



Get started 

NHS internship scheme

Introducing Tomorrow's Talent to the NHS Today



Overview

Overview

About us

NHS internship scheme benefits

Internship costs

Finding Interns

Vetting Process

Contact Us

NHS internship scheme

PREVIOUS



NEXT

hin Health
Innovation
Network
South London

Overview



Professor Fiona Ross CBE

The Health Innovation Network's (HIN) Non-Clinical Internships scheme offers new graduates/students a great opportunity for work whilst forging a vital source of new talent for the National Health Service.

The NHS is the fifth largest employer in the world and has an important role to play in supporting diversity in its workforce. However, gaining access to jobs within health care organisations can be difficult for individuals who are not 'in the know' or lack access to networks. The Internship programme overcomes challenges face by the NHS providers (our Members) in knowing who to talk to and how to tap into new talent from local universities for vital support roles behind the "front line."

Our NHS internship scheme offers the chance for graduates to connect with job opportunities in the NHS. The Health Innovation Network acts as a broker between the NHS and the universities taking care of the entire process – from identifying high calibre candidates through to handling the vetting and selection process, all free of charge.

The Health Innovation Network's (HIN) NHS internship scheme offers new graduates an opportunity to work on support roles for South London employers who are Members of the Health Innovation Network. For our Members it is a cost effective way of recruiting new talent and promoting diversity.

This guide has been designed to answer all your questions whether you're a Member looking for a way to connect with new talent or a graduate wanting to take advantage of the wealth of opportunity offered by the NHS in areas such as communication, business development, finance or human resources etc.

If you want to know more contact us to organise a free consultation. We look forward to hearing from you.

Kind Regards,

Professor Fiona Ross CBE

Kingston University and St George's, University of London

Senior Responsible Officer (Education) Health Innovation Network

Overview

About us

NHS internship scheme benefits

Internship costs

Finding Interns

Vetting Process

Contact Us

NHS internship scheme

PREVIOUS



NEXT



About the Health Innovation Network

The Health Innovation Network is the Academic Health Science Network (AHSN) for South London, one of 15 AHSNs across England.

We are a membership organisation focused on spread and adoption of lasting system-wide improvements in patient and population health, strengthening relationships and capitalising on teaching and research strengths across South London.

Our work programmes focus on health priorities across our clinical areas – diabetes, dementia, musculoskeletal, alcohol and cancer. Our cross-cutting innovation themes – patient experience, patient safety, technology & information, education & training and wealth creation, support all our work programmes to deliver service improvement to all our members, including acute, specialist, community and mental health NHS trusts, primary care, clinical commissioning groups as well as social care partners.

We work closely with industry, academia and patients and the public to facilitate system wide change and improvement.

To find out more about us, [click here](#).



Overview

About us

NHS internship scheme benefits

Internship costs

Finding Interns

Vetting Process

Contact Us

NHS internship scheme

PREVIOUS



NEXT

hin Health
Innovation
Network
South London

About the NHS internship scheme

The NHS internship scheme offers students and graduates salaried internships across degree disciplines from accounting, business studies and marketing to psychology and law. The internships range from one-day per week to full-time one year positions.

The scheme aims to create non-clinical employment pathways for students between local universities and NHS bodies in South London. As a pathfinder/unique initiative, there is no comparable programme in the UK to our knowledge.

The benefits of the internship programme include reducing graduate unemployment in South London, raising ambition, contributing to a stable local economy that can innovate and create wealth, and offer savings for a financially challenged NHS by creating access to students.



Goldsmiths University, London

[Overview](#)

[About us](#)

[NHS internship scheme benefits](#)

[Internship costs](#)

[Finding Interns](#)

[Vetting Process](#)

[Contact Us](#)

NHS internship scheme

PREVIOUS



NEXT

hin Health
Innovation
Network
South London

Who We Are

Discover who is behind the Health Innovation Network's NHS internship scheme:



Fiona Ross

Senior Responsible Officer

Fiona is a part time Senior Responsible Officer at the Health Innovation Network leading education and training. She has worked in South London throughout her career and has a background in higher education senior management and research. Outside the Health Innovation Network, she has a portfolio of roles including working for the Leadership Foundation for Higher Education as Director of Research.

