

# Scientist Training Programme (STP) Recruitment process guidance for employers 2020

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## Purpose and scope

This document provides guidance and information for employers, about the recruitment process for the Scientist Training Programme (STP). It outlines the 2020 national recruitment and selection process, and the terms and conditions of employment for entrants to the STP. It also provides information for employers on the following subjects, for both direct entry and in-service applications

- timetable
- the role of the National School of Healthcare Science (NSHCS), employers and commissioner
- national advertising process
- recruitment and selection process
- allocation of trainees to departments
- employment of trainees by NHS Trusts

An employer involved in STP recruitment, and their human resources departments, should read through this document. If you need further information or advice, contact us at [nshcs.mscrecruitment@hee.nhs.uk](mailto:nshcs.mscrecruitment@hee.nhs.uk)

## Definitions

### Direct entry

Applicants from outside the NHS, who **do not** already have a substantive employment contract in the NHS. They will normally follow the whole programme, full time, under a fixed term three-year training contract of employment with the host Trust. Existing NHS employees can apply for this route but, if their application is successful, they must resign from their existing post.

### In-service

Applicants who **are already employed** in the NHS specialty they are applying for, under a substantive contract of employment. If successful in applying for the programme, they are employed and salaried by the employer throughout the programme. They must be released from service duties as appropriate to undertake their training.

## Overview of the process

The STP is recruited through a national selection process, for all posts commissioned in England. The School manages this process.

Recruitment takes place each year and opens for applications from around late December. Trainees will start in the September of the following year. Advertisements are usually placed in the New Scientist magazine and on our website.

Shortlisting and interviews take place nationally. We work with employers, professional bodies, universities and lay representatives to select panels for both processes. The allocation process is also managed nationally. The preferences that applicants provide as part of their application, are used during the allocation process. We make every effort to match the successful applicants with their preferred employer.

Once allocations are confirmed, trainee details are passed to the employers to complete their employment processes and issue the trainee(s) with a contract of employment.

## The programme

The aim of the STP is to attract, select and retain the very best people to clinical scientist posts. High quality academic and work-based clinically orientated training, with consistent assessment of nationally agreed learning outcomes, is matched by high quality recruitment methods used to secure the best trainees.

STP programmes are based around the following themes

- Cardiac, Vascular, Critical Care Science, Respiratory and Sleep Sciences, including Gastrointestinal and Urodynamic Sciences
- Neurosensory Sciences
- Infection Sciences
- Blood Sciences
- Cellular Sciences
- Genomics Sciences including Genomics (formerly Genetics) and Genomics Counselling
- Medical Physics including Clinical Pharmaceutical Science
- Clinical Engineering including Reconstructive Science
- Clinical Bioinformatics (Genomics, Physical Sciences and Health Informatics)

STP trainees are trained in one of these themes. After an introductory academic block, they spend approximately a year in clinical rotations within the theme. They spend the rest of the training period in one specialty.

The master's degree is also theme-based. It has

- **a generic curriculum**, including core elements such as professionalism, patient and carer perspectives, ethics, communication skills and a research project
- **a specialist curriculum**, which teaches the underpinning scientific theory and knowledge for the chosen specialty

Research is an essential component, and employers should engage with research departments and research-active colleagues early in the STP training process, to ensure an understanding of what is expected from trainees.

## **Roles and responsibilities in the recruitment process**

Local Health Education England (HEE) commissioners liaise with the employers in their area to scope demand and seek expressions of interest. All information relating to the recruitment process is available on the School website. However, we communicate directly with employers, universities, professional bodies and lay representatives, for the elements of the process that these stakeholders are directly involved in.

**All participants** must provide contact information to the School and the local commissioners as early as possible.

**Employers** must nominate in good time, one or more member(s) of your department to take part in both the shortlisting and interview processes. This is a responsibility for any department seeking a trainee. It does not have to be a head of department and we encourage you to put forward clinical scientists and Higher Specialist Scientist Training (HSST) trainees to participate in recruitment.

