



Fellowship in Clinical AI

Equipping Healthcare Leaders
to Adopt Clinical AI

Cohort 5 Fellow Handbook

CONTACT US

www.nhsfellowship.ai

gstt.aifellowship@nhs.net

Welcome

Dear fellows,

We are delighted to welcome you to Cohort 5 of the NHS Fellowship in Clinical AI. We have an exciting year planned and look forward to having you join us.

This handbook contains information for your year including details of teaching and events, deadlines for submissions, and key points of contact.

Please read it carefully and if you have any further questions or clarifications, please email the faculty.

Key contacts



Dr Alexander Deng

Director

alexander.deng@nhs.net



Poppy Cohen

Programme Manager

poppy.cohen1@nhs.net



Zainab Qazi

Programme Support Officer

z.qazi@nhs.net

For **general queries**: gstt.aifellowship@nhs.net

WhatsApp group: You will all be added to a cohort WhatsApp group and the programme alumni WhatsApp group to keep in touch with each other and receive key updates from the faculty. This is a space for you to engage with other colleagues, ask questions and share information, so please do use these as you see fit.

Timetable for the year

The list below shows the dates of the workshops for the year, as well as submission deadlines. Over the year, you will submit the following outputs.

- Supervisor meetings 1, 2 & 3 (see p4)
- Icebreaker presentation (see p5)
- Fellow Project Show and Tell presentation (see p5)
- Graduation poster (see p5)
- AI Portfolio (see p6)

Task/Event	Date
Bootcamp day 1 (including 90-second fellow icebreaker presentation)	Wednesday 12 th August 2026 Submit slides to faculty by 6 th Aug 2026
Bootcamp day 2	Thursday 13 th August 2026
Bootcamp day 3	Friday 14 th August 2026
Supervision meeting 1: Induction & Personal Development Plan	Submit to faculty by 6 th September 2026
Workshop 4 (in-person in Oxford)	Monday 28 th September 2026
Workshop 5 (remote) including fellow project show and tells	Monday 16 th November 2026
Workshop 6 (in-person in Birmingham)	Monday 14 th December 2026
Workshop 7 (remote) including fellow project show and tells	Monday 18 th January 2027
Supervision meeting 2: Midpoint Review	Submit to faculty by 31 st January 2027
Workshop 8 (in-person in Scotland (Glasgow or Edinburgh, TBD)	Monday 22 nd February 2027
Workshop 9 (remote) including fellow project show and tells	Monday 15 th March 2027
Workshop 10 (remote)	Monday 19 th April 2027
Graduation (in-person) including poster presentation	Monday 21 st June 2027
Supervision meeting 3: End of Programme Appraisal including AI portfolio submission	Submit to faculty by 19 th July 2027

Workshops and Events

As detailed in the timetable, there is a series of workshops for fellows over the year. These are an important opportunity to get to know each other and our guest speakers and hosts.

All events are sent to your email as a calendar hold, with details inside that diary invitation. Attendance is mandatory for all workshops. Please email the faculty with as much notice as possible if you do not think you will be able to attend a session.

For in-person teaching, the default expected attendance is in-person. While there is a remote option, we strongly encourage you to attend in-person because networking and community-building is a key opportunity and benefit of the fellowship. Please email the faculty with as much notice as possible if you plan to attend an in-person session remotely.

For remote workshops, we ask for cameras on by default to foster a collegial atmosphere and keep discussion flowing, since facilitators rely on visual cues to know when to pause or invite input.

Supervisor Meetings

Each fellow has a named clinical AI supervisor. The supervisor facilitates supervision of the fellow (at least 1hr per week by a senior team member- though not necessarily the named supervisor) to discuss their project progress, troubleshooting, and personal development plan.

3 supervisor meetings must be documented with provided templates: an induction meeting, a midpoint review, and end of programme appraisal. The templates are accessed here:

https://www.nhsfellowship.ai/assets/docs/FCAI_C5_supervisor_meeting_templates.docx

Fellows are expected to submit these documents by the deadlines indicated in the timetable to gstt.aifellowship@nhs.net with supervisor in cc.