“ The Health Innovation Network is a great incubator for ideas that shift the status quo. The internship programme links the NHS to our fantastic universities in South London and opens a new route into a wealth of non clinical jobs”



Louise Brennan

NHS Internship Programme Manager

Louise is the Programme Manager for the NHS Internship programme. Louise has managed a range of education and skills programmes, including a tech internship programme based in South east London.

“ I am delighted to be helping NHS hiring managers source talented individuals in a cost effective way, while building an effective pipeline for tomorrows skill needs”



Palvasha Zia

Project Support Officer

Palvasha is the Project Support Officer at the Health Innovation Network for education and training. She has background of a degree in Psychology. Outside the Health Innovation Network, she is studying towards her Masters in Child and Adolescent Psychotherapy at Cambridge University.

“ You will enjoy many benefits when taking on one of our interns, they are enthusiastic and will be ideally suited to your organisations requirements with a range of skills from various degree backgrounds. There's also the added bonus of making them permanent at the end of their internship!”

Overview

About us

NHS internship scheme benefits

Internship costs

Finding Interns

Vetting Process

Contact Us

NHS internship scheme

PREVIOUS



NEXT

hin Health
Innovation
Network
South London



King's College, London

NHS internship scheme benefits

[Overview](#)

[About us](#)

[NHS internship scheme benefits](#)

[Internship costs](#)

[Finding Interns](#)

[Vetting Process](#)

[Contact Us](#)

[NHS internship scheme](#)

PREVIOUS



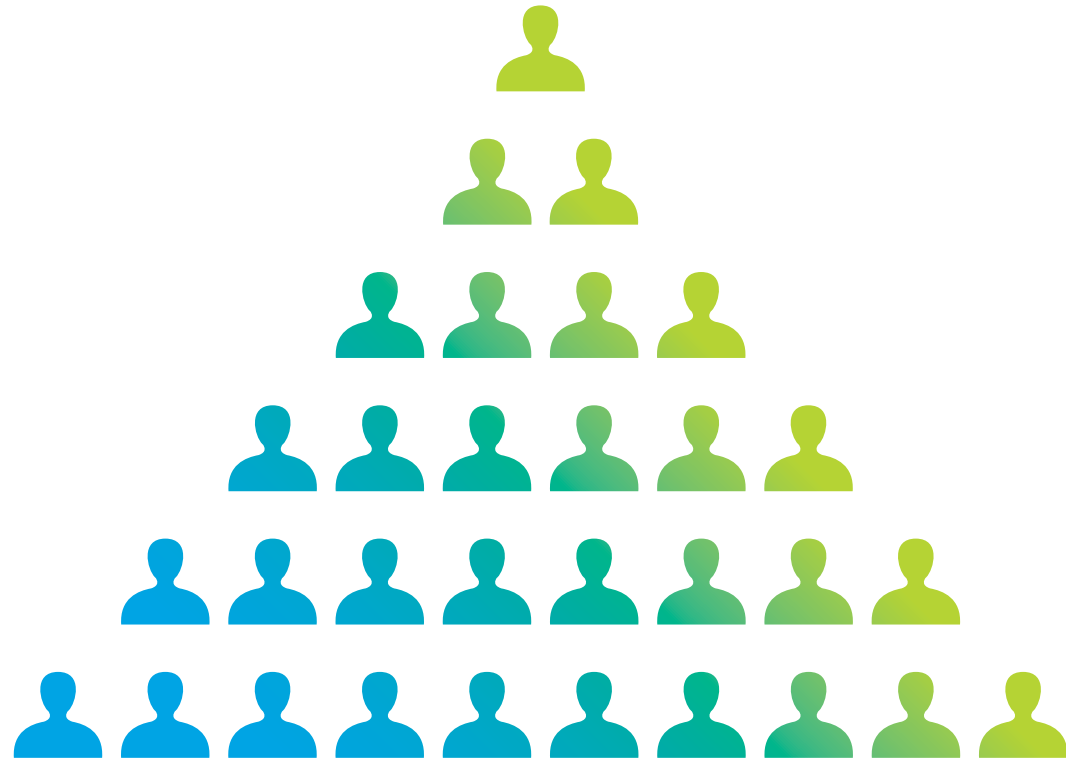
NEXT

hin Health
Innovation
Network
South London

Why Employ an NHS Intern?