You must also ensure your HR department is engaged from the start. Any local establishment control processes should be started as soon as a post has been confirmed. All processes must be completed before the national process is completed to ensure there are no delays once the trainee has been allocated to the department. Please forward this guidance to your HR departments for information.

## **Advertising and applications**

### **Advertising**

Advertising for the STP only goes ahead when all the commissioned training places for the year have been received and confirmed by HEE local commissioners. Details on all commissioned direct entry posts are available on our website

<https://nshcs.hee.nhs.uk/programmes/stp/>

Information about STP careers and the different specialties is available on the Health Careers website [www.healthcareers.nhs.uk/stp](http://www.healthcareers.nhs.uk/stp)

### **Online application form**

Applicants apply to the programme via an online application tool. A link to this tool is available on our website. In-service applicants need a code from their employers (which we provide) to complete the in-service application form.

Applicants must provide personal, academic, work experience, general employment and equality and diversity data on their application forms. The application form also includes a series of questions derived from the job description and person specification, to structure the supporting information and provide a consistent basis for shortlisting. We give each application a unique reference number and we manage all the applications in advance of the shortlisting process. Support for applicants is available by emailing

[hcsapplicants@hee.nhs.uk](mailto:hcsapplicants@hee.nhs.uk)

### **Special/exceptional circumstances**

We have a special circumstances policy for the STP recruitment processes. This will ensure that applicants with special circumstances, and a requirement to train in a particular location are treated in a fair and consistent way

We may consider deferrals to the following recruitment year on the grounds of serious ill health and/or maternity. All requests must be supported by medical evidence.

### **Aptitude tests**

Once they have completed their application form, all applicants must undertake some aptitude tests.

Direct entry applicants must score within the required threshold for their application to be put forward for shortlisting. Those who do not meet the threshold, are no longer part of the recruitment process and are not able to reapply in the same year. If an applicant fails to complete the tests within the required timescales, their application is rejected.

## Preferences

**Direct entry applicants** can apply to a maximum of two specialties. However, they can choose and rank sub-preferences for as many locations/employers as is available, for each specialty.

Details on all the available training posts are available on our website. The post details are split into locations and specialties/themes. This information is updated regularly to reflect any changes to commissions that occur during the application process.

**In-service applicants** do not have a choice of post location or specialty. They apply only for the training place for which their current employer is sponsoring them. They must provide the School with evidence that permission has been obtained from their employer to apply for the training programme. They must also supply evidence of their academic qualifications. Employers with in-service posts should ensure they refer to the separate in-service guidance, which is available on our website.

## Open days

Employers may hold an open day at any point during the national recruitment process. Details of the open day, including specialty and employing organisation, are advertised in our events and STP applicants' section. The employer is responsible for managing the open day. To advertise your open day with us, please email [nshcs.mscrecruitment@hee.nhs.uk](mailto:nshcs.mscrecruitment@hee.nhs.uk) with the dates, times, registration details, contact details and any other relevant information.

## Shortlisting and allocation to interviews

For **direct entry applicants**, shortlisting is carried out nationally. Full details of the shortlisting process are provided to participants. To summarise

- Invitations to join shortlisting panels are sent to employers, professional bodies, trade unions and universities.
- There is a minimum of one panel per specialty. For larger specialties there are normally several panels.

- We try to minimise the number of applications sent to each shortlister.
- We notify panels of the dates for shortlisting by email.
- Panel members score applications online using criteria and guidance which we provide.
- We rank the applicants in order of scores received from the panels.

Where possible three applicants are shortlisted for interview for each post (plus any applicants entitled to an interview through the Guaranteed Interview Scheme<sup>1</sup>). There is also a reserve list equal to the number of posts available, in case any of the shortlisted applicants withdraw before the interview stage. This ensures that the number of reserves is proportionate to the number of posts for each specialty. We endeavour to meet the interview ratio of 3:1, but at our discretion may have to increase or decrease the ratio, to maximise the opportunity for all available posts and to meet workforce demand. Shortlisting results are reviewed to ensure consistency across specialties, and to ensure the number of candidates put forward for interview, is proportionate to the number of posts.

