

COVID-19 – NSHCS response to the disruption to training provision due to the pandemic

2020: Guidance on portfolio requirements for completion of programme

This guidance is pertinent to final year trainees completing their Scientist Training Programme in September, 2020.

As well as the confirmation from the trainee's HEI of the award of their MSc and a pass in the IACC, the following is the **minimum requirement** for the trainee's portfolio for successful completion of their Scientist Training Programme and issue of the Certificate of Completion:

- a. 100% completion of the Professional Practice Module
- b. 100% completion of all Rotational Modules
- c. A declaration of the trainee's scientific specialty competence by a HCPC registered scientist
- d. 0% completion of the Elective module
- e. Completion of one multi-source feedback exercise

The revised requirements for portfolio completion in 2020 acknowledge that the pandemic may have had an impact on specialty training provision during the last leg of the programme, that is, from March onwards.

If your trainee has been able to achieve full completion of all specialist modules, this is accepted as the trainee's scientific specialty competence and therefore, the declaration is not required.

If there is less than full completion of the specialist module, criterion c as stated above applies and the declaration must be submitted by: 5pm 21 September, 2020. The mechanism for submitting the declaration will be made available by 1 September.

Guidance for trainees and training officers on completion criterion c:

c) A declaration of the trainee's scientific specialty competence will be required from an HCPC registered scientist

It is appropriate that the trainee's training officer is best placed and therefore, required to attest to their trainee's scientific specialty competence. If the training officer is not registered with the HCPC, the declaration should be counter signed by an HCPC registered healthcare scientist colleague at the trainee's workplace.

It is important that the training officer bases their declaration of the trainee's scientific specialty competence on evidence of the trainee's development throughout the programme.

To support a consistent approach to decision making for this requirement, training officers are guided to use the following to underpin the required declaration:

1. Their own knowledge and understanding of their trainee's development to date.
2. Evidence in the trainee's portfolio – as acknowledged above, it is not expected that the trainee must have completed all of the assessments and competencies assigned to the specialist modules.
3. A professional discussion with the trainee should be scheduled to reassure both the trainee and training officer of their specialist competence. Other reasonable forms of local assessment are also permissible to enable reassurance but these must be proportionate and fair.
4. Outcome from the Independent Assessment of Clinical Competence (IACC) including assessor feedback comments.
5. Evidence of specialist skills competence gathered from professional colleagues involved with the trainee's training and development.

Guidance if there is a need for an HCPC registered counter signatory:

If a counter signature by an HCPC registered colleague is required, the training officer together with their trainee must identify and contact them in good time to explain what is required of them. A meeting should be arranged with them so that evidence of the trainee's competence can be provided to enable them to confidently provide the endorsement.

The mechanism for receiving the counter signature where applicable will be made available by 1 September alongside that of the TO declaration.

Queries or concerns about completion criterion (c)

If training officers or trainees have any queries or concerns about this requirement, they should contact the School as soon as possible for advice and support: nschs@hee.nhs.uk