Four Key Reasons to Employ an Intern:

- Build workforce capacity which is critical to the future success of the NHS
- A cost effective way to source genuine talent
- Meet your equality and diversity targets while reducing agency numbers
- Bypass the roadblocks that are traditionally associated with recruiting high quality interns.



Overview

About us

NHS internship scheme benefits

Internship costs

Finding Interns

Vetting Process

Contact Us

NHS internship scheme

PREVIOUS



NEXT

hin Health
Innovation
Network
South London

What are the Benefits of an Intern?

The purpose of our internship scheme is to harness talent from local universities for the benefit of the NHS while widening access to non-clinical careers in health and social care for students and new graduates.

It is imperative that health care organisations use the full range of talent available to them, embracing the NHS England Equality and Diversity Council's decision to integrate its EDS2 (Equality Diversity System 2) principles into the NHS Standard Contract.

Employers who participate in the NHS internship scheme will enjoy benefits including:

- **Increasing productivity** within an organisation as interns are able to take on 'side work' where required, allowing permanent staff to focus more closely on their core responsibilities
- Finding enthusiastic talent who, where appropriate, can be switched **from internship to full employment status** once the internship period has been completed

- Cherry picking from a range of skill sets across several degree disciplines including **accounting, business studies, marketing, law, psychology and more**
- Taking on interns who are **ideally suited** for the **organisation's scheduling requirements**; internship periods can range from one-day per week up to full-time one-year positions
- Knowing that you are helping the next generation find a route **into employment while safeguarding the future of the NHS** itself

[Overview](#)

[About us](#)

[NHS internship scheme benefits](#)

[Internship costs](#)

[Finding Interns](#)

[Vetting Process](#)

[Contact Us](#)

NHS internship scheme

PREVIOUS



NEXT

Case Studies

View the case studies to uncover how the Health Innovation Network's NHS internship scheme has benefited three of its Members:

Case study Tukiya

"The internship allowed me to realise my strengths in new areas of work such as data analysis and develop new skills in event management and website maintenance. I have really developed personally and professionally as a result of my internship."



My Background

I finished university in summer 2014 and wanted to explore opportunities in the NHS.

What attracted me to them

I was attracted to The Health Innovation Network because of how unique the organisation is. Their primary objective is to share best practice and encourage spread and adoption of innovation and technology with NHS, industry and small businesses so that the patient can benefit. The workplace is made up of people from a variety of backgrounds including entrepreneurs, clinicians, academics and third sector workers, which formed a great place to work and develop my intrapersonal skills.

My time at the Health Innovation Network

I was given responsibility within my first few days and was assigned a range of interesting projects to complete. I worked in communications, patient safety, programme development and informatics. This internship allowed me to realise my strengths in new areas of work, such as data analysis and develop new skills as event management and website maintenance. I have developed both personally and professionally as a result of my internship at the Health Innovation Network.

Challenges

My main challenge was adapting to working in an office however I quickly adapted to this new working environment. Initially I was worried about what career decisions to make once my internship ended, However, I set work and career objectives with my manager and I was provided with extra training and shadowing opportunities to help me achieve these objectives. I have now successfully secured a job in a pharmaceutical company.

Advice to potential interns

I thoroughly encourage any graduates and undergraduates to do an internship as they will get a chance to learn in a supportive environment, make vital connections and decide what career steps to make.

Interns should immerse themselves in every aspect of the internship and do not be afraid to new out new areas of work.