**In-service applicants** apply through the same national online process as the direct entry applicants (including online testing). However, they are not entered into the shortlisting process because they are not in competition for their substantive post. After successful completion of the online aptitude tests, an in-service applicant will move directly to the interview process. All in-service applicants must attend the national interviews.

## Interviews

Full details of the interview process and expectations of interviewers is provided to participants. To summarise

- All applicants are interviewed.
- Direct entry interviews are competitive.
- In-service applicants are not interviewed in competition for their post, but to ensure they meet the required quality standard.
- In the interview process, the suitability, skills and experience of an applicant are evaluated through a ten-minute focused interview at a series of stations, each of which assesses a different aspect of the person specification.

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<sup>1</sup> Applicants with a disability as defined by the Equality Act (2010) and who meet the minimum criteria in the person specification will automatically be offered an interview under the Guaranteed Interview Scheme.



- Each interviewer will score the applicant on their communication skills.
- Each interview station has a standard set of questions and the interviewers apply a standard scoring method.
- At the end of the process the scores from each of the interview stations, together with the communication scores, are aggregated to give an overall score for the applicant.

The process enables large numbers of applicants to be interviewed simultaneously and ensures all applicants are evaluated against the same set of criteria for that specialty or theme. This methodology is common for recruitment to other prominent NHS training schemes. Once confirmed the indicative interview timetable for 2020, will be available on our website.

View a video outlining how the interview process works

<https://nshcs.hee.nhs.uk/knowledgebase/what-can-i-expect-at-my-interview>

Once all the interviews have been completed, all scores are quality checked for accuracy. This may take some weeks to complete.

### **Interview outcomes and allocation**

All direct entry applicants are informed of the outcome of their interview, via the online application portal. This may be either

- successful
- on the reserve list
- unsuccessful

As far as possible, successful direct entry applicants are matched to posts based on the location preferences they identified, when they completed their applications. Individual departments are informed about which applicants they have been allocated.

The successful applicants are sent a conditional offer of a training post. Only one offer is made to an applicant at any one time. If an applicant is not offered their first preference but is offered an alternative, they can hold the alternative offer for a fixed period while they wait to see whether a preferable one emerges. However, once they accept a post, that decision is final. The applicant's details are sent to the employing organisation, who will start the local employment processes immediately.

The highest scoring reserve applicants may get an offer, if any of the successful applicants decline an offered post or if it falls through for any reason. We continue to make offers to suitable reserves, up until the point where there is not enough time for employments checks to be completed before training starts (September 2020). At this point the recruitment process will close. If additional posts become available after all the trainees have registered their preferences, these posts may be offered to reserves.

If an applicant is relying on anticipated results in a degree, their appointment is subject to them achieving that result. Any academic qualifications relied on for the application must be completed and awarded by start date of the programme.

### **In-service**

For in-service applicants, scores are checked against benchmark requirements but are not subject to further ranking. In-service trainees and their managers are notified of the outcome by email. The sponsoring employer should then confirm the trainee will join the STP in September 2020, if they have been successful. If an in-service applicant does not achieve the required interview score, we will discuss with the sponsoring employer to agree the way forward and decide together whether the post should be offered.

### **Employment of clinical scientist trainees**

The organisation hosting the trainee is responsible for the trainee's contract of employment and for managing the delivery of the training.

