
 - [A description of the training and service requirements for the rotational placements](#): Training programme descriptions should provide suitable detail of the academic training component with an indication of how this is protected from clinical service.
17. All CL posts must be advertised and open for applications for at least 4 weeks. Partnerships are strongly encouraged to advertise the posts on Oriel. Posts should be advertised specifying: the GDC specialty/specialties if including specialist training, or GDP regardless of the level of entry. Partnerships may advertise NIHR CL posts in up to three GDC specialties (or General Dental Practice). Posts may be advertised at a specific entry level or at multiple levels. IAT partnerships will need to make it clear at what level or levels each CL is being offered.

18. The launch of the 2019 Dental CL recruitment round will be advertised nationally by the NIHR Academy. Details of the available posts will be available on the NIHR website (www.nihr.ac.uk/CLdentistry). Potential applicants will be asked to make contact locally via an identified IAT Partnership contact. The NIHR Academy will direct CL applicants to the relevant HEI and HEE Local Office websites and Oriol (www.oriol.nhs.uk)
19. Organisational partnerships must inform The NIHR Academy when they are planning to advertise their posts and provide details of where their adverts will be placed. This should be done via e-mail to iat.management@nihrcc.org.uk. All posts must be advertised nationally; local advertisements are also allowed should partnerships wish to do so.
20. Successful applicants must take up the post before 31 March 2020, therefore please allow enough time to advertise, shortlist, interview, and where required, allow notice periods to be given. Please note there will not be any extensions given beyond the 31 March 2020 deadline. Posts that remain unfilled ahead of 31 March 2020 will be withdrawn.

Eligibility

21. NIHR CL posts are awarded to IAT partnerships of Dental Schools, HEE Local Offices, and NHS Organisations. HEE Local Offices do not have permission to move any posts from one dental school to another within the HEE Local Office boundary.
22. NIHR CL posts are only available to dentally-qualified applicants. Other dental healthcare professions, for example dental therapy, should reference the HEE/NIHR Integrated Clinical Academic (ICA) Programme.
23. Those wishing to apply for a NIHR CL must already hold a higher research degree (PhD, MD, or equivalent) in a relevant subject area. NIHR does not consider taught doctorates (such as a DDSc) equivalent to a PhD.
24. NIHR Dental CL posts are open to:
 - Specialist Registrars (SpR) or Specialty Registrars (StR) currently holding an NTN who have completed a PhD (or equivalent).
 - Applicants who meet the entry criteria for entry into specialty training at the advertised level for the specific CL post and who have completed a PhD (or equivalent). Applicants may only apply if they have already submitted their PhD or MD thesis at the time of application. If the applicant's thesis has not been submitted by the application closing date, then they are ineligible to apply in this round.
25. Applicants that have already completed one NIHR CL may not apply for another, but may apply for a locally-funded CL. Applicants with less than one year to CCST may be more suited to another postdoctoral fellowship e.g. a NIHR Advanced Fellowship rather than a NIHR CL.
26. Successful applicants may not take up their post until their PhD or MD has been fully awarded. Should the PhD not be awarded until after the 31 March 2020 deadline, then the applicant is ineligible to apply in this round.
27. NIHR CL posts in dentistry are available at multiple entry levels starting at ST1. The recommended minimum entry level for a NIHR CL post is ST2; however, dentists may also be appointed at ST1 if desired. NIHR recommends that dentists yet to begin a specialty training programme apply for a NIHR ACF to take advantage of both the ACF and CL posts during their training.
28. Partnerships may offer NIHR CL posts at a higher level, e.g. ST3 or ST4, if it is appropriate to do so. With the exception of Paediatric Dentistry and Orthodontics appointments, applicants who have already gained a CCST are ineligible for appointment to a NIHR CL. Please see below for further information.

