University of Cambridge

Clinical Academic Training Programmes

Welcome

Information 2023
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Who’s Who

Clinical Academic Training Office (CATO)
CATO manages the Clinical Academic Programmes here at Cambridge, including the Specialised Foundation Programme, Academic Clinical Fellows, Clinical Lecturers and administration for Cambridge Clinical PhD Programme. We currently have 215 clinical academic trainees across SFP, ACF and CL programmes.

CATO Office Team:
The office is your first point of contact for any concerns or queries you may have. If the team can’t directly help, they will put you in touch with someone who can. CATO can assist on enquiries regarding the training and funding program. We kindly suggest you contact the department in the first instance regarding research issues or the NHS employer for clinical issues.

Arlene and Suzi are in the office every Thursday. Please feel free to drop in at any time during this day. The CATO office is on Level 4 of the Clinical School and are part of the larger Post-graduate Education and Clinical Academic Training Section (PECATS).

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Clinical Academic Programmes Manager
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Suzanne Ballard
Clinical Academic Programmes Administrator
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CATO Senior Team:

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Director, Clinical Academic Training
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Professor Grant Stewart
Deputy Director and Director, Academic Clinical Fellowship Programme
Email: gds35@cam.ac.uk
Academic Leads and administrative contacts
Listed below are the names of the University clinical academic leads and administrative contacts, by specialty:

<table>
<thead>
<tr>
<th>Specialty</th>
<th>University Academic Lead</th>
<th>Administrative contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Medicine</td>
<td>Professor Andres Floto (ACF)</td>
<td><a href="mailto:arf27@cam.ac.uk">arf27@cam.ac.uk</a></td>
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<tr>
<td></td>
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<td>Dept Medicine HR <a href="mailto:hr@med.cam.ac.uk">hr@med.cam.ac.uk</a></td>
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<tr>
<td>Anaesthetics / NCCU</td>
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<td></td>
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<td>Jane Miller <a href="mailto:jm540@cam.ac.uk">jm540@cam.ac.uk</a></td>
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<td>Alasdair Jubb <a href="mailto:awj23@cam.ac.uk">awj23@cam.ac.uk</a></td>
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<tr>
<td>Cardiology</td>
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<td>Dermatology</td>
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<td>Emergency Medicine</td>
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<td>Endo &amp; Diabetes</td>
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<tr>
<td>Department</td>
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<td>Gastroenterology</td>
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<td>Stroke Medicine</td>
<td>Professor Hugh Markus</td>
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<td>GP &amp; Primary Care</td>
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<td>PHPC HR <a href="mailto:hr@medschl.cam.ac.uk">hr@medschl.cam.ac.uk</a> / <a href="mailto:pcp@medschl.cam.ac.uk">pcp@medschl.cam.ac.uk</a></td>
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### Surgery - Vascular
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**Bursaries**

**Academic Clinical Fellows and CLs**

Every NIHR and Local ACF and CL trainee has an annual allocation of £1,000 to use on academic courses and conferences. The allowance can be used on course and conference expenses, which are incurred as a result of your clinical academic programme. Anything which you would be expected to attend if you were a clinical trainee cannot be claimed from this budget.

The year runs from 1 August to 31 July. There is no rule about when in the year you can use your allocation or how many claims you can make but **your allocation does not carry over from year to year and claims must be made within 3 months of attendance**.

Claims must be made after the event. For your claim to be processed, please make sure that:
The claim is made on the correct claim form. Forms can be found on our website Annual Bursary, under Academic Clinical Fellowships and Clinical Lectureships.

- Your academic supervisor has signed your claim form.
- You have provided proof of attendance.
- Original receipts are presented. We can accept email payment confirmation. If it is your first claim you should provide a redacted bank statement showing their bank sort code and account number.

You can only claim for yourself – if your receipts include travel/accommodation for a colleague, please highlight this on your form and it will be apportioned appropriately.

If your claim is in a currency other than Sterling (£), it will be paid at the exchange rate on the day you paid, so please include your receipt to show the date of the transaction. We use Oanda as our universal converter and encourage you also to use this as it will help speed up the process.

Please try to make your claims for courses that fall within the bursary year. (The only exception to this might be if a course sits across the cut-off dates). In line with University processes, claims should be submitted to CATO within 3 months of attending the event. If claims are not submitted within this period they may not be paid.

Some University training can only take payment via invoice to your department. In this case, you will need to ask the department to invoice you and then make a claim in the normal way. It can take time for invoices to move through the system, so if this affects you, please let us know.