We support departments with commissioned posts by providing

- policy and guidance
- resources and information
- train the trainer events
- accrediting departments for training

Guidance is available at <http://www.nshcs.hee.nhs.uk/training-stp/trainers-stp>

### **Funding**

For HEE funded direct entry posts, the commissioners fund the salary, any on-costs and the academic fees for the master's degree for all trainees

For 2020 starters the salary support will be the full AfC Band 6 salary for the duration of the training programme. Funding for any additional expenses is entirely a local decision. It should be discussed and agreed with the commissioner and managed by the employer. Applicants may contact employers about additional expenses, to ensure they are able to make an informed decision when identifying their choice of specialty(s) and location/employer(s)

### **Generic job description and person specification**

Appendix A is a copy of the generic person specification and job description. This document is central to maintaining consistency and fairness in the selection process. The job description should form the basis of the expectations of the trainee during their three years of work-based training. This is a national job description and person specification which has been approved by NHS Employers.

### **Employment allocations**

Trainees are subject to the same terms and conditions as any other employee within your organisation. Further details are available at

<https://nshcs.hee.nhs.uk/programmes/stp/trainers/>

### **Employment status and grade**

A trainee clinical scientist must be employed on three-year fixed term training contract. In NHS posts these contracts must be at Agenda for Change Band 6. Employers must also undertake job evaluation matching at a local level for audit purposes. Employers should adopt the generic job description and person specification and ensure trainees work under an appropriate level of supervision.

### **Training start date**

Employment should start at least two weeks before the trainees attend their first university placement. This allows trainees to have a local induction into their host department before starting their university course.

## Contact details and further information

- Employers - [nshcs.mscrecruitment@hee.nhs.uk](mailto:nshcs.mscrecruitment@hee.nhs.uk)
- Applicants - [hcsapplicants@hee.nhs.uk](mailto:hcsapplicants@hee.nhs.uk)
- Information about this year's recruitment process can be found on our website <https://nshcs.hee.nhs.uk/programmes/stp/> and [www.healthcareers.nhs.uk/stp](http://www.healthcareers.nhs.uk/stp)
- Information about the STP curricula <https://nshcs.hee.nhs.uk/services/curriculum/>

## Appendix A - Generic job description

### Trainee Healthcare Scientist {Pathway}

Name of designated organisation:	{xxxxxxxx}
Location:	Based in host training department with regular travel to academic institution and rotation into hospitals usually local to host department for completion of curriculum and learning outcomes
Job title:	Trainee Healthcare Scientist {pathway}
Grade:	Agenda for Change - Band 6
Responsible to:	Designated Training Coordinator/Officer
Accountable to:	Head of Department
Tenure:	3 years fixed term (supernumerary)
Hours of work:	37.5 hours per week.
Liases with:	Liases with other technical and scientific staff of department/section and other Trainee Healthcare Scientists across a wide range of departments.
Key working relationships:	<p>The trainee will work closely with the training coordinator/officer and more senior members of staff to follow the curriculum for the MSC Scientist Training Programme.</p> <p>The trainee will work in specified areas of the department and be responsible to the Designated Training Coordinator/Officer for their own work and progression through the scheme.</p> <p>All trainees will be expected to travel to national academic and other courses regularly throughout their training - in some cases this may involve overnight and/or residential stays. Trainees will undertake a master's degree course at a designated academic institution specific for the training pathway. Trainees will be expected to rotate both through the host department, as well as through other local/regional/national scientific services, in order to complete the required pathway work-based curricula.</p> <p>Trainees will be a part of a national training programme and will be registered with the National School of Healthcare Science based in the West Midlands Multi-Professional Workforce Deanery</p>

## Job purpose

In conjunction with and supported by the Designated Training Coordinator/Officer, the Trainee Healthcare Scientist will be responsible for their own progression through the training programme. They will complete the work-based competencies and assessments as outlined in the Curriculum Library, whilst undertaking the academic master's programme at the designated Higher Education Institution.

The post holder will be expected to undertake a range of demanding scientific and clinical functions, initially under supervision, as well as occasional duties in response to specific elements of the curriculum. A major part of the training and development will take place within a designated organisation (linked to a specific scientific department) and is integrally linked to the knowledge and applied learning that forms part of the nationally commissioned academic master's programme. Post holders will also be expected to undertake mandatory training as deemed necessary by their host department.