Eligibility – General Dental Practitioners

29. The NIHR CL scheme is open to GDPs who have completed a PhD, MD, or equivalent. NIHR does not consider a taught doctorate, e.g. a DSc equivalent. GDP applicants must meet all of the following criteria.
- Applicants must have previous research experience / academic training.
 - GDP applicants should have at least 5 years' postgraduate clinical experience at the time of application.
 - GDP applicants that have already completed one NIHR CL may not apply for another, but may apply for a locally-funded CL.
 - GDP applicants may only apply if they have already submitted their PhD or MD thesis at the time of application. If the applicant's thesis has not been submitted by the application closing date, then they are ineligible to apply in this round.
 - Successful applicants may not take up their post until their PhD or MD had been fully awarded. If this will not be awarded until after the 31 March 2020 deadline, then the applicant is ineligible to apply in this round.

Job description

30. The job description must be agreed by both the academic and clinical leads involved in the scheme and include the following information, as a minimum:
- Job title, ST level(s), and name of up to 3 GDC specialties (or GDP);
 - Duration of the post;
 - Hospitals in which training will take place;
 - Research institution(s) in which training will take place;
 - Whether day release or block release will be used for protected research time;
 - Description of the research component of the programme (minimum 250 words);
 - Description of the clinical training component of the programme (minimum 250 words);
 - Academic Programme Director name;
 - Clinical Programme Director name;
 - Programme contact for further information (phone or email);
 - HEE Local Office contact for further information (phone or email);
 - A link to the NIHR website (www.nihr.ac.uk/CLdentistry) for further information; and
 - Confirmation that appointment to the post attracts a NTN (a) (with the exception of GDP CLs).

Run-through

31. Specialty-specific NIHR CLs are considered as run-through posts for the duration of the CL and beyond. Clinical progression is based on the achievement of competencies and satisfactory completion of an Annual Review of Competence Progression (ARCP). Specialty NIHR CLs are considered to have entered into a programme that will take them through to gaining a CCST.
32. NIHR GDP CLs are not appointed to a specialty training programme. Their academic training (50%) will thus be combined with clinical service (50%), as a salaried or self-employed GDP in Primary Care or Community Dental Care. GDPs are expected to engage in appropriate continuing professional development.

Constitution of Appointment Committees

33. The appointment committee should sit as a joint clinical/academic appointments committee. Committee membership should reflect the organisational partnership offering the clinical and academic aspects of the CL programme. The committee must be constituted to assess clinical competence at the appropriate level. They should also be confident in assessing academic quality and potential. Committee members should have received training in fair recruitment and selection, and equal opportunities, within the last three years.
34. All shortlisted applicants (internal and external) for NIHR CL posts must be given a joint academic and clinical interview. ARCPs (or equivalent) are not to be used in place of a clinical and academic interview.
35. Membership of the CL Appointment Committee must be based on the following:
 - A lay chair;
 - The lead of the CL training programme, or their representative;
 - The chair of the Training Committee, the Programme Director, and a representative of the HEE Local Office;
 - Representation from the relevant academic community;
 - An independent academic member (wherever possible from outside the HEE Local Office boundary); and,
 - Representation from the relevant NHS organisation.
36. For GDPs, the committee should include, as appropriate:
 - A lay chair;
 - The lead of the CL training programme, or their representative;
 - The Postgraduate Dental Dean, or their representative;
 - Representation from the relevant academic community;
 - An independent academic member (wherever possible, from outside the HEE Local Office boundary);
 - Representation from the relevant NHS organisation; and,
 - A Senior Member/Partner from the relevant practice.
37. Academic referee's comments should be available to the Panel if so desired.
38. It may be necessary to convene more than one CL Appointment Committee for organisational partnerships hosting several academic programmes.

CL Selection Criteria

39. The criteria at short-listing and interview for assessing applicants should be derived directly from the person specification, including academic aptitude and commitment to an academic career, and the training and service requirements. Please refer to the 'Supplementary Person Specification for Applicants Applying for a NIHR Clinical Lectureship' for assessment of academic competences (Appendix 1).
40. Both the supplementary person specification and questions should be incorporated into the appointments process. Applicants for NIHR CLs must hold a PhD (or equivalent) in a relevant subject area and questioning of their academic and research commitment and skills should reflect this.