[Overview](#)

[About us](#)

[NHS internship scheme benefits](#)

[Internship costs](#)

[Finding Interns](#)

[Vetting Process](#)

[Contact Us](#)

NHS internship scheme

PREVIOUS



NEXT

Why Choose Our Scheme?



Goldsmiths University, London

Finding Interns, The Challenges

Internships are well established in the private sector, but sometimes there are issues that discourage employers.

Time

Finding interns is a lengthy process and can be a considerable drain on an organisation's valuable time.

Money

Save money and avoid agency fees for recruitment and temps, short or longer term internships to enable flexibility.

Resources

Locating, vetting and hiring the right intern typically requires investment from organisations – and because of tightening budgets, it's an investment that many don't want to commit to.

Talent

Identifying suitable talent is a challenge in itself; where should organisations go to source an intern who will fit seamlessly into their work culture? It can feel like searching for a needle in a haystack.

Finding Interns, The Right Way

Our intern scheme is different – it bypasses the typical pains associated with internships through a series of innovative steps:

Time

Employers will enjoy a streamlined process where they can be involved as much or as little as they wish in the sourcing and selection of an intern.

Resources / Money

Employers will benefit from the Health innovation Network's zero-charge policy; they don't need to invest financially in the selection process because covers all costs as part of the scheme.

Talent

Employers will be able to choose candidates from our Higher Education Institutions (HEI) including Goldsmith University, London Southbank University, Kings College London, Roehampton University and Kingston University.

Overview

About us

NHS internship scheme benefits

Internship costs

Finding Interns

Vetting Process

Contact Us

NHS internship scheme

PREVIOUS



NEXT

hin Health
Innovation
Network
South London



Roehampton University, London

Internship costs

[Overview](#)

[About us](#)

[NHS internship scheme benefits](#)

[Internship costs](#)

[Finding Interns](#)

[Vetting Process](#)

[Contact Us](#)

NHS internship scheme

PREVIOUS



NEXT

hin Health
Innovation
Network
South London

Internship Costs

The NHS internship programme is a free service, with the intern salary being the employers responsibility.

The NHS internship scheme is an efficient and cost effective method for employers to recruit new skills and promote diversity in their workforce, at the London Living Wage.

London Living Wage salary will benefit both the successful candidate and save money and time for the employer.

- Enables the intern to offer their unique skills and abilities without the need to worry financially about committing to the organisation
- Allows the intern to feel valued, ensuring a smooth transition into any permanent role
- Gives the intern the opportunity to provide for themselves and their family whilst taking on the internship
- We believe in the principle of promoting fair pay for a fair day's work

Kingston Hill Campus, Nightingale Centre



[Overview](#)

[About us](#)

[NHS internship scheme benefits](#)

[Internship costs](#)

[Finding Interns](#)

[Vetting Process](#)

[Contact Us](#)

[NHS internship scheme](#)

PREVIOUS



NEXT

hin Health
Innovation
Network
South London



Finding Interns

[Overview](#)

[About us](#)

[NHS internship scheme benefits](#)

[Internship costs](#)

[Finding Interns](#)

[Vetting Process](#)

[Contact Us](#)

NHS internship scheme

PREVIOUS



NEXT

hin Health
Innovation
Network
South London

How to Find Your Intern

Where

Interns are sourced from several HEIs currently participating in the Health Innovation Network's NHS internship scheme:

Goldsmiths, University of London

King's College London

Kingston University

Roehampton University

London South Bank University

University of Greenwich



[Overview](#)

[About us](#)

[NHS internship scheme benefits](#)

[Internship costs](#)

[Finding Interns](#)

[Vetting Process](#)

[Contact Us](#)

NHS internship scheme

PREVIOUS



NEXT

hin Health
Innovation
Network
South London

How to Find Your Intern

When

We will work with employers to design bespoke placements to source the right talent that meets the skill requirements within the time-frame, ranging from:

Graduate Internship

– Full- or part-time internships for current graduates and post-graduates

Sandwich Year

– typically a year 'out' between years Two and Three of the degree, usually full-time.

Summer vacations

– June to September of each academic year.

