

Forum Course Trainer Information Pack:

The NHS R&D Form Learning & Development Group is looking to select new course trainers to deliver our 2-day Essentials of Research course at locations across the UK. This is a great opportunity to develop as a research management professional and trainer, whilst making a contribution to the Forum-wide community. Please see below for details of the role and responsibilities of a course trainer.

This is a two-day intensive course on all the essential areas of managing and running research in the NHS. It covers:

- The UK-wide healthcare system, research regulation and policy plus the role of R&D in an organisational setting.
- Roles and responsibilities, capacity and capability, finance and contracts.
- How to develop, design, set up and carry out quality research
- The requirements for oversight of the research journey including dissemination and implementation
- The role of leadership, strategy and culture for research with impact

If you would like to apply for this role, please

1. Complete the attached form providing details of why you would like the role, your experience and suitability
2. Return the completed form to info@rdforum.org.uk.
3. **Please note if you are shortlisted** you will be asked to provide written references of support from your line manager and an appropriately qualified professional peer who can comment on your suitability for the post, to be returned to the same address.

Further support and information can be found on the Forum website or if you would like to talk to a member of the training team please contact Allyson.bailey@nhs.net or Kate.greenwood@rdforum.org.uk

NHS R&D Forum course trainers:

- Have at least 2 years work experience in the subject area and be able to demonstrate excellent interpersonal, facilitation and training skills.
- Are suitably experienced to be able to answer questions around the topic area and to recognise where their knowledge is limited and further information is required.
- Are adept at understanding the different needs/perspective of trainees and the health and care research management landscape. This is particularly important as our courses are delivered to many different types of organisation across the UK.
- Are very team focussed and able to work well with others
- Are professional and represent the NHS R&D Forum at all times
- Are able to travel to locations around the UK to deliver training

Responsibilities of the course trainers include:

1. Being a member of the course reference group to ensure it is kept current and up to date
2. Working closely with the course leader to ensure full confidence in delivering the course material. Observing the course being delivered once free of charge, if appropriate.
3. Delivering the agreed course at least once a year as required.
4. Supporting the training of additional trainers as required
5. Ensuring they remain current and up to date in the subject matter
6. Working with the NHS R&D Forum management teams

Please note that if you currently deliver similar training for another organisation, or wish to do so while acting as a Forum trainer, this must be discussed with the Chair of the Learning & Development Oversight Group and the Forum Executive Group. You may not be able to continue to deliver the Forum training if a conflict of interest is identified.

Course Specific Training

The Course Leader is responsible for selecting and training Course Trainers in the course materials. As the trainers are required to have some experience of the subject and are part of the reference group developing the course, it is expected that they will already be fairly confident in their understanding of the material.

Trainers are expected to attend the course once in order to see it run before they deliver it themselves. Normally they will be partnered with another trainer who has some experience of the course the first time they deliver it, but thereafter may be expected to deliver it entirely on their own if that is appropriate to the course.

Payments

NHS R&D Forum trainers are paid an honorarium at a rate of £250 per day plus reasonable travel expenses in line with the Forum expenses policy. Accommodation will be arranged as necessary by the NHS R&D Forum management team. Food and subsistence are not provided.

On the occasion that a new trainer attends the course for the first time to become familiar with it, they will receive a free place and reasonable travel and accommodation expenses will be paid, but they will not receive any other payment.

Expenses will be reimbursed on submission of a completed claim form and associated receipts.

It is up to the individual trainer to arrange with his/her substantive employer whether the training can be carried out as part of his/her substantive post, and if so whether the payments will be made to the employing organisation. Confirmation of these arrangements must be provided to the Forum Management Team to ensure that payments are routed correctly.

Your personal data

Please read our [Forum privacy policy](#) for details of how we will look after your personal data held in this application.

APPLICATION FOR THE POST OF COURSE TRAINER –ESSENTIALS OF NHS RESEARCH

Name:

Work contact details:

Previous experience delivering training (include dates where possible):

Previous experience with NHS R&D:

Previous experience with the course topic:

Why do you want to undertake this role?

Any other relevant details you would like to be considered. Please declare any possible conflicts of interest here:

Please note: upon shortlisting you will be asked to request references from your line manager and an appropriately qualified professional peer on the reference forms attached.