41. The following should be remembered when formulating the assessment criteria:
- The duration of a NIHR CL will be for a maximum of four years or until CCST is reached, whichever is the sooner;
 - Applicants with less than one year to CCST may be more suited to a NIHR Advanced Fellowship or other postdoctoral fellowship, rather than a NIHR CL;
 - NIHR CLs are intended to offer training to those who have already demonstrated outstanding potential through success at doctoral level research;
 - NIHR CLs are intended for those who show further potential for development as a clinical academic in research and/or educational research, with demonstration of potential to act as independent researchers and leaders in their chosen field;
 - Successful applicants will demonstrate clear medium- and long-term career goals;
 - The training will require the trainees spending 50% of their time undergoing academic training combined with clinical training and/or service in the remaining 50%; and,
 - The NIHR CL will provide the trainee the opportunity to complete their clinical training in conjunction with postdoctoral research career development. It is expected that a substantial number of the trainees will, where appropriate, apply for a further, peer-reviewed externally-funded postdoctoral training award, such as a NIHR Advanced Fellowship.
42. To assess the applicant's prior research experience, it is essential that the Appointment Committee have the applicant's application form, including publication record, on the day of interview. The committee should also refer to the eligibility criteria as set out in this document.

Additional information for Paediatric Dentistry and Orthodontics applicants

43. Paediatric Dentistry and Orthodontics specialty trainees gain CCST after three years of specialty training. Subsequently trainees are required to undertake a two year Fixed Term Training Appointment (FTTA). Such trainees are now referred to as post-CCST trainees.
44. NIHR views post-CCST trainees in Paediatric Dentistry and Orthodontics to be undertaking specialty training and therefore such trainees are eligible to apply for a NIHR CL.
45. Appointments to NIHR CL posts in Paediatric Dentistry and Orthodontics may be made at ST3, thereby bridging into the post-CCST training period, or at ST4, should partnerships wish.
46. For NIHR CLs undertaking specialty training in Paediatric Dentistry or Orthodontics, the duration of the post will be for a maximum of 4 years or until the end of the post-CCST training period, whichever is the sooner.

Additional information for GDPs

47. NIHR funds GDP CL posts at 100%.
48. The maximum amount of funding available is equivalent to the top of the pre-2003 consultant contract pay scale. Should partnerships wish to offer more than this amount, then they may do so from their own funding sources.
49. GDPs will have completed their clinical training. Their academic training (50%) will thus be combined with clinical service (50%), as a salaried or self-employed GDP.
50. GDPs will be expected to engage in appropriate continuing professional development.
51. For self-employed GDP applicants, the funding for the post will be paid in full to the HEE local office where their practice is based. 50% of the funding for the post should be arranged to be paid to the

HEI where the academic component of the post is to be undertaken, the remaining 50% of the funding for the post is to be paid to the GDP's practice.

Application

52. The NIHR website will direct applicants to the relevant IAT Partnership contacts. Dental Schools should confirm the availability of posts, agree the deadline for application submission, shortlist, interview, and appoint appropriate applicants in partnership with the HEE Local Offices.
53. Application forms should assess clinical competencies as well as academic competencies through the Supplementary Questions (Appendix 1).

The Selection Process

54. Applicants will be assessed against the criteria in the appropriate clinical programme person specification for the specialty as well as against the appropriate academic person specification (Appendix 2) in the same interview.
55. Applicants for CL posts must be deemed clinically 'good enough' at their interview(s). To address this a clinical question must be asked at the CL interview. If academic interview scores are tied, clinical performance at the CL interview will determine ranking.

Offers: GDC Specialties with a National Recruitment Process

56. For recruitment to GDC specialties with a National Recruitment Process (for 2019 this is anticipated to comprise Orthodontics, Paediatric Dentistry, Restorative Dentistry, Endodontics, Periodontics, Prosthodontics, Oral Surgery, Special Care Dentistry, and Dental Public Health), the top ranked applicant at the CL interview will either be given a non-conditional or conditional offer.

