

05_Completing the Associate PI Scheme

Learning Pathway in NIHR Learn

Below is some guidance about completing the Associate PI Scheme Learning Pathway in NIHR Learn.

How to complete the Associate PI Scheme Checklist video guide

In **addition to** the information provided below, [click here](#) to watch a video that walks you through key steps for completing the Associate PI Scheme Checklist during your 6-month tenure, including how to submit it once complete.

Accessing NIHR Learn

When you were confirmed for the Associate PI Scheme, you should have received an automated email from the NIHR learn ('moodlemailer@nihr.ac.uk' (no reply)) with details of how to access the Associate PI Scheme learning pathway on NIHR learn.

If you have any trouble accessing the learning pathway, please contact the [RDN Service Desk](#) or refer to [this Document](#).

Once you have logged into NIHR Learn, you will see a video showing a tour of the learning pathway. We recommend that you take this tour to familiarise yourself with the learning pathway and the different tiles.

Downloading your Checklist

Your Associate PI Scheme checklist is only available to download from NIHR Learn when you have completed all the mandatory fields online. You can access your online checklist from each of the monthly tiles or the Complete Associate PI Checklist tile.

Associate PI Scheme Forum

We have created an Associate PI Forum on the learning pathway. Here you can talk and share best practice with other individuals on the programme.

We would highly encourage you to utilise this forum to speak to other Associate PI Trainees that are going through the programme. It is also an opportunity to seek advice from other Associate PI Trainees working on the Scheme.

Monthly Tiles

We have broken down the Associate PI Scheme Checklist into 6 monthly tiles to reflect the 6 months you will be working on the Associate PI Scheme.

In each monthly tile there will be activities from the checklist highlighted that we would have expected you to complete that month, and underneath there will be an 'Evidence Your Work' section.

In this section, you are required to evidence if and how you have undertaken the activities that have been highlighted that month, in a journal style entry. Record your evidence by clicking on the link to your online checklist.

In every monthly tile, you will see 'Additional Activities' highlighted. These are activities that you may have had the opportunity to complete.

Additional Courses and Bite-Sized Learning

We have added a tile to the Associate PI Scheme learning pathway which we hope will provide you with additional learning resources. These are Additional Courses and Bite-Sized Learning and can be found on the Supportive/Additional Learning tile.

These courses are not mandatory, but if you do complete them you may wish to evidence them on your checklist.