

# Checklists for the Scientist Training Programme (STP)

### Before the trainee arrives

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Suggested actions | Yes | No | n/a |
| 1 | Contact HR and finance manager |  |  |  |
| 2 | Familiarise all training staff with the curriculum |  |  |  |
| 3 | Analyse the curriculum for training you cannot provide |  |  |  |
| 4 | Develop a training plan |  |  |  |
| 5 | Plan for patient and public involvement |  |  |  |
| 6 | Develop contingency plans |  |  |  |
| 7 | Identify who will fulfil the main training roles |  |  |  |
| 8 | National School of Healthcare Science ‘Train the Trainer’ session |  |  |  |
| 9 | Learn how to use OneFile and explain it to others |  |  |  |
| 10 | Arrange for trainee’s workspace |  |  |  |
| 11 | Arrange for all necessary ICT access |  |  |  |
| 12 | Check services are available to trainee’s workstation |  |  |  |
| 13 | Do you need to arrange any financial support? |  |  |  |
| 14 | Standard agreement with other training sites |  |  |  |
| 15 | Any uniform/dress required? |  |  |  |
| 16 | Notify trainee of the rules of the department |  |  |  |
| 17 | Meeting with the trainee before the start of training |  |  |  |
| 18 | Contact colleagues who have experience of training under the programme |  |  |  |
| 19 | Prepare staff including other trainees |  |  |  |
| 20 | Establish contact with the Higher Education provider |  |  |  |
| 21 | Inform learning and development/education and training manager |  |  |  |
| 22 | Send background reading to the trainee in advance |  |  |  |

### The start of the training period

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Suggested actions | Yes | No | n/a |
| 1 | Share your training plan with trainee in advance |  |  |  |
| 2 | Initial ‘meet and greet’ with the trainee |  |  |  |
| 3 | Planning meeting |  |  |  |
| 4 | Buddy and/or mentor |  |  |  |
| 5 | Desk, equipment, security badge/pass, workspace pc, personal locker etc |  |  |  |
| 6 | Standard induction |  |  |  |
| 7 | Specific activities timetable for the first few days |  |  |  |
| 8 | Tasters – departments and tasks |  |  |  |
| 9 | Other staff and trainees to meet the STP trainee |  |  |  |
| 10 | Discuss trainee expectations |  |  |  |
| 11 | First reviews scheduled |  |  |  |

### The longer term

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Suggested actions | Yes | No | n/a |
| 1 | Annual review of quality of training |  |  |  |
| 2 | Other staff attend National School of Healthcare Science ‘Train the Trainer’ session? |  |  |  |
| 3 | Regular meetings schedule with trainee |  |  |  |
| 4 | Meetings scheduled with any other stakeholders? |  |  |  |
| 5 | Discuss elective with trainee |  |  |  |
| 6 | Discuss research project with trainee |  |  |  |
| 7 | Secure work-based supervisor for research project |  |  |  |
| 8 | Check any mandatory training trainee must complete |  |  |  |
| 9 | Contact with HEE (or country equivalent) |  |  |  |
| 10 | Contact with HEI |  |  |  |
| 11 | Contact with professional body |  |  |  |
| 12 | Contact with the National School of Healthcare Science |  |  |  |