NIHR | Applied Research Collaboration South West Peninsula

HSMA 4 Application Form (Trainee Mentor Scheme Version)

Consent to process your data

Welcome to the Trainee Mentorship Application Form for Round 4 of the Health Service Modelling Associates Programme (HSMA 4). The programme is run by the [Peninsula Collaboration for Helath Operational Research and Development (PenCHORD)](#) and funded/supported by the [National Institute for Health Research (NIHR) Applied Research Collaboration South West Peninsula (PenARC)](#).

We are using **Jisc online surveys** as the data collection tool to apply for the programme. You can view the data protection information for online surveys here: https://www.onlinesurveys.ac.uk/gdpr/. We will delete your data from online surveys following completion of the HSMA 4 programme at the end of September 2022.
We will store the information you provide during the HSMA application process on a secure cloud-based server controlled by the University of Exeter. By completing the application form, you agree that identifiable data from your application will be retained in this storage system until completion of our funder reporting requirements for the financial year 2022-23. You may request that we delete it before this time by emailing penchord@exeter.ac.uk. Following deletion of your identifiable data, we will retain a non-identifiable record of your application in perpetuity for any future reporting requirements.

Should your application for HSMA 4 be successful, we will use the contact details you provide during the application process for yourself and, where necessary, your Authorising Individual, for communications related to topics including, but not limited to: delivery of the HSMA programme; publicity for the HSMA programme; requests for data necessary for reporting to our funder, the National Institute for Health Research; general information on Operational Research/Data Science which we believe will be useful to your career development, both as an HSMA and following completion of the programme.

All applicants who registered for the HSMA 4 mailing list will be contacted regarding the launch of any subsequent rounds of the HSMA programme. If you also opted into the main PenCHORD mailing list at the time of registering your interest in HSMA 4, you will receive occasional communications relating to the wider PenCHORD work programme, and other information relating to Operational Research/Data Science that we believe will be of interest. You may contact penchord@exeter.ac.uk at any time if you wish to be removed from either distribution list.

We will not add your details to any other distribution lists unless you ask us to do so separately. We will not pass your details on to anyone outside the HSMA Programme/NIHR PenARC. We will not use your details to send you communications that are not directly relevant either to the HSMA Programme or to the wider work of PenCHORD, PenARC or NIHR.

[ ] I consent to the storage and use of my data and, on their behalf, that of my prospective Authorising Individual, as outlined above, and wish to proceed with my application to the HSMA 4 Programme

[ ] I do not wish to proceed with my HSMA 4 application

Applicant Details
Please note that you should only complete this application form if you are applying for the HSMA 4 Programme **to be a mentor via the Trainee Mentor Scheme**. This scheme is only open to existing Operational Research / Data Science academics and practitioners, and HSMA alumni. If you are applying for the programme **to be a student**, you should complete the separate student application form instead.

A number of the free-text entry sections of this form have a recommended word count and a maximum character-entry limit (indicated in brackets at the end of the question). For ease of completion, you may wish to draft your answers first in a word-processing application with a word/character count function. You can preview the questions here *[link to current document included on online form]*.

You may save your application and return to it later by clicking on "**Finish later"** at the bottom of the page and either bookmarking the "Finish later" URL in your browser, or asking for the URL to be emailed to you. **Please note that the form will not save automatically and the data you have entered will not be recoverable unless you click** "**Finish later".** We cannot access incomplete/unsubmitted forms, so it is your responsibility to enter your email address accurately, or bookmark the "Finish later" link, to be able to resume your application. Please also remember to return to complete and submit your application if you choose to use this option.

PLEASE COMPLETE THE FOLLOWING INFORMATION, ENSURING IN PARTICULAR THAT YOUR EMAIL ADDRESS IS ENTERED ACCURATELY:

Name: _____

Job Title: _____

Organisation: _____

Email Address: _____

Eligibility
I confirm that:

[ ] I am an existing Operational Research and/or Data Science academic or practitioner with experience of applied research in health, social care or policing settings

[ ] I am able to commit a minimum of 10% FTE (half a day a week) between January and September 2022 to mentor a project in the HSMA 4 programme

If you do not meet the eligibility criteria above, but believe you may still be eligible for the programme, you should contact the HSMA Programme Lead Dr Daniel Chalk at d.chalk@exeter.ac.uk to discuss your circumstances and gain approval to submit your application before proceeding any further.