During term time

– typically a day per week in one or more of the three 10-week terms that make up the academic year.

Example undergraduate types:



Biological Sciences
Business Administration
Business Information Technology
Computer Systems Mnaagement
Construction
Corporate Finance
Culinary Arts
Digital Business
English and Creative Writing
Food Science
Health & Social Care: Administration Management
Information Technology
Marketing
Telecommunications &
Computer Networks Engineering
Media and Communications

[Overview](#)

[About us](#)

[NHS internship scheme benefits](#)

[Internship costs](#)

[Finding Interns](#)

[Vetting Process](#)

[Contact Us](#)

NHS internship scheme

PREVIOUS



NEXT

hin Health
Innovation
Network
South London

Internship Checklist

We offer convenient forms to guide you through the process.

(Bolded links below indicate the form is available for download.)

STAGE	SERVICE
1 JOB SPECIFICATION	1.1 Vacancy Briefing Form 1.2 Internship Application Form 1.3 Equal Opportunities Monitoring Form
2 APPLICANT MANAGEMENT	2.1 Longlisting/ Shortlisting Template 2.2 Interview Schedule 2.3 Interview Invitation
3 INTERVIEW STAGE	3.1 Interview Question Template 3.2 Interview, Selection and Offer Management - Best Practice Guide
4 IN-PLACEMENT SUPPORT	4.1 Internship Review

[Overview](#)

[About us](#)

[NHS internship scheme benefits](#)

[Internship costs](#)

[Finding Interns](#)

[Vetting Process](#)

[Contact Us](#)

NHS internship scheme

PREVIOUS



NEXT



Kingston University, London

Vetting Process

[Overview](#)

[About us](#)

[NHS internship scheme benefits](#)

[Internship costs](#)

[Finding Interns](#)

[Vetting Process](#)

[Contact Us](#)

NHS internship scheme

PREVIOUS



NEXT

hin Health
Innovation
Network
South London

How Does the Vetting Process Work?

From Start to Finish

The Health Innovation Network can manage all aspects of the intern vetting process on behalf of the employer. This includes drawing up role specifications, shortlisting, referencing, management and advertising. Alternatively, employers may prefer to be involved at each and every stage of the recruitment process:

Internship Recruitment Process Overview

1

Phase 1 – Job Specification

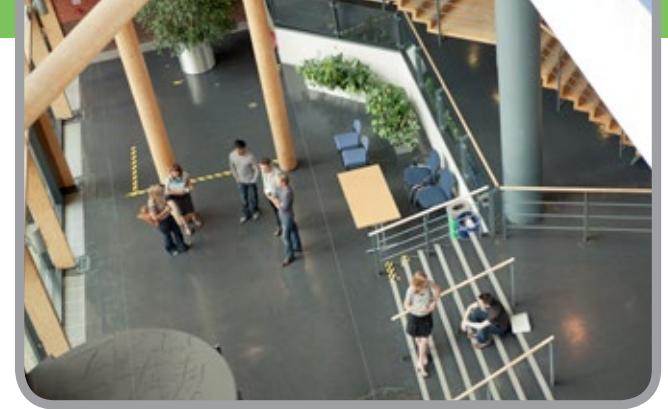
After being provided with a 'Start Up' toolkit the employer agrees to our policies on intern payment of a minimum of London Living Wage. The employer then writes the job description and advertisement with the support of the Health Innovation Network.

All elements of the recruitment process from placement portfolio and job description/applicant specification plus policies are agreed between both parties before the Health Innovation Network publishes the employers placement opportunities to participating universities.

2

Phase 2 – Applicant Management

Any resulting applications are submitted by the universities to the Health Innovation Network who will draw up initial long-listing/shortlisting and pass on the collated submissions to the Member by an agreed closing date.



London Southbank University

[Overview](#)

[About us](#)

[NHS internship scheme benefits](#)

[Internship costs](#)

[Finding Interns](#)

[Vetting Process](#)

[Contact Us](#)

NHS internship scheme

PREVIOUS



NEXT

hin Health
Innovation
Network
South London

How Does the Vetting Process Work?