Conditional Offer – applicant does not already have appropriate NTN

57. Conditional offers will be given to successful applicants at the CL interview that do not already hold a NTN in the GDC specialty and level to which they are applying. The condition of the offer relates to clinical benchmarking in the GDC specialty of the CL post to which they are applying.

Unconditional Offer – applicant already has appropriate NTN

58. Unconditional offers will be given to successful applicants at the CL interview that already hold an appropriate NTN in the GDC specialty and level to which they are applying, or have already undergone clinical benchmarking during the National Recruitment round.

Offers: GDP applicants

59. For GDP applicants successful at interview, an unconditional offer will be made to the top ranked applicant.

Clinical Benchmarking – ST1 entry applicants

60. Clinical benchmarking relates to applicants reaching the threshold of appointability at the national standard clinical interviews/assessments for the GDC specialty and level of CL post to which they are applying. Only applicants to GDC specialties for which National Recruitment is in place who are successful at the CL interviews that do not hold an NTN in the GDC specialty to which they are applying need to be clinically benchmarked.
61. If applicants require clinical benchmarking, then the HEE Local Office hosting the CL post will need to ensure that the HEE National Recruitment Team are made aware of this in a timely manner.
62. Applicants who fail to reach the appointability threshold at clinical benchmarking will be ineligible for appointment to the CL post in that recruitment round. Under these circumstances, the conditional CL offer is withdrawn. Applicants who fail clinical benchmarking are still eligible to apply in future rounds.
63. Should clinical benchmarking at National Recruitment not be available within the relevant timeframe, recruiters should conduct the interviews ensuring clinical suitability is adequately assessed. A schematic overview of the clinical benchmarking process can be found in Appendix 3.

Appointments

64. Post holders may be employed either by a HEI or NHS organisation, or both through joint contracts. Details of how the employing partnership will manage the appointment should be agreed with the trainee and each appointment should be managed according to the established practices and needs of individual HEIs and local NHS organisations. It is anticipated that appointments will reflect the principles outlined in the Follett Review report of September 2001 (available on request).
65. Individuals who are successful at interview must be able to take up their post before 31 March 2020. No extensions will be granted, including for notice periods.

Options for Less than Full Time Working

66. NIHR CLs comprise 50% academic and 50% clinical training for up to 4 years.
67. Funding for Less than Full Time (LTFT) CLs can be extended up to a maximum of 6 years, with a stipulation that the academic component must not fall below 33% of full-time equivalent. The trainee should provide input regarding how they would arrange the balance between academic and clinical training. Local selection committees should be able to advise on this matter should suitable applicants be identified.
68. Monitoring forms (post-recruitment and those reporting on annual progress) will need to make the LTFT arrangements and planned duration of the CL clear.
69. Guidance has been issued by the GMC with respect to academic trainees in January 2012. The maximum duration of both full and LTFT CL posts stated above does not include any periods of statutory leave taken during the post. https://www.gmc-uk.org/Less_than_full_time_training

Out of Programme (OOP)

70. No Out of Programme (OOP) activity, other than for statutory reasons, is allowed for NIHR CLs. Trainees can still apply to the HEE Local Office to go out of programme for other reasons; however the NIHR CL post will end and they will go into normal clinical training on their return from OOP. Any OOP must also be agreed with the employing organisation.

