

NHS Fellowship in Clinical Artificial Intelligence Programme

Cohort 3 Education Agreement

This document establishes a framework for expectations, rights & responsibilities, and administrative details for fellows and faculty. The aim is to facilitate the provision of the educational programme of the NHS Fellowship in Clinical AI.

Time commitment

The fellow will undertake this post at 0.4 full time equivalent, unbanded (i.e. 2 days per week, normal working hours). It is the responsibility of the fellow to apply through relevant approvers to be released for 0.4FTE for this programme. Project work and educational activities related to the fellowship (e.g. workshops, self-paced remote learning modules) are expected to be done within this 0.4 FTE. A fellow should not have a total working pattern over 1.0 FTE unless agreed beforehand with the faculty, supervisor, and relevant approvers.

The specific days of the week and on-site working requirements should be agreed by the fellow and their project supervisor before starting the post. It is recommended that Monday is taken as a regular fellowship day due to recurring workshops scheduled through the fellowship year on Mondays. A lower time commitment is not suitable for the learning objectives of the programme. A higher time commitment is possible if circumstances allow it, however a fellow's Employer will still only be reimbursed 0.4FTE unbanded salary.

Curriculum

The faculty shall design and maintain an up-to-date curriculum in clinical artificial intelligence for this educational programme. The curriculum shall be aligned to frameworks of knowledge and skills relevant to the subject matter, and according to pedagogical principles for professional adult learners. The learning objectives of this curriculum shall be organised under the following themes:

- AI Fundamentals
- Clinical AI Regulations & Standards
- Clinical AI Validation & Evaluation
- Clinical AI Integration & Systems Impact
- Clinical AI Strategy & Culture

Educational delivery

The faculty shall organise the delivery of live interactive workshops (“masterclass workshops”), aligned to the learning objectives of the curriculum. These workshops shall be co-developed with international subject matter experts from healthcare, academia, industry, and regulatory bodies.

Multiple workshop days shall be delivered together in a residential ‘bootcamp’ at the start of the fellowship to front-load foundational knowledge in clinical AI. Workshops shall be delivered in person (which will include venue hire and catering), remote, or hybrid. Workshops shall be facilitated to encourage fellow-to-fellow networking and a collegiate atmosphere.

The faculty shall provide subscriptions and access to self-paced e-learning materials aligned to the learning objectives of the curriculum.

The faculty shall monitor the educational progress of the fellows over the duration of the fellowship and support fellows through timely intervention and individual advice where necessary. Channels for monitoring include:

- Paperwork submitted by the fellows following supervisor meetings (Induction Meeting, Midpoint Review, and End of Attachment Appraisal)
- Register of attendance at workshops
- Evidence of engagement with e-learning materials (certificates and monthly leaderboards)
- 1:1 pastoral meeting to check on progress

The faculty shall organise events for fellows to present their AI project work to each other and the broader community of interest (alumni, faculty, supervisors, programme funders) in clinical AI, including:

- “Show and Tell” events involving individual oral presentations and Q&A
- A graduation event at the end of the fellowship involving poster presentations and panel discussions.

The faculty shall inform fellows of opportunities for career and portfolio development in clinical AI, including but not limited to: conferences, seminars, job roles, grants and funding etc.

Project

The faculty shall organise and assign project placements in clinical artificial intelligence for each fellow. Projects are vetted for suitability prior to matching to fellows. Project work is intended to be a primary focus of the fellowship year.

Projects are intended to provide an immersive experience embedded within a multi-disciplinary team in an NHS Trust, to gain skills and knowledge specified in the curriculum under expert supervision. Projects are expected and required to specifically involve exposure to clinical AI deployment, because it is not possible to gain this practical experience elsewhere.

The faculty shall brief supervisors of their roles and responsibilities in relation to the fellowship in a timely manner prior to the start date of the fellowship. 1hr of direct supervision per week by a project team member is the guideline commitment to supervision. Supervisors are expected to integrate the fellow within their team and help them to gain exposure to aspects of the AI life cycle related to the curriculum and the fellow’s personal development plan. It is the supervisor’s

responsibility to determine the requirements for the fellow to have a Letter of Access or Honorary Contract to work on the project, and to obtain this in a timely manner before the start of the fellowship. The fellow must provide the necessary information and facilitate this process where required.

