

Bristol Nutrition BRU Training Policy

Introduction

The Bristol Nutrition BRU (BRU) has placed training and development as a priority for all staff and students. The BRU is taking a variety of approaches to provide a mixture of general and specific training tailored primarily through staff review. This is supported by a dedicated BRU training budget.

Administration

The Training Coordinator for the BRU is Dr Charlotte Atkinson. Her primary responsibilities in this role include reviewing and updating the 'Training Policy' document, disseminating information on training opportunities to all BRU staff, acting as the liaison between the NIHR and the BRU, and monitoring the training budget and opportunities taken by BRU staff.

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Training Portfolio Summary

1. Students and placements

- Studentships

The BRU currently has three non-clinical and one clinical PhD Studentships in place.

- Internships

The BRU has set up a 12-month salaried internship, with the aim of providing a post-graduate with experience in the areas of scientific research administration or clinical trial management, including organisational skills, R&D and ethics plus specific training in, for example, pilot testing, site file management and report writing. This is an initiative that we may repeat.

- Dietetic research training

The BRU has a designated Dietician Liaison who coordinates training opportunities between the Unit and the UH Bristol dietitians.

2. NHS and University Training

- Generic / core training

All BRU staff and students are encouraged to attend generic and core training courses offered by the Trust and University of Bristol, including IT and general management. The need for such training is often identified through discussions held in staff reviews and line management meetings.

- Good Clinical Practice (GCP) and other mandatory training

All BRU staff and students have access to mandatory training such as GCP training courses.

- Short Courses

The BRU has an agreement with the convenors of the [Short Course Programme](#) at the School of Social and Community Medicine for a 50% cost reduction for all courses attended by BRU staff and students. The courses cover a range of health services research and epidemiological methods, as well as generic research skills. Staff and students are encouraged to attend relevant courses.

3. NIHR Training

- NIHR training opportunities

All BRU staff and students who are part or fully funded by the NIHR have the opportunity to take advantage of the various courses and training meetings offered by the NIHR. All BRU PhD students will have the chance to attend an NIHR Summer School at some stage during their degree.

4. BRU Internal Training and Staff Review

- Reading Group

The BRU periodically runs a reading club that all staff and students within the Unit may attend. Key basic methodological texts are covered over several weeks and provide a platform for learning and discussion away from day to day tasks.

- Journal Club

A journal club for staff and students within the Unit has been set up, to allow for in depth discussion of pertinent journal articles.

- Present and Discuss

All BRU research staff and students attend and contribute to regular Present and Discuss meetings. These provide an informal platform to talk about current work or previous work, lessons learned from prior work, or to practice a conference / other presentation.

- Research Methods course

All BRU staff and students have access to training on research methods. Dr Sam Leary (Senior Lecturer in Statistics) has developed a series of e-lectures and three associated tutorials (2 hours each); the objective of the course is to understand and critically appraise research papers, and areas such as study design and basic statistics are covered.

- Training Days

Training workshops will be run with support from additional University and Trust groups, including the Research Design Service, Research and Innovation and the Press Relations team.

- Team Building and Away Days

The BRU will from time to time run Team Building Events and Away Days to further encourage cross-Unit interactions and to allow a more strategic discussion of topics related to the Unit.

- Travel and Conferences

BRU staff and students will be encouraged to attend relevant national and international scientific meetings to present BRU related work.

- Staff Review and CVs

All staff will be encouraged to meet regularly with their line manager / key colleague, and to undergo formal staff review once a year. Informal quarterly staff reviews are also recommended. Any staff wishing to receive guidance on the preparation of a CV will be encouraged to talk with their line manager / key colleague. Guidance on the UoB recommended format for CVs can be found here: <http://www.bristol.ac.uk/hr/policies/promotion/cv.html>

- Co peer review

Senior staff will be encouraged to co peer review manuscripts with junior staff.

The Bristol Nutrition Biomedical Research Unit is funded by the National Institute for Health Research (NIHR) and is a partnership between University Hospitals Bristol NHS Foundation Trust and the University of Bristol.

5. BRU Open Training

- Seminar Programme

The BRU is running a formal CPD accreditable [seminar programme](#). Seminars are held approximately every two weeks and include both internal and external speakers.

- Workshops

The BRU will develop and run workshops covering areas such as nutrition research methods. BRU staff and students, as well as external researchers, will be able to attend these workshops.

- Sabbaticals (through IAS) and visiting fellows

An agreement has been reached between the BRU and the [Institute for Advanced Studies](#) (IAS) at the University regarding support for BRU Sabbaticals. These will be run through the IAS, with one of a proposed two annual sabbaticals being funded by the IAS subject to them being competitive. We will also host short term visits from visiting fellows with overlapping interests to those of the BRU.

Note – funding for training related activities

Guidelines for funding towards travel, subsistence and attendance costs at scientific conferences and training courses have been developed for BRU research staff, students and affiliates – please see appendix..

Charlotte Atkinson & Vanessa Marshall
September 2014

Guidelines for Funding towards Travel, Subsistence and Attendance costs at Scientific Conferences and Training Courses for BRU Research Staff, Students and Affiliates

Introduction

The purpose of this document is to outline the usual expectations of BRU funding for training and for attendance at any scientific conference. These funds are not guaranteed and will depend on sufficient funds being available. Exceptions may be made for extra funding for oral presentations of work at the discretion of the Executive Group.

BRU Research Staff and Students

- A budget of up to £1500 per annum (from 1st April each year) per person for each year worked at the BRU will be considered for an oral or poster presentation of BRU Nutrition work and/or training courses. Any unspent money will be permitted to be rolled over to future years (i.e., for a three year period £4,500 would be available for a full time member of research staff/student). The money available would be pro-rata for part-time members of staff.
- An annual budget statement will be issued and an updated budget once each claim has been submitted.
- Funding will only be available for University or Trust approved staff and all claims must adhere to the University / NHS (as appropriate) guidelines.
- Each request needs to be approved by the Line Manager and theme lead and approval lodged with the Administration Team. Any request over £1000 will also need to be approved by the Executive group.

BRU Administration Team

BRU Administration team will be allocated £1000 per annum pro rata (from 1st April) for each year worked at the BRU. Line manager approval will be required.

Executive Group

The Executive Group will be allocated up to £1000 per annum for training and/or conference attendance to present BRU work.

BRU Affiliates

A budget of £500 per annum per person will be considered for ORAL presentation of BRU work with the caveat that it is clearly identifiable as such. The oral presentation will be given to BRU Nutrition staff as part of the BRU Seminar Series.