71. Trainees may wish to obtain relevant research experience at another institution: this is not the same as OOP. Anytime spent elsewhere for research must be agreed by NIHR and will be counted as part of the research time associated with the CL post.
72. Funding from NIHR will continue to be paid as normal during any time taken at another institution. Should the trainee obtain external funding to cover the period of time away, then this would be regarded as being the same as gaining another fellowship and the CL post would end.
73. For further information, please contact: iat.management@nihrtcc.org.uk

Obtaining relevant research experience at another institution

74. NIHR CLs may wish to obtain relevant research experience at another institution. This is not the same as OOP.
75. Obtaining relevant research experience elsewhere is acceptable if it can be accommodated within the 50% academic time of the post and has the agreement of the Academic Programme Lead and Postgraduate Dean. Time spent at another institution to gain clinical experience is also possible; however, permission must be sought from the relevant authorities in order for this to count towards CCST.
76. Funding from NIHR will continue to be paid as per normal during any time taken at another institution. Should the trainee obtain external funding to cover the period of time away, then this would be regarded as being the same as gaining another fellowship and the CL post would end.

Academic Appraisals and CCST Date

77. Structured postgraduate dental training is dependent on having curricula that clearly set out the standards and competences of practice, an assessment strategy to know whether those standards have been achieved, and an infrastructure that supports a training environment within the context of service delivery.
78. The Annual Review of Competence Progression (ARCP) should, for the clinical academic trainee, involve review of both clinical and academic progress and therefore be undertaken by clinical and academic staff together.
79. A general overview for reviewing the progression of trainees undertaking joint clinical and academic training programmes is provided in the [Medical Gold Guide](#) and [Dental Gold Guide](#). The Academy of Medical Sciences has formulated [supplementary guidelines](#) to aid trainees, supervisors, and assessors in reviewing academic training and progress. These are available at:
80. Although progress on both clinical and academic fronts should be documented, and future training needs for both identified, a single ARCP outcome should be determined, with patient safety a dominant consideration.
81. Postgraduate Deans have agreed to consider an NIHR ACF's and/or CL's overall progress and take account of the time spent in research (if necessary) before issuing an Outcome 3.
82. NIHR expects assessment of clinical progress by academic trainees to be competence-based rather than simply time-based. NIHR also recognises that in, for example, craft specialties, trainees do need to undertake procedures on a number of occasions to become competent to perform the procedure independently, which requires a variable period of time to complete. After discussions with the GMC, Postgraduate Deans and others, the NIHR stance is that setting a target CCST date is best determined flexibly, and tailored to the needs of the individual trainee. The target CCST date is best

determined at the first annual ARCP for CLs when the trainee and supervisors can take stock of initial progress in post. The target CCST date may be exactly the same as it would be for a non-academic trainee, or it may be later than it would be for a non-academic trainee. Once set, the CCST date can be extended further through the use of an ARCP Outcome 3, but cannot be brought forward. If there is a need to extend clinical training this should not necessarily be regarded as a failure.

83. In the event that an individual is unsuccessful in progressing academically, they will re-join a standard clinical training programme or in the case of GDPs or for those who have completed clinical training, return to clinical service.

Completion of a NIHR CL

84. The duration of a NIHR CL will be for a maximum of four years or until CCST is reached, whichever is the sooner. During this time the trainee combines clinical specialty training with academic training to complete a substantial piece of postdoctoral research.
85. It is expected that a substantial number of trainees will, where appropriate, apply for a further peer reviewed, externally-funded postdoctoral training award (such as the NIHR Advanced Fellowship). In the event that an individual is unsuccessful in developing their postdoctoral research career within this timeframe, they will join a standard clinical training programme.

Additional information for Paediatric Dentistry or Orthodontics CLs

86. For NIHR CLs undertaking specialty training in Paediatric Dentistry or Orthodontics, the duration of the NIHR CL will be for a maximum of four years, or until the end of the post-CCST training period, whichever is the sooner.

Additional information for GDP CLs

87. The duration of a NIHR GDP CL will be for a maximum of four years. During this time the trainee combines continued professional development with academic training to complete a substantial piece of postdoctoral research.
88. It is expected that a substantial number of trainees will, where appropriate, apply for a further peer reviewed, externally-funded postdoctoral training award (such as the NIHR Advanced Fellowship). In the event that an individual is unsuccessful in developing their postdoctoral research career within this timeframe, they will return to clinical service.