At all times the Trainee Healthcare Scientist is expected to work within standard operating policies and procedures of the host department and NHS organisation. They must also adhere to high standards of professionalism, health and safety, risk reduction, confidentiality, patient care and dignity, and respect for equality and diversity as set out in the NHS Constitution. The Trainee Healthcare Scientist {pathway} will be employed by the host department for a fixed term of three years during which time they will work through a programme of learning comprising initially three months in each of four rotations, one of which to be the specialty which will subsequently be pursued for the remainder of the work-based programme. This will be combined with an academic programme at master's (MSc) level over the three-year programme. The first part of the academic programme will introduce the basic science and theoretical background of the rotational disciplines and their application in clinical science within health as well as providing an introduction to healthcare services and values. The master's degree includes a research project within year 2/3.

In order to encourage learning and development, the post holder will have the chance to take an elective rotation of 4-6 weeks. This is an opportunity to expand knowledge, broaden experience in the specialist fields and gain valuable insight into how different services function.

## **Job statement**

The trainee will undertake the full training programme in order to progress through the modules of the training scheme. In doing so they will learn how to perform and interpret clinical and specialist scientific processes underpinned by theoretical and applied knowledge and practical experience and will learn how to

- carry out complex scientific and clinical roles, including those working directly with patients
- analyse, interpret and compare investigative and clinical options
- make judgements, including clinical and differential judgements, involving complicated facts or situations that impact on patients
- initiate and undertake innovation, improvement and R&D and be involved in the education of healthcare science trainees and other learners in the workplace

They will be expected to complete all work-based training and assessment alongside the academic master's course, to exit the programme with eligibility for registration with the Health and Care Professions Council (HCPC) and use of the protected title of Clinical Scientist. In addition, they will be expected to undertake work-based experience to enable them to communicate complex technical, scientific and sensitive information to colleagues within their department in both verbal and written forms.

Trainees must meet the HCPC's standards for training, professional skills, behaviour and health.

## **Example principal duties**

### **Scientific and clinical practice**

- Undertake a range of clinical and scientific investigations as appropriate to the role. These may include the processing of blood and other samples, direct clinical measurements on patients, and procedures involving ionising and non-ionising radiation.
- Acquire and maintain a high level of professional competence in the performance of all tests, investigations and measurements carried out.
- Interpret and act upon results of tests, investigations and measurements in accordance with departmental policies, procedures and quality systems.
- Comment and advise on new proposals and protocols, especially for service improvements.

- Assist in the provision of advice to medical, nursing and other healthcare staff on the optimal and safe use of scientific procedures and highly complex equipment, including assisting in the design of new facilities.
- Assist with the procurement, acceptance and use of medical devices and consumables.
- Be responsible for the safe use of complex scientific and medical equipment, including recording all maintenance and calibration procedures performed and any corrective actions undertaken.
- Use reagents, consumables, hazardous materials and equipment safely and in accordance with Health and Safety policies.
- Participate in risk management procedures including risk assessment and the investigation and reporting of adverse incidents.
- Participate in internal and external audit processes and quality systems.
- Undertake Research and Development within the department as an integral part of training and acquire relevant skills to undertake clinical audit.
- Assist with supervision and training of support staff, students and new appointees, and participate in departmental seminars and scientific meetings to disseminate knowledge acquired through study or research.

### **Education and learning**

- Successfully progress and complete the training and assessment programme in conjunction with the local Training Coordinator/Officer and National School of Healthcare Science to achieve certified competence awarded by the Academy of Healthcare Science. Undertake suitable training within the host department and other placements to successfully acquire core competencies and thereafter maintain the required standards of competence when undertaking duties.
- Take responsibility for own learning and development by recognising and taking advantage of all opportunities to learn, including appraisal, supervision, academic course and problem-based learning and maintaining a personal portfolio of learning.
- Ensure that own learning needs, identified with the Training Coordinator/Officer and reflecting the requirements of the curriculum, are met.
- Retain sufficient flexibility and adaptability in learning in order to ensure full contribution to improving services in response to changing health care needs.
- Maintain knowledge of recent scientific developments and undertake supplementary training to develop both knowledge and skills.