Personal Development Plan

On starting the fellowship, fellows complete a personal development plan (PDP) to list their specific goals and describe how these are aligned with their clinical training and broader career aspirations. There are many different roles within the clinical AI development cycle, and fellows should identify specific learning objectives to focus on during the fellowship. Fellows should use the SWOT tool (provided in the template) to identify and anticipate their training needs during the fellowship and discuss these with their supervisor.

Bootcamp Icebreaker Presentation

On bootcamp day 1, each fellow will give a 90 second (strictly timed) icebreaker PowerPoint presentation. Email your slides to gstt.aifellowship@nhs.net by 6th August 2026. Please include the following structure:

- A **Fun Fact** about yourself
- Your clinical and technical/digital background
- Your clinical AI project: goals & roles, team, milestones etc.
- A 2nd **Fun Fact** about yourself

If you have already notified faculty of your absence on bootcamp day 1, pre-record your icebreaker for the same deadline.

Show and Tell Presentation

Each fellow will present their work in progress to their cohort at a workshop during the fellowship.

Format:

- 10min of PowerPoint slides
- 5min of Q&A with audience

Recommend structure:

- Introduction: nature of the project and your team
- Your role: how you have contributed, your learning so far, lessons to share with other fellows, learning objectives of the curriculum encountered
- Next steps: key milestones and challenges ahead, key dependencies and blockers to make AI deployment a success

Graduation Poster

Format

- Size A0
- Logos: your project host Trust +/- team, the NHS Fellowship in Clinical AI, your sponsor
- Logos sources: <https://www.nhsfellowship.ai/partners/>

Content

- Conference poster with an engaging account of your project to a non-specialist (e.g. postgraduate dean, DHSC civil servant), including:
 - The clinical problem and who is affected
 - The AI solution and how it is being deployed/evaluated
 - Progress/milestones you made on the project, and how you were supported (host AI team, faculty, deanery)
 - Next steps on the project following your fellowship year

- There will be an audience-voted Best Poster prize and certificate awarded on graduation day

Printing

- Print your poster and bring it with you on graduation day
- If you can't attend, inform the faculty urgently and organise for the poster to be delivered *before* 14th June 2027 to:
 - Dr Alexander Deng (Tel: 07858425590, email: alexander.deng@nhs.net), South East Genomic Medicine Service, 16th Floor Tower Wing, Guy's Hospital, Great Maze Pond, London SE1 9RT
 - Label: 'Material for FCAI Graduation Cohort 5, 21 June 2027, *Your Name*'

AI Portfolio

Fellows should maintain a portfolio of their activities during the fellowship to demonstrate progression towards objectives listed in their personal development plan. The portfolio should include but is not limited to: record of learning, personal reflections, certificates, awards, posters, publications, presentations, and code repository.

The portfolio is submitted at the end of your fellowship, to showcase your work to the faculty, line manager and sponsors. The instructions for submitting the portfolio are below.

Deadline for submission: 19 Jul 2027

- Submit your completed final supervisor meeting pro-forma to gstt.aifellowship@nhs.net
- Attach your AI portfolio from the year as a .zip folder. It should include:
 - Certificates (DataCamp, Innovation Scholars, etc)
 - Prizes, papers, publications (including in-press and drafts)
 - Posters, presentations, panels/speaker appearances (screenshots, social media cards, video links),
 - Evidence of your continuing clinical AI career (e.g. letters/offers for academic placements, onward fellowships, industry roles)
 - Code repository links
 - Any other clinical AI output!

Clinical Safety Officer Training

In-person Clinical Safety Officer (CSO) practitioner training is delivered during the bootcamp. It is mandatory to first complete the e-learning 'essentials' and 'intermediate' courses, which are free for NHS and can be found here: <https://digital.nhs.uk/services/clinical-safety/clinical-risk-management-training#practitioner-training>

You will be issued a certificate of completion on completion of CSO practitioner training.

E-Learning

E-learning will contribute to your learning objectives, especially in the ‘AI Fundamentals’ theme of the curriculum. We do not expect you to be independent AI programmers by the end of this fellowship. However, handling and wrangling data and understanding how AI models work is an important capability for an AI clinician.

KCL Innovation Scholars

These lectures and exercises are self-paced, and you should pick content to complement the needs of your project and your existing knowledge and skills.

