# Checklist for training planning for Scientist Training Programme (STP)

Use this checklist to help you create a detailed training plan. The plan may consist of a series of linked documents. You will need to refer to the STP curriculum for the speciality which can be found in the online Curriculum Library <https://curriculum.nshcs.org.uk>

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| **List of contents** | **Tick when included** |
| **Designated training officer** – *Name and contact details* |  |
| **Other staff involved** – *List and identify roles and responsibilities* |  |
| **Induction planned** – *Dates, person responsible* |  |
| **Outline training timetable** (include evidence of time allowed for academic work; competency achievement/assessment/recording; CPD) – *Indicative dates for attendance; remember to amend if circumstances change* |  |
| **Progression milestones** – *Identify some essential skills/competencies you would expect to see achieved by specified key dates* |  |
| **Planned rotations** – *Detailed plan for each rotation; site, supervisor and skills/competencies to be covered* |  |
| **Clinical work planned** (where appropriate) – *Nature of work and estimated dates* |  |
| **Planned progress review meeting dates** |  |
| **Pastoral/HR/buddying or mentoring arrangements** – *Name, role and contact details for each person* |  |
| **Physical resources provided** – *List and note anything new that has to be procured* |  |
| **Training plan completed** – *Signature of training officer* |  |
| **Awareness of annual leave dates for trainee and training officer** |  |