- Attend mandatory training (both vocational and academic) as required.
- Participate in internal and external assessment processes.

### **Patient management and clinical care**

Delivery of patient care, experience and contribution in the following areas:

- Provide support to specialist clinics and specialist treatment interventions.
- Perform, report and interpret a range of investigations undertaken indirectly for or directly with patients within a range of care settings.
- Specialist care and treatment interventions for patients across the range of clinical pathways and health care settings.
- Appropriate clinical and scientific advice and interpretation of analytical results.
- Participate in multidisciplinary meetings.
- Apply and promote evidence-based practice and use of relevant clinical protocols and procedures.
- Ensuring that all equipment used on patients and the public is handled and applied in accordance with health and safety requirements and other national or international guidelines.
- In some specialties, trainees will be involved in the collection and processing of clinical samples from patients.

### **Communication**

- Communication and interpretation of complex clinical, scientific and technical information to a wide range of people including clinicians, managers, patients and the public.
- Liaise with senior scientists and clinical users of the service on appropriateness of investigations, interventions and tests.
- Communicate scientific innovation and service redesign.
- Communicate research and development findings in written and oral formats to internal and external contacts.

### **Quality audit**

- Contribute to audits to inform patient management and clinical care.
- Contribute to quality audits relating to accreditation and regulation.
- Perform quality assurance, process and outcomes audits relevant to the specialty.

- Develop an audit report and prepare an action plan for any issues that arise from the audit process.
- Contribute to the design of audits to improve the cost effectiveness of the service to patients.

### **Clinical governance**

- Maintain standards for health and safety procedures.
- Comply with quality and governance procedures within the department including risk management and risk mitigation.
- Maintain high standards of professional and personal conduct.
- Ensure that patient safety and experience and effectiveness of service are maximised.

### **Occasional duties**

- To carry out any other reasonable duties to achieve learning and experience that may be required, which are commensurate with the grade and nature of the post.
- This job description outlines the main current duties and responsibilities of the training post. The job description will need to be reviewed and subsequently may be altered. Any resulting changes will be subject to consultation.
- In addition to regular assessment and planning meetings, the trainee will have an annual meeting to discuss progress and to consider issues relevant to the wider national training programme.

## Terms and conditions of service – agenda for change

*(To be tailored to each healthcare employer)*

### General

Successful candidates will be employed on the designated organisation's Terms and Conditions of Service. A full copy of all Terms and Conditions may be obtained from the Human Resources Department and will include a requirement to participate in an annual joint review and work towards the Knowledge and Skills Framework (KSF) requirements of the post. This is a competency framework that describes the knowledge and skills necessary in order to deliver a quality service.

All employees are required to adhere to all relevant healthcare employer policies and procedures including Health and Safety, No Smoking and Alcohol and Equal Opportunities Policies.

### Health, safety and risk

All designated organisation employees are required to comply with relevant Health and Safety legislation and the designated organisation Health and Safety Policies. In accordance with sections 7 and 8 of the [Health and Safety at Work Act 1974](#) employees must

- take reasonable care of their own and others health and safety whilst at work
- co-operate with their employer to enable the employer to comply with the Act
- not to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

### Confidentiality

Personal information relating to patients and staff is confidential and must always be treated as such. It is a condition of your employment that you will not use, misuse or disclose any confidential information obtained during your employment (except where such disclosure and/or use is authorised by the designated organisation). Contravention of this condition will be regarded as a serious disciplinary matter. In the case of computerised information, contravention could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998 and the Caldicott Guardianship of patient information and may also lead to disciplinary action.