3

Phase 3 – Interview Stage

With submissions received, the employer has two options:

Option A

Finalised long-listing and shortlisting of candidates either via us or directly to the student. The employer can then design the selection process, confirm the interview panel and conduct the interviews.

Option B

The Health Innovation Network designs the selection process for the employer, notifies short-listed candidates and offers interview management advice to the Employer plus post-interview feedback.

4

Phase 4 – Offer Management

The employer notifies the candidates, the Health Innovation Network and the university of the interview process' outcome. If an intern has been successfully sourced, the employer can conduct pre-employment checks and perform the necessary IT set up/passes, payroll and staff induction tasks. The Health Innovation Network will be available to advise the employer on any offer management issues.

5

Phase 5 – In-Placement Support

The employer line manages and mentors the intern while taking care of back office support including time-sheets and payroll. The Health Innovation Network will be available in an advisory role to deal with any issues that should arise.

[See next page for Process Map](#)

[Overview](#)

[About us](#)

[NHS internship scheme benefits](#)

[Internship costs](#)






[Finding Interns](#)

[Vetting Process](#)

[Contact Us](#)



	Job Specification	Applicant Management	Interview Stage	Offer Management	In-Placement Support
--	-------------------	----------------------	-----------------	------------------	----------------------

 Student	<p>Submit application to university</p> <p>Notify university or us of any changes to status (e.g. withdrawal of application)</p>	<p>Attend interview</p>	<p>Accept/reject offer (if applicable)</p> <p>Submit reference information and complete starter paperwork with employer</p>	<p>Meet expectations of internship/ placement</p> <p>Complete any linked assignments where relevant</p>	
 University	<p>Advertise opportunities</p> <p>Candidate preparation (if appropriate)</p> <p>Submit applications to us</p>	<p>Mock interview if appropriate</p>	<p>Actions dependent on course: if sandwich or integrated placement, complete internal paperwork with employer</p>	<p>In placement support for sandwich students</p>	
 Employer	<p>Agree with our policies on intern payment</p> <p>Completes Vacancy Briefing Form in consultation with the Health Innovation Network</p>	<p>Longlisting and shortlisting of candidates</p>	<p>Contact shortlisted students and notify students of post-interview feedback</p>	<p>Notify candidates, us and university of outcome</p> <p>Conduct pre-employment checks</p> <p>Set up IT, passes, payroll and staff induction</p>	<p>Line management and mentorship of intern</p> <p>Back office (timesheet, payroll)</p>
	<p>Publishes placement opportunities to universities</p> <p>Provides 'Start-up' toolkit for Employers</p>	<p>Initial longlisting/shortlisting if required</p> <p>Collate candidate submissions from universities and submit to Employer by agreed closing date</p>	<p>Selection process design if requested by employer</p> <p>Contact shortlisted students if requested by employer</p>	<p>Advise Employer on any offer-management issues</p>	<p>Advisory function if issues arise</p> <p>Networking function for students/ employers</p>
 Outcomes	<p>Placement portfolio</p> <p>Job Description, Person Spec and advert agreed</p> <p>Member policies and recruitment process agreed</p>	<p>Role advertised</p> <p>Applications submitted to us by university and to employer by the Health Innovation Network</p>	<p>Interview Shortlist</p> <p>Interviews undertaken by employer</p> <p>Intern appointed</p>	<p>Approval to start intern</p> <p>Any required placement paperwork for university and employer for sandwich or integrated placements</p>	<p>Effective support for student and employer</p> <p>Evaluation and feedback</p>



Contact Us

To discover more about the Health Innovation Network's NHS internship scheme please contact the Education and Training team on: 020 7188 7188 ext. 57038 or email palvasha.zia@nhs.net

[Overview](#)

[About us](#)

[NHS internship scheme benefits](#)

[Internship costs](#)

[Finding Interns](#)

[Vetting Process](#)

[Contact Us](#)

NHS internship scheme

PREVIOUS



hin Health
Innovation
Network
South London