- They are CPD accredited, and the certificates are part of your AI portfolio this year.
- Overview site: <https://innovationscholars.er.kcl.ac.uk/about/>
- Recommended introductory course: <https://learninghub.kingshealthpartners.org/course/demystifying-ai>
- Further courses depending on your project needs:
 - NLP: <https://learninghub.kingshealthpartners.org/course/natural-language-processing-for-health-research>
 - Applied AI: <https://learninghub.kingshealthpartners.org/course/applied-artificial-intelligence-for-health-research>

DataCamp

You will have a premium subscription to the e-learning platform DataCamp.com during your fellowship year. This gives access to structured interactive courses in data science and programming. The certificates you earn on the platform should enter your AI portfolio. The joining link for a premium account will be sent in the week you join the fellowship.

You will be enrolled together as a cohort, and there will be a competitive leaderboard of your learning activity. The faculty will set assessments for you to map your knowledge gaps- these are optional.

Advice on getting the most out of this resource:

- What courses? Pick:
 - Courses directly relevant to your project
 - Courses directly meeting learning objectives of your PDP
 - Courses that you think are fascinating
- Study “little and often” as this naturally allows sequential lessons to reinforce each other.
 - Cramming courses is typically unsustainable and leads to poor retention.
 - Bored? Switch course, no sense being stuck on one thing when there’s hundreds of hours of other curated content.
- The most useful programming language in AI/ML is **Python**
 - Stick to Python courses unless there’s a compelling reason otherwise.

- Some possible starting points:
 - Theory Certification: AI Fundamentals
 - Theory Certification: Data Literacy
 - Course: Biomedical Image Analysis in Python
 - Course: Introduction to Natural Language Processing in Python

Office Hours

The faculty holds office hours weekly on Tuesdays. To book in, send a calendar invite to the faculty member(s) you'd like to speak to- we will propose another time if it's a clash. Don't be shy! We are happy to help. Our emails are below:

- Alexander Deng (Director): alexander.deng@nhs.net
- Poppy Cohen (Senior Programme Manager): poppy.cohen1@nhs.net
- Zainab Qazi (Programme Support Officer): z.qazi@nhs.net

Curriculum

The up-to-date curriculum can be found on the website here:

<https://www.nhsfellowship.ai/curriculum/>

This includes the curriculum pillars, methods of teaching, and external alignment of the curriculum to policy and other works.

Duties and Responsibilities

Fellows in clinical AI have the following **duties and responsibilities**:

1. Work energetically as a member of an agile multidisciplinary team including: AI specialists, medical physicists, IT, health economists, and clinicians.
2. Communicate effectively with key stakeholders in clinical AI including: hospital management, patients, clinicians, regulatory bodies, and technology developers.
3. Curate clinical datasets in accordance with data-protection laws and regulations.
4. Deploy clinical AI in a way that is safe, legal, equitable, and effective.
5. Critically evaluate the performance of clinical AI in hospital workflows.
6. Present scientific findings in clinical AI including clinical trials and quality improvement projects.
7. Understand and develop policies and standards for the regulation of clinical AI.

Annual Leave

Annual leave entitlement: 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.

Communications Style Guide

On LinkedIn, for the duration of this fellowship post please list your job title as ‘NHS Fellow in Clinical AI’, with the organisation ‘NHS Fellowship in Clinical AI’ (<https://www.linkedin.com/company/nhs-fellowship-in-clinical-ai/>).

Work that is associated with your time on the fellowship (see the definition of ‘work’ from the perspective of academic output: <https://credit.niso.org/>) should be credited with you affiliation to ‘NHS Fellowship in Clinical AI’.

For work such as posters and presentations, include the logos of the NHS Fellowship in Clinical AI and your post sponsor. Logos available here: <https://www.nhsfellowship.ai/partners/>

Finance

The finance arrangements for each region and entry route vary. If you have any specific questions, please contact the faculty.

Directly allocated fellows

The course fee has been arranged prior to you starting the programme with yourself or your sponsor. No further action is required from you. Please note, salary reimbursement and travel expenses are not covered by the course fee and are to be managed independently of the faculty. Please refer to your education agreement for more details. If you are a sponsored fellow, your sponsor can find further details in the Memorandum of Understanding signed prior to you joining the programme.

