

Scientist Training Programme (STP) Requirements for Completion 2020

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1. Purpose

This document outlines the processes by which the National School of Healthcare Science (the School) will assure and manage the review and confirmation of trainee completion, for all required elements of the Scientist Training Programme (STP). It outlines timescales, key activities and identifies stakeholders or other bodies, who have a role or influence on the management of this process.

This document outlines completion requirements for trainees who started in 2017 and will complete their STP in 2020. It also includes any trainees who have deferred/delayed their training but are still intending to complete in 2020. The document also highlights planned strategies for future trainees. These may be subject to review and updated as appropriate within the required timescales for the training.

This document is reviewed on an annual basis and was last updated in January 2020.

2. Background

The School is responsible for issuing a Certificate of Completion for the Scientist Training Programme (CCSTP). The certificate confirms that a trainee has met all the relevant mandatory completion criteria for the programme. It confirms that they are fit to practise and are eligible to apply to the Academy for Healthcare Science (AHCS) for a Certificate of Attainment or a Certificate of Equivalence. They can then apply to the Health and Care Professions Council (HCPC) for registration as a Clinical Scientist.

3. Completion criteria for the STP

There are three key completion requirements for the STP

1. Full completion of the work-based assessments and competences, as specified in the curriculum, to a satisfactory standard. Full details are available in the e-portfolio and Curriculum Library.
2. Successful completion of the Objective Structured Final Assessment (OSFA).
3. Successful completion of the Masters (MSc) in Clinical Science.

The requirements for each of these are explained in more detail below.

3.1 Completion of work-based assessments and competences on the e-portfolio

All trainees are required to provide evidence that they have completed all assessments and competences, as outlined in the curriculum and e-portfolio. See section 8 for links and further information.

The assessment tools used for the STP include

- Case Based Discussions (CBDs)
- Observed Clinical Events (OCEs)
- Direct Observation of Practical Skills (DOPS)
- Multi Source Feedback (MSF)
- Competences

Details of the required assessments for each module are available in the Curriculum Library and in the e-portfolio.

Trainees who started the STP in 2017 will need to achieve the following to successfully complete their e-portfolio

1. All competencies defined within the specialism curriculum, completed with a 'satisfactory' status.
2. 8 assessments, 1 CBD and 1 DOPS **or** OCE, completed with a 'satisfactory status' within the first year for the rotations with 2 assessments per module.
3. 20 assessments completed with a 'satisfactory status' across the specialist training with minimum numbers observed per module for the relevant specialism, 50% of which should be CBDs.
4. A minimum of 2 MSF assessment(s); one at around 18 months and one towards the end of year 3. These assessments take 21 days to complete. Trainees should make sure they leave enough time to complete them before the deadline.

3.1.1 The e-portfolio completion timescales

The deadline for completion of the e-portfolio for trainees completing in 2020 is **5.00pm Monday 21st September 2020**. By that time, all assessments and competences must have

been reviewed by the nominated assessors and rated as satisfactory. Assessments that have been submitted but not reviewed or assessed are still classed as 'in progress' and will not be counted as complete.

The School reviews the e-portfolio account of each trainee to determine if the above criteria have been met. The status of each account will be confirmed by senior managers within the School.

- A 'completed' account will show overall progress as 100% and all modules/units will have been signed off by a training officer.
- If the account is 'incomplete', a review process with the trainee and training officer will be undertaken.

On the e-portfolio completion deadline date, all accounts will be suspended so that the School can complete its review. Once the review has finished, trainees will be able to access and download their e-portfolio.

Completion dates are available in Appendix 1 for 2020 to 2023.

3.1.2 E-portfolio completion exceptions

Trainees must remember that it is their responsibility to monitor and manage completion of their work-based assessments and competences. If a trainee believes that they will not finish their e-portfolio by the completion deadline, they should speak to their training officer, notify the School and seek a formal extension. This is done using the Exceptional Extenuating Circumstances (EEC) Policy. Any request for an extension must be received at least one month prior to the completion deadline and will require the submission of appropriate supporting evidence, including the formal approval of their training officer. Approval for an extension is awarded at the discretion of the Training Management Panel.

Trainees should be aware that an extension of training time, for the purpose of completing work-based assessments and competences, will not automatically include an extension of funding and/or contract of employment. This must be discussed, and agreed with, both the employer and the organisation responsible for funding the training.

Trainees who are not granted an e-portfolio completion extension and do not complete their work-based assessments and competences by the completion date, will have failed this mandatory component of the STP and will not be eligible to receive their CCSTP.

3.2 The OSFA

The second key requirement towards being awarded a CCSTP is the OSFA. Trainees must achieve a pass at their OSFA.

Trainees who have exceptional circumstances relating to the OSFAs, will be considered under the policies and processes for these assessments. They will only be considered for the CCSTP when they are at a point to successfully exit the programme.

Should a trainee not receive a pass, and all resit opportunities available have been exhausted, the trainee will have failed the training overall and will not be eligible to receive the CCSTP.

3.3 Master's in Clinical Science

Finally, all trainees are required to successfully pass the MSc in Clinical Science, in order to receive their CCSTP. Outcome data for trainees due to complete, is requested by the School from all Higher Education Institutions (HEIs) delivering the MSc.

Trainees who have exceptional circumstances relating to the MSc, will be considered under the policies and processes set out by the HEIs. They will only be considered for the CCSTP when they are at a point to successfully exit the programme.

