

# Drop in support sessions



**STP Completion 2022 20/07/2022: 12.00pm – 2.00pm**

# Structure of the session

## 12-12.30pm General Introduction and Q&A

To provide guidance on completion for The STP for 2022

Recorded, so available as a resource for others unable to attend

Then Q & A session to be asked via chat function in Microsoft teams

Opportunity to request confidential one-to-one sessions with school staff following Q&As concluding

# Completion Requirements: 2022

## How do trainees achieve completion of the STP?

- Successful completion of the Academic component: MSc
- Completion of the Exit Assessment: IACC
- Completion of the E-Portfolio: OneFile

Year of completion	Deadline
2022	5:00pm – Monday 19th September 2022

# What are the completion requirements for the E-Portfolio for 2022?

100% completion is expected! Where the pandemic has made this impossible, the following will be accepted as a minimum:

- Mandatory;
  - ✓ X 2 MSF
  - ✓ Professional Practice module 100%
  - ✓ Rotation(s) associated with the specialist training

If not able to achieve 100% overall then can complete with the following;

- Rotations less than 100% (apart from the rotation(s) identified as mandatory)
- Specialist modules less than 100%

Both incomplete rotations and/or incomplete specialist modules require sign off from HCPC registered Clinical or Biomedical Scientist

Elective module is not mandatory but can (and should) still be completed if there is time and opportunity to do so

# What are the completion requirements for the E-Portfolio for 2022?

Rotations Minimum Requirements;

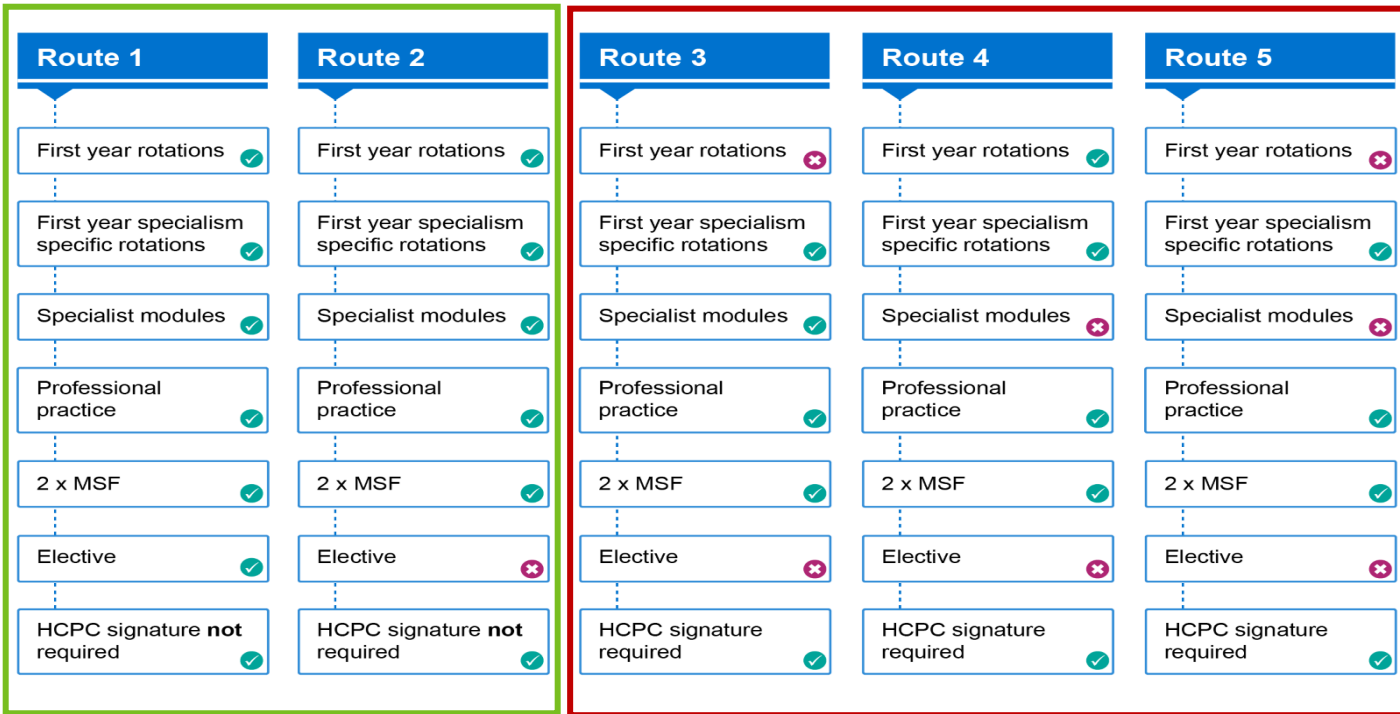
Rotation most closely associated with your specialism – all on the School website