Period of Grace

89. The NIHR CL phase ends at CCST, with the exception of Paediatric Dentistry and Orthodontics CL posts; such posts are able to continue into the post-CCST training period.
90. Dental specialty trainees, whether in pre- or post-CCST training, are allowed to request a Period of Grace (PoG). This period, which is generally six months, is part of the Terms and Conditions of the StR contract of employment.
91. As training is finished, the Postgraduate Dental Dean can move the trainee to an empty post or provider where service delivery is needed. The trainee should inform the Postgraduate Dental Dean in writing, if they intend to take a PoG.
92. The PoG is not applicable to NIHR GDP CLs, as they are already fully qualified.

NIHR Extensions

93. Normally a NIHR CL post ends after 4 years, or when the trainee gains reaches CCST. If the CCST date is before the maximum time allowed, it is possible to apply to NIHR for an extension. Extensions are considered on a case-by-case basis, as everyone's circumstances will be different.
94. Upon reaching CCST, there are a number of options open to the trainee:
- Obtain CCST, do not apply for PoG and take up Consultant or other post.
 - Obtain CCST, apply for PoG but do not apply to NIHR for an extension (or extension not allowed due to time elapsed in CL post).
 - Obtain CCST, apply for PoG and apply for an extension from NIHR.
95. The maximum amount of time available for an extension is 12 months, depending upon what case the trainee makes and how much time they have left within the 4 years.
- E.g. the post start date was 1 January 2017, giving an estimated end date of 31 December 2020. If the trainee reaches CCT in March 2019, then the PoG would take them up to October 2019 and if an extension was granted, the maximum the NIHR could allow would be 12 months to take the trainee up to October 2020.
96. Once the trainee reaches CCST and they do wish to take up their PoG, they must inform their HEE Local Office. If the application for PoG is made within the 4 years of funding provided by NIHR, the trainee must be returned via quarterly monitoring.
97. If the trainee applies for an extension NIHR will need the following:
- a brief case from the trainee (2-3 pages) setting out what they intend to do with the time and how it will be beneficial to them, the research, their clinical duties and any future applications for further funding (grants/fellowships etc);
 - supporting letters from the academic and clinical leads/TPDs;
 - a letter from the appropriate HEE Local Office stating the trainee may "remain on their books" as even though they've obtained CCST, the funding will still pass through the HEE Local Office;
 - a brief e-mail or letter of support from the IAT lead at the partnership indicating that NIHR know that the lead is aware of what is being requested and that they're happy with it.
98. The above documents will need to be co-ordinated via the HEE Local Office who will make the formal request to NIHR on the trainee's behalf. During any extension period the trainee may not take up a full consultant post, however they may hold the title of honorary consultant provided that it is not a salaried position (NIHR can only continue to pay salary at the level of a CL, not as a consultant). If the trainee choose to take up a full consultant position, their NIHR CL will end.
99. To discuss extensions further on a case-by-case basis, please contact: iat.management@nihrtcc.org.uk.

Providing Information

100. HEE Local Offices are expected to provide up to date information on NIHR ACF and CL posts. Funding in 2018 will come from the NIHR Research and Development funding stream and not through the workforce funding streams. It is important that HEE Local Offices provide information on available and filled posts in a timely manner to ensure that applicants and potential applicants can have accurate information. If we do not regularly receive recruitment monitoring forms from HEE Local Offices, then we will be unable to invite new trainees to our events.

Recruitment Monitoring

101. For each new trainee, the HEE Local Office must return a Recruitment Monitoring Form (RMF) to The NIHR Academy. This form contains information about the trainee, including contact details, and will also be a trigger for the funding to be released in the next quarter. RMFs can be returned at any time during the year. If The NIHR Academy does not receive monitoring forms from the HEE Local Offices, then trainees may not be offered the opportunity to be invited to NIHR events. Quarterly Monitoring Forms must be returned at the end of June, September, December, and March each year. These forms contain details of all trainees in post, as well as those who have recently completed their CL.
102. The return of both the Quarterly Monitoring Forms and the RMFs are required as part of the Service Level Agreement with HEE.