The faculty shall monitor the progress and gather feedback from fellows on their project placements via reports from supervisor meetings and pastoral contact with faculty. If concerns are raised that the learning objectives of the curriculum are not being met by the project placement overall, the faculty shall undertake appropriate information gathering, and where relevant consider suitable remediation in consultation with the fellow, supervisor and funder. If remediation is not possible, the faculty shall re-assign the fellow to another host site or supervisor, if circumstances allow.

Certification

On completion of the fellowship year, fellows will receive a Certificate of Completion of the fellowship, issued by the faculty.

Finance

The fellowship faculty is not the fellow's Employer. The fellow's salary is to be paid by their Employer. The Employer is to reclaim for 0.4 FTE (unbanded) of the fellow's salary for the duration of the fellowship from the funder of the fellow's post. The salary that the Employer is reimbursed is determined by the Employer's quote at the start of the fellowship in August 2024. The fellow shall facilitate this process by providing the faculty with relevant details of their Employer, dates of employment, HR/workforce contacts, payroll/finance contacts.

Travel and subsistence

Costs incurred by fellows for travel and subsistence related to fellowship activities should be reclaimed from their Employer and/or funder in accordance with existing entitlements and mechanisms.

Leave

Annual leave entitlement is pro-rata for the time allocated to the fellowship (0.4FTE). Fellows should inform their supervisor and project team of annual leave plans in writing with suitable notice (recommended 4 weeks in advance) to anticipate effects on projects.

Exceptional fellowship circumstances

Prolonged absence, including parental leave and sick leave:

- This fellowship is a time-bound opportunity that runs for 12 months between the dates specified. The educational activities and project placements are structured to deliver the learning objectives of the fellowship curriculum within this period. Project supervisors propose projects related to cohort dates and are not required to provide supervision beyond these dates. In general, interrupted time on the fellowship year cannot be automatically added on beyond the end of the fellowship year. Individual situations will be considered on a case-by-case basis at the discretion of the faculty and project supervisor in consultation with the funder.

Early termination of fellowship:

- If a fellow no longer wishes to participate in the fellowship, they must inform the faculty with 20 standard working days' notice of their intent to end their post. Salary reimbursement for the fellow will be arranged to end upon conclusion of the notice period. The fellow must facilitate an appropriate handover to their project team for any uncompleted work. The fellow should submit a written report to the faculty describing the work achieved in their post to date (in lieu of presenting their work at the fellowship graduation). Individuals who withdraw from the fellowship will no longer be invited to educational activities hosted for current fellows. Individuals who withdraw from the fellowship can remain and participate in communication channels for alumni of the fellowship.
- If a fellow's attendance, performance, or conduct during the fellowship is a cause for concern, the faculty shall consider suitable remediation in consultation with the fellow, supervisor and funder. In cases of demonstrable failure to respond to remediation, the faculty may inform the fellow with 20 standard working days' notice of the early termination of their post, with the same conditions as per above.

Professional or training concerns:

- If there are concerns raised regarding the professional conduct or training of a fellow, the faculty shall bring these concerns to individuals and organisations with oversight and responsibility for the matter.

Change of circumstance of fellow with Employer (e.g. substantive contract or training post terminated):

- It is the fellow's responsibility to notify the faculty of any such changes in circumstances with as much notice as possible. Individual situations will be considered on a case-by-case basis at the discretion of the faculty in consultation with the funder.

Formal complaints or legal issues:

- The faculty is based at Guy's and St Thomas's NHS Foundation Trust, and formal complaints relating directly to the faculty should be addressed through the standard procedures at the Trust. The faculty shall seek the counsel of the Trust Legal Department in circumstances where this is relevant.

Communications and publicity

Fellows are requested to provide materials for the purpose of publicising this fellowship. Publicity material may include but is not limited to: written statements, photos and videos, case studies, testimonials. Participation is voluntary and opting out has no repercussions for the fellow.

Feedback

To improve iteratively upon the programme, fellows are requested to provide feedback on their experience of the fellowship. This may include but is not limited to: surveys, focus groups, case studies. Participation is voluntary and opting out has no repercussions for the fellow.

Data

Data collection, processing, and storage activities related to the fellowship shall be conducted in strict accordance with the principles outlined in GDPR, including lawful, fair, and transparent processing; limited data collection; accuracy and integrity of data; and ensuring confidentiality and security in handling personal information.