<https://nshcs.hee.nhs.uk/programmes/stp/trainees/stp-completion-2022/required-rotations-per-specialism-for-stp-completion-2022/>

Some exceptions;

- Microbiology – all 4 rotations must be completed
- Clinical Bioinformatics Physical Sciences – 2 modules

# Routes to Completion for The E-Portfolio



- ✓ 100% completion with a satisfactory outcome
- ✗ Less than 100% completion with a satisfactory outcome

# Completing the STP 2022

## Sign off if One File Rotations or Specialist Modules Are Incomplete

If your Training Officer is not HCPC registered, this sign off can be provided by a suitable alternative colleague from your employer who can act as a counter signatory.

- If your Training Officer is unsure about signing you off or arranging sign off for you then they must contact the School before the end of August 2022 at the latest to discuss this otherwise we may not be able to assist/advise in time.
- Sign off must be provided by the September deadline. Your Training Officer will be sent a separate link to complete this process. Trainees with extensions will be asked for sign off at the time the extension ends.

# The Completion Process 2022

Activity	Timeline
Data Audit	August – September 2022
One File Suspended	5pm Monday 19 <sup>th</sup> September 2022
Quality Checks	Tuesday 23 <sup>rd</sup> September – 1 week approximately
Outcomes <ul style="list-style-type: none"><li>• Complete</li><li>• Part complete</li><li>• Part complete – IACC fails</li><li>• Incomplete</li></ul>	From week commencing 26 <sup>th</sup> September 2022
Registration with the HCPC	10 days minimum following confirmation of completion



# Exceptional Extenuating Circumstances (EEC)

Policy in place for trainees to apply for changes to their training programme if exceptional extenuating circumstances arise.

- Additional time to complete the training
- Deferral of training
- Step off training
- Career break

Applications should be submitted via the school inbox ([nshcs@hee.nhs.uk](mailto:nshcs@hee.nhs.uk)) confidential and applications are redacted and reviewed at a monthly Training Management Panel.

Evidence is required and further information on this can be found on the school website.

# Exceptions to the completion timeline

1. EEC – via the School. May received additional time and funding
2. Extension/mitigating circumstances from the University

If extensions are granted either by the School or the University, completion will be considered at the point of the revised completion timeline.

Trainee completion timelines may vary

3. Failure of the IACC

Unable to complete until a pass is achieved

# Training support

Advice, guidance and signposting on management of training and support for trainees for:

- Health and well being

<https://nshcs.hee.nhs.uk/services/training-support/>

- Statutory leave e.g. maternity, paternity, parental or adoption leave
- Part time training following statutory leave or ill health
- Progression issues/concerns either via MRP or ARP or during other periods of the training



# NSHCS Useful Contacts/Information

Completion Requirements;

<https://nshcs.hee.nhs.uk/programmes/stp/trainees/stp-completion-2022/general-guidance-for-trainees-and-training-departments-on-stp-completion-2022/>

Programme Support: ([nshcs@hee.nhs.uk](mailto:nshcs@hee.nhs.uk))

Training Progression and Assessment:

[nshcs.assessment@hee.nhs.uk](mailto:nshcs.assessment@hee.nhs.uk)

Digital: [nshcs.digital@hee.nhs.uk](mailto:nshcs.digital@hee.nhs.uk)

# Question & Answer Session

Send us your questions via  
the teams chat function



# Colleagues available today for drop-in sessions

Name	Role	Service/Team
Jane Lynch	Training Programme Director (STP)	Scientist Support
Namir Al Hasso	Training Programme Director (STP)	Scientist Support
Louise Ayers	Head of Programme Support	Training Support
Katherine Bayley	Training Support Case Manager	Training Support
Carol Higginson	Head of Assessment and Research Evaluation	Assessment Support