Guidance for Completing the “Supplementary Questions for NIHR Dental Clinical Lectureship Applicants”

103. In addition to completing the application form please ensure that you meet the criteria in the Person Specification for a NIHR CL and eligibility criteria outlined in Appendix 2. Applicants must also demonstrate the appropriate clinical competences to enter specialty training at the advertised level for the post.

Academic Achievement and Professional Qualifications

- University(ies) attended: Please provide the name of the university or universities that you have attended with dates when you gained your professional or academic qualifications. For each, please name the Department or School where you were based for your study.
- Degree/diplomas: Please provide all the qualifications that you have achieved which you feel are relevant to your application for a NIHR CL. Where a class or grade was associated with your qualification, please provide this information. The date and awarding body of your qualification(s) should also be provided. Original certificates will be requested at interview.
- Prizes or other academic distinctions: Please list any prizes or academic distinctions (maximum of six) which you have gained and provide the date of award and the awarding body for each.

Key and Relevant Academic Achievement

- Prizes or other academic distinctions – details: This section gives you the opportunity to provide further detail about the prizes or distinctions you have achieved. Please select those that are relevant to your application for a NIHR CL and briefly describe what you did in order to be recognised with a prize or distinction.
- Describe your PhD research: This section gives you the opportunity to describe the research you completed for your PhD. Please include a brief description of your main findings and the impact these have had. Examples of impact could include:
 - Contribution of research to practice, diagnosis, treatment or management of patients;
 - Contribution of research to the understanding of a disease process;
 - Changes to a service (e.g. a referral pathway); and translation of a research finding or development into clinical practice (e.g. a diagnostic tool).
- Please also give details of the research methods that you used (750 word limit).

[Research training received to date](#)

- This section provides you with the opportunity to give details about any other research training you have received to date. You only have 250 words, but please give brief details of any training courses or projects that you have been undertaken.

[Publications](#)

- Please list all of your publications. Please note that short-listed applicants will be required to provide copies of their peer-reviewed publications at interview.

[Presentations/posters](#)

- Please provide details of any posters or presentations you have given at both national and international conferences. Please make it clear which are national and which are international.

[Other Relevant Experience](#)

- Teaching experience: Please describe any experience you have of teaching and indicate where this is relevant to research. You may also include examples outside of dentistry/medicine.
- Management or leadership: Please give examples and brief details of the experience you have had of developing your management or leadership skills.

[Aims, Career Objectives and Commitment to a Career in Academic Dentistry](#)

- Medium- and long-term career goals: Please indicate your medium- and long-term goals in relation to academic dentistry. You might wish to say what you are aiming to be doing in 5 and 10 years' time.
- Managing completion of clinical training: Please use this section to describe how you will manage the completion of your clinical training alongside your academic development. Please provide a timetable of your plans.
- Support from Host Department: Please explain how the host department offering the NIHR CL you have chosen will support your research aims and career objectives.
- Any further information: Please use this section to provide information which might support your application that has not been covered elsewhere on the form. Please describe the skills and attributes that you feel you have which make you a suitable applicant for a NIHR CL.

[Guidance about Academic Referees](#)

104. One of the referees for each applicant should be able to advise the recruitment panel of the applicant's academic strengths and weaknesses. The referee may be someone who has knowledge of the applicant's skills and attributes from some time ago, e.g. supervisor of an intercalated degree or special study module. It is important, however, that the academic referee carefully considers the suitability of the applicant for a long-term career in academic dentistry. Applicants are expected to discuss their application with the academic referee and to have established that the referee is happy to submit a reference. Referees will be asked to comment on:
- their perception of the commitment of the applicant to an academic career;
 - academic competencies that they have already developed; and
 - the potential of the applicant for further development as a clinical academic.