Regional fellows, T-Pro fellows and BSH fellows

For fellows in regional, T-Pro or BSH entry routes, your employer should continue to pay you your full salary, and 0.4FTE is reimbursed to your employing organisation. Your award letter confirms your fellowship appointment, please refer to your award letter for the official start and end dates of your fellowship, you can use this letter to begin discussions with your trust and employer regarding salary reimbursement.

If you are in London, South East (KSS, Wessex, TV) region, or funded by T-Pro or BSH your salary reimbursement is faculty-led. Please look out for an email from the faculty in June – July asking for details of your salary to be provided. For all other regions, the salary reimbursement is regional funder-led, please contact your regional point of contact in the table below.

Please note, travel and subsistence expenses are region-specific and are not covered by the faculty. Please refer to your education agreement and the table below for more details.

Region	Travel and Subsistence Policy	Finance contacts
East of England	Arrangements for study leave, travel and subsistence related to fellowship activities should be approved by East of England NHSE WTE according to secondment agreement policies.	Salary, travel and subsistence – Account Manager: c.sears@nhs.net Fellowships Support: england.fellowships.eoe@nhs.net
London	Costs can be claimed through local mechanisms through their existing Employer, e.g. as an aspirational course in their study leave budget.	Salary reimbursement – gstt.aifellowship@nhs.net Travel and Subsistence - Fellow's existing Employer

Midlands	Claimed from the existing Employer	Salary Reimbursement - Senior Business Manager: kelly.chambers7@nhs.net MDFW Deputy Manager : Nicola Gould - england.fellowships.midlands@nhs.net Travel and Subsistence - Fellow's existing Employer
North East – Yorkshire and Humber	The Fellow should follow their existing employer's travel and subsistence policy. The Fellow can claim travel and subsistence costs via their employer, and NHSE will reimburse these to the Fellow's employer.	Salary, travel and subsistence – Head of training programme management - katie.cobb2@nhs.net
North West – Dentist	Please claim it via the North West Study Leave Process via ACCENT	Salary, travel and subsistence – Programme support business manager: emma.woods39@nhs.net
North West – Medic	Refer to the document below, which includes all travel and subsistence costs instructions - https://leademployer.merseywestlancs.nhs.uk/expenses-1	Salary, travel and subsistence – Programme support business manager: emma.woods39@nhs.net
Scotland	Claimed from the Funder by following their travel and subsistence policy: https://scottish.sharepoint.com/sites/1nes/Shared%20Documents/Policies/Finance/travel-and-subsistence-policy.doc	Salary, travel and subsistence – susan.donaldson4@nhs.scot
South East- Kent, Surrey, Sussex	There is no funding available via KSS Deanery, NHS England for travel and subsistence. We advise you to check if you can claim any expense as part of the aspirational courses budget from your employer.	Salary reimbursement – gstt.aifellowship@nhs.net
South East- Wessex	There is no funding available via Wessex Deanery, NHS England for travel and subsistence. We advise you to check if you can claim any expense as part of the	Salary reimbursement - gstt.aifellowship@nhs.net

	aspirational courses budget from your employer.	
South East-Thames Valley	There is no funding available via Thames Valley Deanery, NHS England for travel and subsistence. We advise you to check if you can claim any expense as part of the aspirational courses budget from your employer.	Salary reimbursement - gstt.aifellowship@nhs.net
South West	Fellows are able to claim expenses via their Trust in accordance with their Trust policy. Approval should be obtained from NHSE-SW (england.psedinfo.sw@nhs.net) and their Trusts Medical Education Manager (MEM) in advance of any expense being incurred. The Trust will then be reimbursed via the Education Funding Agreement.	Salary, travel and subsistence – england.psedinfo.sw@nhs.net / evette.may@nhs.net
British Society for Haematology	Refer to the document below, which includes all travel and subsistence costs instructions - https://b-s-h.org.uk/media/17505/bsh-expenses-policy-july-2019.pdf	Salary reimbursement - gstt.aifellowship@nhs.net Travel and subsistence - saskia@b-s-h.org.uk / lane@b-s-h.org.uk
T-Pro	To be reimbursed by the sponsor	Salary reimbursement - gstt.aifellowship@nhs.net Travel and subsistence - ben.jeeves@tpro.io