Listed below are some points to note when thinking about using your bursary:

- Accommodation – Please note the University’s policy prohibits the use of AirBnB (and similar) facilities.
- Accommodation and Subsistence - claims can be made for subsistence. The relevant allowances and current rates can be viewed on the Finance Division website
- Travel:
  - The use of Uber is not encouraged by the University
  - The most cost-effective method of travel should be chosen
  - Taxis should only be used where there is no suitable public transport alternative for short journeys; there a number of employees travelling together and the use of a taxi is cheaper than public transport; the use of public transport is not a viable option due to carrying large, heavy or valuable items

**The bursary does not cover...**

....... claims for clinical courses, including revision courses, memberships, consumables, kit, laptops, or books etc.

The Bursary only covers academic courses and conferences, with associated travel, accommodation and subsistence costs.


**Support for a degree/diploma course**

There is also a one-off award of £2,000 available for ACF and CL trainees who wish to take up a degree/diploma course, such as an MPhil. The course should be a taught Masters Programme and a
Cambridge course. If this is an option you are considering, please let us know which course you are looking at and we will do our best to help you.

We strongly encourage you to make use of this funding!

**Contact:** Suzanne Ballard deals with all bursary claims and will be able to help if you have any queries. Please send your bursary queries and claim to: [CATO@medschl.cam.ac.uk](mailto:CATO@medschl.cam.ac.uk)

**Specialised Foundation Programme**

At the present time, SFP trainees do not have access to an annual academic bursary. However, all trainees have access to the same annual budget for clinical courses as their colleagues on the clinical training pathway. The Post Graduate Medical Centre looks after this budget. For more information please visit the website [https://www.cam-pgmc.ac.uk/study-leave](https://www.cam-pgmc.ac.uk/study-leave) or if you have any queries then please contact [pgmcstudyleaveadmin@medschl.cam.ac.uk](mailto:pgmcstudyleaveadmin@medschl.cam.ac.uk)

**Events and Diary Dates**

There is a range of events that are available to clinical academic trainees throughout the year, but we would ask you particularly to note the following:

**Clinical Academic Annual Symposium and Dinner—April**

This is our flagship event and is open to SFP, ACF, PhD Clinicians and CL trainees. The event is well attended and has great feedback; it is generally expected that all trainees will do their best to attend. Further details will follow in due course.

**Specialised Foundation Programme Annual Research Day—July**

This event is an opportunity for SFP2 trainees to present their work, as their programme comes to a close. SFP2 trainees are asked to submit an abstract and from these the Programme Director selects those to be developed into an oral or poster presentation at the event. All SFP trainees are expected to attend the event.

Incoming SFP trainees and ACF and CL colleagues are also invited to attend. Further details will follow later in the year.

**Other events**

**Academy of Medical Sciences** holds events throughout the year. The Spring Meeting is recommended. The AMS also holds twitter chats on topics of interest such as grant writing. Details on their website [http://www.acmedsci.ac.uk/](http://www.acmedsci.ac.uk/)

The **University and Department** webpages advertise seminars and events.

We circulate details of other events that may be of interest. Ideas for online or in-person events are always welcome.

**Bar Scientifica** hold an event twice a year, a great networking event for academics at all stages.
Who Do I Talk to About...?

Visiting Researcher Agreement (VRA) and @cam address
Completing a Visiting Researcher Agreement (VRA) gives SFP and ACF trainees their link to the University and School libraries.
VRAs are managed through the department where the trainee is undertaking their research, (the HR dept contact will be able to help with this). Once the VRA is complete an @cam email address and Raven access will be granted. We recommend you arrange your VRA as soon as you can. If you are unsure of your academic department or academic lead, please contact CATO who can advise you.

ARCP
ARCPs are a HEEoE process. You should discuss your ARCP with your academic supervisor. More information is available by checking the following links:
https://heeoe.hee.nhs.uk/revalidation_assessment_home
NHSE Health Education England (hee.nhs.uk)
Annual Review Competency Progression - England | Health Education England (hee.nhs.uk)

Email: assessment.eoe@hee.nhs.uk

Researchfish
An online platform developed by Interfolio, is utilized by the NIHR (National Institute for Health Research) to gather data on research activities conducted by recipients of its awards. Annually, individuals holding NIHR-funded research and personal awards are requested to provide information on their outputs, outcomes, and impacts.
For further information on registration, guidance and completing the annual submission, please visit the following pages.

NIHR Researchfish guidance | NIHR
Researchfish® User Guide for Researchers
About ORCID -
Log in | Researchfish

Arranging My Research Project
You should discuss and agree your project with your academic supervisor or academic lead. Information on current research can be found on the School of Clinical Medicine website at https://www.medschl.cam.ac.uk/research/ .

