

## 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>

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