Should a trainee not receive a pass, and all resit opportunities available have been exhausted, the trainee will have failed the training overall and will not be eligible to receive the CCSTP.

All trainees will be subject to the requirements set out by the individual HEI in completing the MSc in Clinical Science and according to the curriculum set for the programme for their specialism.

4 Registration, certificate of equivalence and certificate of attainment

The School's processes for issuing the CCSTP, is separate to any equivalence or registration processes managed by the AHCS or the HCPC.

Trainees who started the programme before the AHCS was approved as an education provider by HCPC, as well as any trainees who started the STP prior to 2013, will be subject to a proportional touch equivalence process undertaken by the AHCS. This is part of the requirements for the application for clinical registration with the HCPC. Trainees will be contacted by the School where this applies. For most trainees, the equivalence review takes place shortly after completion has been confirmed by the School (normally in October). However, for those trainees who are yet to complete one or more elements of the training, for example due to an approved extension, the equivalence review will be undertaken later and at agreed points in the year as identified by the AHCS. This is usually in February and June.

During the equivalence review, AHCS assessors will review a trainee's e-portfolio to ensure that it has been fully completed to the appropriate standard. By doing this, the AHCS can be confident that the successfully completed programme is equivalent to an STP accredited programme.

Once the review is complete, the AHCS must approve the outcomes before it can issue the Certificate of Equivalence. Once approved, the AHCS informs HCPC¹ and issues the trainees' certificate which can be downloaded from the AHCS system. Details of how to do this are sent to the individual trainee via email.

The equivalence review process normally takes between 4 – 6 weeks to complete.

¹ Please note, HCPC normally takes up to 10 working days to update its system.

All other trainees are subject to the AHCS Certificate of Attainment processes. Once the AHCS has received confirmation from the School that a trainee has successfully achieved the CCSTP, the Academy will issue a Certificate of Attainment and inform HCPC². This enables the individual to apply to join HCPC's register for Clinical Scientists.

Trainees should be aware that trainee data including their title, full name, address, contact details, nationality and date of birth will be shared between the School and the AHCS to facilitate these processes.

5 Timescales

Trainees who successfully complete the three mandatory requirements of the STP, will receive a confirmation of completion email from the week commencing 28/09/2020. The CCSTP will be sent, as soon as possible, to the address provided by the trainee. However, this may be up to 4 – 6 weeks.

For trainees who are eligible to resit the OSFA or have recorded exceptions, the CCSTP will be awarded when the completion criteria have been met in full. Therefore, timescales may vary significantly for individual trainees.

For future trainees it is anticipated that similar timescales will be followed, and the CCSTP will be awarded, to the majority of trainees, towards the end of October or early November.

The Academy's Certificates of Attainment are usually issued within 4 weeks of the School notifying them that a CCSTP has been granted. An email will be sent to trainees with details on how to download their certificate from the Academy's system.

For trainees who started the programme before the AHCS was approved as an education provider by HCPC, as well as any trainees who started an STP prior to 2013, it will normally take between 4 – 6 weeks for the equivalence review to take place. This means it will be up to a further 4 weeks until their Certificates of Equivalence are available to download.

² Please note, HCPC normally takes up to 10 working days to update its system.

6 Data audit

Trainees must make sure that they provide the School with up to date personal and contact information, as well as any mandatory data required, so that the AHCS and HCPC processes can be completed. This will also guarantee that trainees receive their CCSTP.

Towards the end of their training, or at the point at which their extension ends, trainees will be asked to complete an online questionnaire which provides baseline data to process their completion. The School will also request 'destination' information such as future employment or training arrangements. This information will go towards informing the outcomes of the programme and will also give trainees an opportunity to feedback to the School on their experiences, through an exit survey.

7 Communications

Trainees will receive notification of completion from the School via email. Their certificate will be sent to their home address, unless we have been notified of a preferred alternative. To ensure the School has the correct contact information, trainees must make sure that they complete the data audit.

The School will share the outcome of the training with the AHCS who will then manage the attainment process, and where necessary, the equivalence process. The AHCS will also submit data to the HCPC so that applications for registration as clinical scientists can be submitted.

In each instance (Certificate of Attainment and Certificate of Equivalence), the AHCS will notify trainees when the HCPC has been notified and the Certificate is available to download.

8 Links and further information

Exceptional Extenuating Circumstances Policy for Training

<https://nshcs.hee.nhs.uk/knowledgebase/exceptional-extenuating-circumstances-policy/>

Exceptional Extenuating Circumstances application form

<https://nshcs.hee.nhs.uk/knowledgebase/exceptional-extenuating-circumstances-application-form/>

OSFA and Assessment

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

Curriculum Library

<https://curriculum.nshcs.org.uk/>

MSc Programmes

Trainees should refer to the relevant university website

CCSTP

Email NSHCS@hee.nhs.uk with any queries regarding the Certificate of Completion

Registration

For queries regarding registration as a clinical scientist, please visit the HCPC website

<http://www.hcpc-uk.co.uk/>

Certificate of Attainment or Equivalence

For queries relating to the Certificate of Attainment or Equivalence please visit the AHCS website

<http://www.ahcs.ac.uk>

Appendix 1 – STP completion dates

These are the completion deadline dates for future STP trainees. These dates may be subject to review, but it is anticipated that completion will be required on the third Monday of September each year.

Year of completion	Deadline
2020	5pm - Monday 21st September 2020
2021	5pm - Monday 20th September 2021
2022	5pm - Monday 19th September 2022
2023	5pm - Monday 18th September 2023