Where appropriate and applicable the referee may also comment on the role played by the applicant in any scientific outputs. Information supplied by the academic referee may be considered by the committee conducting the interview.

APPENDIX 1: Supplementary Questions NIHR Dental CL Applicants

Supplementary Questions for NIHR Dental Clinical Lectureship Applicants

Academic Achievement & Professional Qualifications

University(ies) attended. <i>Please also indicate the Department or School.</i>	Dates

Shortlisted applicants will be required to bring original certificates to the interviews

Degree/Diploma (include BSc, BDS, BChD, MBBS, MSc, MB/PhD, PhD, MD or equivalent) – state class of degree awarded, where appropriate.	Awarding Body	Dates

Prizes and other academic distinctions.	Awarding Body	Dates

Key & Relevant Academic Achievement

Prizes or other academic distinctions. *Please provide any relevant additional information to that provided above.*

Describe your PhD research. *Include a brief description of your main findings and their impact and the research methods you used (up to 750 words).*

--

Please describe any research training that you have received to date, for example, training courses in research methods (up to 250 words).

--

Publications (*short-listed applicants will be asked to bring copies of all peer-reviewed publications to the interview*).

--

Presentations/posters at national or international conferences (indicate whether national or international).

--

Other Relevant Experience

Please provide a brief description of any teaching experience you have had. You may include experience gained outside of dentistry.

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Please give examples and brief details of experience you have had of management or leadership.
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--

Aims, Career Objectives, and Commitment to a Career in Academic Dentistry
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Please indicate your medium and long-term career goals in relation to an academic career.

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If you are successful in gaining a NIHR CL, please describe how you will manage the completion of your clinical training.

Please explain how the hosting research department will support your research aims and career objectives.

Any Further Information Relevant to an Application for a NIHR Clinical Lectureship

Please provide any further information that you feel is relevant to this application, in particular, areas that have not been covered elsewhere. Please state what skills and attributes you will bring to this position and how you meet the selection criteria.

Academic Referees

Name, job title and address of at least two referees, one of whom should be able to comment on your suitability for a NIHR CL.

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APPENDIX 2: Supplementary Person Specification for NIHR Dental Clinical Lectureship Applicants

	ESSENTIAL	DESIRABLE	WHEN EVALUATED
ELIGIBILITY	<ul style="list-style-type: none"> • Higher degree (PhD or equivalent) • Evidence of good progress in clinical training and that completion of specialty training may be accommodated either during or after the four year period of the CL award 	<ul style="list-style-type: none"> • Evidence of commitment to GDC specialty • Intercalated honours for BSc and/or additional qualifications e.g. MSc etc. • Distinction or honours during BDS programme • GDPs may hold further qualifications in primary care (eg. FFGDP) or be on a specialty list relevant to a primary care specialism 	Application Form
KNOWLEDGE & ACHIEVEMENTS	<ul style="list-style-type: none"> • Demonstration of acquisition of the level of knowledge and skills necessary for the achievement of clinical competencies appropriate for entry at the advertised ST level • Demonstration of understanding of, and commitment to, an academic career • Demonstration of the potential for scientific independence and the ability to lead a research team • Potential to become a leader in chosen field 	<ul style="list-style-type: none"> • Knowledge of the centre hosting the research and how this is best placed to support the research, education and training needs • Prizes or distinctions • Presentation of work at a national or international meeting • Significant publications in peer reviewed journals 	Application Form and interview/selection centre
EDUCATIONAL & PERSONAL ASPECTS	<ul style="list-style-type: none"> • Demonstration of understanding and commitment to academic career • Indication of medium- and long-term career goals • Demonstration of educational reasons for applying to a NIHR CL 		Application Form
PROFESSIONAL SKILLS	<ul style="list-style-type: none"> • Evidence of team working skills • Evidence of leadership potential 		Application Form and interview/selection centre

This person specification should be used in conjunction with a person specification for assessment of clinical competences.

APPENDIX 3: Clinical Benchmarking Overview