Technical Skills
Please indicate for which of the following Operational Research and Data Science methods/approaches you have experience, and specify the details for each item ticked. The approaches listed below are those taught in the HSMA programme, and therefore will be the methods used in HSMA projects. Please note that, as with HSMA student applicants, experience in programming is not an essential requirement, and full training will be provided.

[ ] Discrete Event Simulation

Please specify which software you have used for the above (50 words/300 characters):
[   ]

Please give a single brief example of a project that you have undertaken using the approach above (50 words/300 characters): [   ]

[ ] System Dynamics

Please specify which software you have used for the above (50 words/300 characters):
[   ]

Please give a single brief example of a project that you have undertaken using the approach above (50 words/300 characters): [   ]

[ ] Network Analysis

Please specify which software you have used for the above (50 words/300 characters):
[   ]

Please give a single brief example of a project that you have undertaken using the approach above (50 words/300 characters): [   ]

[ ] Geographic Modelling and Visualisation

Please specify which software you have used for the above (50 words/300 characters):
[   ]

Please give a single brief example of a project that you have undertaken using the approach above (50 words/300 characters): [   ]

[ ] Agent Based Simulation

Please specify which software you have used for the above (50 words/300 characters):
[   ]

Please give a single brief example of a project that you have undertaken using the approach above (50 words/300 characters): [   ]

[ ] Machine Learning

Please specify which software you have used for the above (50 words/300 characters):
[   ]

Please give a single brief example of a project that you have undertaken using the approach above (50 words/300 characters): [   ]

[ ] Natural Language Processing

Please specify which software you have used for the above (50 words/300 characters): [   ]

Please give a single brief example of a project that you have undertaken using the approach above (50 words/300 characters): [   ]

[ ] Forecasting

Please specify which software you have used for the above (50 words/300 characters): [   ]

Please give a single brief example of a project that you have undertaken using the approach above (50 words/300 characters): [   ]

[ ] Computer Programming

Please specify which languages you have experience in using (50 words/300 characters): [   ]

Applicant Statement
In this section, you should briefly explain why you want to be part of the Trainee Mentor Scheme for HSMA 4

(200 words/1200 characters max)

[

]

Organisational Support
If you are selected for the Trainee Mentor Scheme, you will be required not only to undertake the relevant training in Phase 1 (October – December 2021), but also to mentor a project in Phase 2 (January – September 2022). As a mentor, you will need to dedicate approximately 10% FTE (approximately half a day a week) to mentoring. Mentoring duties will include:

- providing adhoc support to your allocated mentees, to help guide them through the project. This may include responding to contacts through Slack and / or arranging adhoc virtual meetings as and when required
- providing technical support to mentees where needed (although HSMAs are encouraged to refer to self-learning resources in HSMA materials and elsewhere primarily)

- attending monthly 2 hour virtual Learning Set Meetings in Phase 2 of the programme to discuss project progress and next steps with mentees
- attending a virtual meeting on 20th July 2021 to meet with the programme organisers to discuss your application to the Trainee Mentor Scheme
- attending a virtual half-day Trainee Mentor Scheme training session on 18th January 2022
- attending the final presentation event for the HSMA 4 programme on 28th September 2022

The allocation of projects to mentors is determined during the project selection process, and is based on mentor preferences as well as the particular areas of expertise of the mentors.

[ ] I understand the requirements listed above, and confirm that if selected for the Trainee Mentor Scheme I will undertake the role of a mentor for the HSMA 4 programme as described

Please provide below the details of your Line Manager or other individual (here referred to as the "Authorising Individual") who has responsibility for your time. By providing these details, you are confirming that they have approved your involvement in the programme and the release of your time as described above.

Authorising Individual Name:
_____

Authorising Individual Job Title:
_____

Authorising Individual Organisation:
_____

Authorising Individual Email Address:
_____

[ ] I confirm that the individual named above is my line manager or another senior member of my organisation who has responsibility for my work time. I confirm they fully support my application to the Trainee Mentor Scheme of the HSMA Programme, and are happy for my time to be released for training and mentoring duties as described above. They have explicitly consented to the processing of their data as outlined on page 1 of the application form, and my declaration of consent covers theirs also.