## **Conflict of interest**

The designated organisation is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family and friends. The designated organisation Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

## **Equality and diversity**

All staff have a personal responsibility to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying by others. As trainees you are responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with. You will be made aware of your responsibilities for promoting equality of opportunity throughout your training and you will be expected to ensure the philosophy and best practice for 'Improving Working Lives' are adopted and openly discussed.

## **Working time directive**

The Working Time Regulations 1998 require that you should not work more than an average of 48 hours each week. For example, in a 17 week period no more than 816 hours or 1248 hours in a 26 week period <https://www.gov.uk/maximum-weekly-working-hours> To work more you must have the authorisation of your manager and you must sign an opt-out agreement that you choose to work more.

Should you have more than one job with the designated organisation or have a job with another employer, then the total hours worked in all your jobs should not exceed the average of 48 hours as above. You are therefore required to inform your manager if you continue to work elsewhere and the number of hours you work, or if you take up work elsewhere during your employment with the designated organisation.

## **NHS pension scheme**

Membership of the NHS Pension Scheme is voluntary and is open to any member of staff aged 16 years or over. This is a contributory scheme and both employee and employer pay

contributions towards the benefits payable. On commencement of employment, employees are automatically made a member unless they decide not to join and make alternative arrangements. Pension contributions are deducted direct from pay unless the Payroll Department are notified of an individual's intention not to join by the completion of form SD502.

Further information on the benefits of the NHS Pension Scheme will be given to new employees on commencement.

### Staff benefits

A list of staff benefits is available from the Human Resources Department.

The person specification is available on our website

<https://nshcs.hee.nhs.uk/programmes/stp/applicants/2020-core-person-specification-for-stp/>

### Example specialty breakdown

The Scientist Training Programme Curricula and Specialties for 2016 intake were as follows. Please note that for 2020 this may be subject to change and some specialties below may not be available for the 2020 intake. Applicants are encouraged to visit the post information on the National School of Healthcare Science website.

Division	Themes	Specialty
Physiological Sciences	Cardiac, Vascular and Respiratory & Sleep Sciences	Cardiac Science
		Respiratory & Sleep Sciences
		Vascular Science
		Critical Care Science
		Gastrointestinal Physiology & Urodynamic Science
	Neurosensory Sciences	Audiology
		Neurophysiology
Life Sciences	Infection Sciences	Microbiology (including infection control & epidemiology, virology, bacteriology, mycology, parasitology)
		Blood Sciences
	Haematology and Transfusion Science	

		Clinical Immunology
		Clinical Immunology with Histocompatibility and Immunogenetics
		Genomics (formerly Genetics)
	Cellular Sciences	Histopathology
		Cytopathology
		Reproductive Science
	Physical Sciences and Biomedical Engineering	Medical Physics
Radiation Safety Physics		
Imaging (ionising radiation)		
Imaging (non-ionising radiation)		
Clinical Pharmaceutical Science		Clinical Pharmaceutical Science
Clinical Engineering		Rehabilitation Engineering
		Clinical Measurement & Development
		Medical Device Risk Management & Governance
Reconstructive Science (Maxillofacial Prosthetics)	Reconstructive Sciences (Maxillofacial Prosthetics)	
Informatics	Clinical Bioinformatics	Clinical Bioinformatics - Genomics
		Clinical Bioinformatics - Physical Sciences and Biomedical Engineering
		Clinical Bioinformatics - Health Informatics

## **Appendix B - The employment of STP trainees**

### **Funding**

The HEE Local Team or commissioning organisation will fund salaries and on costs of trainee healthcare scientist posts for three years. For NHS posts this is funded at AfC Band 6 (and relevant High Cost Area supplements). The academic fees for the MSC accredited STP master's programmes will also be funded by the HEE Local Team.

Funding for trainee travel, accommodation, books and additional courses is at the discretion of the HEE Local Team or commissioning organisation.

### **Employment offers**

Subject to satisfactory employment checks, employers will be required to issue the contract of employment to trainees who accept the recommendation of training offers sent by the resource centre on their behalf.

