

Scientist Training Programme (STP) Requirements for Completion 2020

Revised May 2020 due to COVID-19 pandemic

Contents

1	Purpose	3
2	Background	3
3	Completion criteria for STP	3
3.1	Completion of work-based assessments and competences on the e-portfolio	4
3.1.1	E-portfolio completion timescales	5
3.1.2	E-portfolio completion exceptions	5
3.2	The Independent Assessment of Clinical Competence (IACC).....	6
3.3	Master's in Clinical Science (MSc)	6
3.4	Declaration by a HCPC registered scientist.....	7
4	Registration, Certificate of Equivalence and Certificate of Attainment	7
5	Timescales	9
6	Data audit	9
7	Communications	10
8	Links and further information	10
	Appendix 1 – Summary of changes to completion for 2020	12
	Appendix 2 – STP completion dates	13

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 has been revised in May 2020 to take account of the impact of the COVID-19 pandemic on training and therefore trainees should take note of the changes made specifically to the exit assessment and e-portfolio requirements. Trainees should also note the new requirement for sign off by a registered clinical scientist. No changes have been made to the requirements for the Masters in Clinical Science. Summary of the changes made to completion are available in Appendix 1

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. Application can then be made to the Health and Care Professions Council (HCPC) for registration as a Clinical Scientist.

3. Completion criteria for the STP for 2020

There are four key completion requirements for the STP

1. Completion of the work-based assessments and competences on the e-portfolio as defined in section 3.1

2. Successful completion of the Independent Assessment of Clinical Competence (IACC) as a replacement final assessment for the Objective Structured Final Assessment (OSFA).
3. Successful completion of the Masters (MSc) in Clinical Science.
4. A declaration by a HCPC registered clinical scientist of the trainee's scientific specialty competence

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 the 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

For 2020 only the requirements for the completion of the e-portfolio have been adjusted to take account of the impact of the COVID-19 pandemic on training which require

- 100% completion of the Professional Practice module competencies with a satisfactory outcome
- 100% completion of the rotation modules assessments (x 1 CBD and x 1 DOPS *or* OCE per module) and competencies with a satisfactory outcome
- One MSF exercise

In a change to previous years, and to provide an opportunity for trainees to complete as scheduled, trainees completing in 2020 will not be required to complete the competencies associated with their elective module and are only required to complete 1 rather than 2 MSF assessments. Satisfactory completion of the specialist specific competencies and

assessments will be determined through the new requirement of attaining sign off for clinical competence from a registered HCPC clinical scientist as outlined in section 3.4.

3.1.1 The e-portfolio completion timescales

The deadline for completion of the e-portfolio for trainees completing in 2020 remains unchanged and is **5.00pm Monday 21st September 2020**. By that time, the requirements as outlined in section 3.1 must have been met. Assessments or competencies 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 have met the requirements as set out in section 3.1.
- 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 2 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, taking into account the revised completion criteria, 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 IACC

Normally, the second key requirement towards being awarded a CCSTP is the OSFA. For 2020 completion only, the OSFA will not take place and has been replaced with an alternative assessment method, the Independent Assessment of Clinical Competence (IACC). Trainees will be required to achieve a pass in this assessment. Further details and guidance will be made available separately via email and the School website. Please refer to section 8 for further information and links.

Trainees who have exceptional circumstances relating to the IACC, will be considered under the policies and processes for this assessment. 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

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.

3.4 Declaration by a HCPC registered scientist

To reflect the overall changes applied to completion of the STP in 2020, it has been necessary to include a new requirement to provide sufficient assurance of a trainee's fitness to practice which meets the standards set by both the AHCS and the HCPC.

In order to achieve this, the signature of a HCPC registered Clinical Scientist will be needed because the STP confers eligibility for entry to the HCPC statutory register for Clinical Scientists.

Trainees who do not have immediate access to a registered Clinical Scientist will be able to follow a process of sign off by their training officer who should hold professional or voluntary registration with a counter signature from a HCPC registered clinical scientist within the same trust.

Details of the mechanism for providing the sign off and, if necessary, countersignature will be published nearer the time of programme completion.

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.

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.

¹, ² Please note, HCPC normally takes up to 10 working days to update its system.

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

The registration process onto the full HCPC is separate and independent to the temporary register introduced as part of the response to the COVID19 pandemic. Further information on the temporary register is available on the School's website. Please refer to section 8 for further details.

5. Timescales

Trainees who successfully complete the four 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. Availability of hard copy certificates will be dependent on the national restrictions relating to the pandemic in place at the time of completion however, electronic copies will be made available if hard copies cannot be provided.

For trainees who are eligible to re-sit the IACC 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 from the Academy 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.

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 or unless we are unable to provide hard copy certificates due to any restrictions relating to the pandemic. 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 and Application Form

<https://nshcs.hee.nhs.uk/knowledgebase/stp/trainees/documents/>

IACC and Assessment

<https://nshcs.hee.nhs.uk/coronavirus-covid-19-information/stp-independent-assessment-of-clinical-competence/>

STP Completion

<https://nshcs.hee.nhs.uk/coronavirus-covid-19-information/stp-completion-process/>

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 with the HCPC

For queries regarding registration as a clinical scientist on the full register, please visit the HCPC website <http://www.hcpc-uk.co.uk/>

Temporary Registration (for COVID-19 pandemic only)

For details on how to get on to the Temporary Register with HCPC, please visit the School website

<https://nshcs.hee.nhs.uk/coronavirus-covid-19-information/hcpc-covid-19-temporary-register-for-3rd-year-stp-trainees/>

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 - Summary of Key Changes to STP Completion 2020 following COVID-19 pandemic

Requirement	Prior to COVID 19	Following COVID 19
E-portfolio	<ul style="list-style-type: none"> 100% of all competencies and assessments for <u>all</u> modules both for the rotations and the specialist training to a satisfactory level as outlined in the curriculum Elective and professional practice competencies completed to a satisfactory standard 2 Multisource Feedback assessments (MSF) 	<ul style="list-style-type: none"> 100% completion of competencies and assessments for the rotational modules to a satisfactory standard 100% completion of competencies for the professional practice module to a satisfactory standard 1 MSF
Final exit assessment	Objective Structured Final Assessment (OSFA) - pass	Independent Assessment of Clinical Competence (IACC) - pass
Masters in Clinical Science (MSc)	Pass	Pass
Clinical competence	Achieved via full completion of the e-portfolio	Sign off from a HCPC registered Clinical Scientist
Registration	Via AHCS and to HCPC	Via AHCS and to HCPC

Appendix 2 – 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