Bioinformatics Training Course
Explore Our Range of Exciting Bioinformatics Courses! There are courses available via The Bioinformatics Training Facility (School of Biological Sciences) here: https://bioinfotraining.bio.cam.ac.uk/
And there are also online and in person training courses available via The University of Cambridge Training website here: University of Cambridge training - Available courses
Educational Supervisor – SFPs
Educational supervisors for FY1’s is assigned by the Trust that they are working in. Please kindly contact the Foundation Team at your relevant Trust.

Becoming a Clinical Supervisor
Clinical Supervisors are a very important feature of the Clinical School and the system of clinical supervisions is greatly valued by our undergraduate students. It is perceived to be one of the strengths of the Clinical School’s courses.

If you are based in Addenbrookes and are not in Paediatrics and wish to find out more please review this website https://www.medschl.cam.ac.uk/education/clinical-supervisors/ and contact Veronica Flack vs322@medschl.cam.ac.uk Tel: 01223 336723.

Clinical Study Leave and Rotations
NHS England East of England (Trainee Supporthttps://www.cam-pgmc.ac.uk/) will be able to help with queries regarding clinical training, courses and study leave.

Any other question about academic clinical careers?
Ask CATO – if we can’t help, we’ll find someone who can.

Keep in Touch

With CATO
CATO will email you periodically with information and requests. We rely on the contact details you provide, so please make sure that you let us know if your contact email address changes.

On occasion, we shall ask for information from you. We keep such requests to a minimum and will usually give a deadline for your response. Increasingly, funding bodies wish to hear about the achievements and successes of the people they fund – awards, publications, presentations at conferences, onwards destinations. Our trainees usually have lots of good news stories to share and we are always very happy to hear from you.

When you know your project title/area and supervisor, we would love to know!

If you’re thinking of/or have arranged/encountered anything that might halt or change your academic programme, please let us know:

Arlene Dobson - ad2178@medschl.cam.ac.uk  Suzanne Ballard - seb231@medschl.cam.ac.uk
With each other
Each programme has trainee representatives who you may wish to contact. Reps attend the programmes’ working group meetings so they can raise with the directors and administrators any matters that are concerning trainees. The reps are listed below.

We welcome anyone who would be interested in becoming a Trainee Representative. Please contact CATO or the Directors for further information.

Programme Trainee Representatives

<table>
<thead>
<tr>
<th>Programme</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFP</td>
<td>Rebecca Goodhew</td>
<td><a href="mailto:reg1g16@southamptonalumni.ac.uk">reg1g16@southamptonalumni.ac.uk</a></td>
</tr>
<tr>
<td>SFP</td>
<td>Conor Gillespie</td>
<td><a href="mailto:conorgillespie1@gmail.com">conorgillespie1@gmail.com</a></td>
</tr>
<tr>
<td>ACF</td>
<td>Elizabeth Wlodek</td>
<td><a href="mailto:ew418@cam.ac.uk">ew418@cam.ac.uk</a></td>
</tr>
<tr>
<td>ACF</td>
<td>Krishma Adatia</td>
<td><a href="mailto:krishma.adatia@googlemail.com">krishma.adatia@googlemail.com</a></td>
</tr>
<tr>
<td>ACF</td>
<td>Shamini Saravanabavan</td>
<td><a href="mailto:ss2698@cam.ac.uk">ss2698@cam.ac.uk</a></td>
</tr>
<tr>
<td>CL</td>
<td>Tessa Cacciottolo</td>
<td><a href="mailto:tc463@medschl.cam.ac.uk">tc463@medschl.cam.ac.uk</a></td>
</tr>
<tr>
<td>CL</td>
<td>Luke Wylie</td>
<td><a href="mailto:luke.wylie@nhs.net">luke.wylie@nhs.net</a></td>
</tr>
<tr>
<td>Clinical PhD</td>
<td>TBC</td>
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<td>Clinical PhD</td>
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Twitter

You can find us at @CATO_Cambridge. It would be great if you would like to follow us and help us spread the word about clinical academic training here in Cambridge with as many likes and retweets as you can! If you think there is a feed we should follow, please let us know. We would like to share all of the great things our trainees’ do, so please let us know when you have news to share – grants, prizes, papers, presentations etc.
WhatsApp

Please note that each group is designated exclusively for academic trainees. As such, it does not include senior positions or individuals in leadership roles.

We believe it is important to maintain a focused and supportive environment for trainees to connect, share insights, and discuss matters relevant to their academic journey. Please kindly scan the QR code to join.

SFP - https://chat.whatsapp.com/CevenCxJrI06cTVxY3H8G

ACF - https://chat.whatsapp.com/KJ6jftGdEHmFi2zu4KVt6R

CL - https://chat.whatsapp.com/DTKWKrK1D7j821h4FE4N6Q