### **Training start date**

Employment/training will commence in September 2020.

### **Employment checks**

Disclosure and Barring Service (DBS), References, Occupational Health and Right to Work in the UK checks, will each be the responsibility of the employing organisation.

### **Employment status and grade**

All trainee healthcare scientists will be employed on 3-year fixed term training contract at Agenda for Change Band 6 for NHS posts. Non-NHS posts will be subject to local terms and conditions but should be in line with that offered for NHS posts. Employers should use the generic job description and ensure that trainees work under the appropriate level of supervision.

## **Use of a restricted range of job titles**

To encourage a strong national identity for the scheme, posts should be entitled Trainee Healthcare Scientist (“pathway”). For example, Trainee Healthcare Scientist (Clinical Engineering); Trainee Healthcare Scientist (Infection Sciences).

## **Contract period**

At the end of their three-year training period, successful trainees will be able to apply to register as clinical scientists with the Health and Care Professions Council (HCPC). They will then be able to apply for suitable posts where the pay band will be determined locally by the employing authority.

Creating a three-year Fixed Term Contract might entitle the employee to a redundancy payment at its conclusion, unless the terms of their contract are clear, and the duration of the individual contract is finite.

Some suggested wording in the contract of employment is given below.

## **Suggested contract wording**

The suggested wording in the contract of employment is 'Duration'.

'This Fixed Term Contract will last for a period of 3 years, concluding on [ ]. At the end of the 3-year period, the contract will cease as the [training post or Scheme] will come to an end. In signing this agreement, the parties recognise that the post is for a fixed period only and that there will be no entitlement to a contractual redundancy payment upon termination in accordance with Clause [ ] above.'

The significance of referring to contractual redundancy is that it is not possible to contract out of the right to statutory redundancy whereas it would be possible to do so with contractual redundancy. The starting point will therefore be that there is no redundancy at the termination date; but if there is held to be a redundancy then the entitlement should be to statutory redundancy pay only.

Personal information about shortlisted applicants (but not all applicants in general) may be shared with other employers in the scheme since selection assessment will be carried out by several employers at national centres.



## Appendix C - Hints and tips for departments hosting Scientist Trainees

### Recruitment

- Understand and confirm the conditions of taking a trainee on the Scientist Training Programme with the relevant commissioner via the Learning and Development Agreement or appropriate contract as identified.
- Make sure that your HR department is fully engaged with the programme at the beginning of the recruitment process to avoid any potential delays once the trainee has been allocated to you (likely to be in May 2020). Make sure you contact the trainee as soon as possible to facilitate the relevant employment checks.
- Make sure you have sufficient personnel in place to participate in the national selection processes and that contact information has been sent to the NSHCS early in the process (by early January 2020). This is a requirement of taking a trainee and therefore there is an expectation that a minimum of one person will represent the department in both shortlisting and interview processes.
- Participate in any online training made available by the NSHCS on interview/assessment requirements including values and behaviours.
- Read all information provided to you by the NSHCS and send any questions on the process to [nshcs.mscrecruitment@hee.nhs.uk](mailto:nshcs.mscrecruitment@hee.nhs.uk)

### Training delivery

- Read the curriculum for the programme and plan the training accordingly
- Ensure appropriate staff attend the NSHCS train the trainer programmes when available. As a minimum this should include the training officer who will be responsible for the trainee.
- Make sure that infrastructure and links with relevant departments are in place prior to the trainee commencing in post. This should include but is not limited to
  - departments identified to host the trainee for one or more rotational modules in the first year
  - research departments
- Identify with the local finance department how any non-pay funding received from the commissioner will be managed and made available to the trainee where appropriate/required.
- Ensure the training officer as a minimum is familiar with One File or equivalent system using the training site and support materials available online to ensure good

understanding and use of the system prior to the trainee commencing the programme.

- Utilise the information and resources available to you via the School's website <https://nshcs.hee.nhs.uk/programmes/stp/trainers/>