# ****Application – Scientist Training Programme trainee**** representative on the Quality and Standards Committee

Health Education England’s National School of Healthcare Science (NSHCS) acts as a hub for healthcare scientists delivering training and receiving training across the NHS. We are responsible for the Scientist Training Programme (STP), the national postgraduate training programme for Clinical Scientists. We recently achieved ‘education provider’ status with the Health and Care Professions Council for our award of the certificate of completion of this programme. This has given us some new responsibilities, including the need to put in place a new independent oversight and scrutiny committee for the award. It will be called the Quality and Standards Committee (QSC) and will consist of an independent Chair, clinical scientists, academics, learners and service users and carers. It will have independence of action to review and scrutinise all aspects of the quality of the programme, including recruitment, assessment, accreditation and learner support.

We are appointing two STP representatives to join the members of the Quality and Standards Committee (QSC) to ensure that the views of trainees are taken into consideration across the processes in place to assure the quality of STP. One will be a current trainee; the other will be a recent alumnus of the STP. The representatives will contribute to the decision-making process.

The commitment is three meetings per year of approximately three hours per meeting, with some pre-reading and preparation. Meetings will normally be held virtually.

Please read the job description and person specification [here](#_Scientist_Training_Programme).

Applications are requested by midnight on the 4th December 2022. Applications will consist of personal and professional details and a brief statement demonstrating suitability and motivation for the role. The NSHCS with a senior manager from Health Education England will shortlist applications and conduct a brief professional discussion with shortlisted candidates online in order to make the final selection.

## Personal information

Forename: Click or tap here to enter text.

Surname: Click or tap here to enter text.

Email: Click or tap here to enter text.

Additional Email address (optional): Click or tap here to enter text.

Contact phone number: Click or tap here to enter text.

Additional contact phone number: Click or tap here to enter text.

Job title: Click or tap here to enter text.

Employer: Click or tap here to enter text.

HCPC Clinical Scientist Registration Number (if applicable): Click or tap here to enter text.

**Professional Body Membership(s):** Click or tap here to enter text.

## Employer support

Please confirm your trust/employer is willing to support your application.

Click or tap here to enter text.

## Personal statement

Please provide a personal statement explaining why you are interested the role and why you consider that you are suitable for it.

Click or tap here to enter text.

## Monitoring information

This section of the application form will be detached from your application and will not be used as part of the selection process, nor will it be seen by anybody who is shortlisting or interviewing you.

We collect this information from our applicants in order to understand and to aim to increase the diversity of applicants. This data will not be shared externally,

Under the Equality Act (2010), all NHS organisations must demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. We need to ask applicants some questions to make sure that no one is being unfairly discriminated against or disadvantaged.

The information collected is only used for anonymised monitoring purposes to help us look at the profile of individuals who apply, are shortlisted for and appointed to the fellowship. In this way, we can check that we are complying with the Equality Act (2010).

### Equality and diversity monitoring

**1. What is your ethnic group?**  
Choose one option that best describes your ethnic group or background

MIXED - White and Black African   
 MIXED - White and Asian   
 MIXED - Any other Mixed/Multiple ethnic background   
 ASIAN or ASIAN BRITISH - Indian   
 ASIAN or ASIAN BRITISH - Pakistani   
 ASIAN or ASIAN BRITISH – Bangladeshi   
 ASIAN or ASIAN BRITISH - Chinese   
 ASIAN or ASIAN BRITISH - Any other Asian background   
 BLACK or BLACK BRITISH - African   
 BLACK or BLACK BRITISH - Caribbean   
 BLACK or BLACK BRITISH - Any other Black/African/Caribbean background   
 OTHER ETHNIC GROUP - Arab   
 OTHER ETHNIC GROUP - Any other ethnic group

2. Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on your ability to carry out normal day to day activities. Further information regarding the definition of disability can be found at: [www.gov.uk/definition-of-disability-under-equality-act-2010](http://www.gov.uk/definition-of-disability-under-equality-act-2010). Reasonable adjustments will be made available should you be invited to interview.

**According to the definition of disability do you consider yourself to have a disability?**

Yes  No

**3. What is your sex?**  
A question on gender identity will follow  
Female  Male

**4. Is the gender you identify with the same as your sex registered at birth?**  
This question is voluntary  
Yes  No

Please enter your gender identity ………………

**5. Which of the following best describes your sexual orientation?**

This question is voluntary

Straight or Heterosexual  
 Gay or Lesbian  
 Bisexual  
 Other sexual orientation (Enter sexual orientation …..........)

6. I declare that all the information I have provided in this application is accurate and up to date

## Scientist Training Programme trainee representative on the Quality and Standards Committee

## Job description

### About the role

Health Education England’s National School of Healthcare Science (NSHCS) acts as a hub for healthcare scientists delivering training across the NHS. Working with over 30 different specialties, the Scientist Training Programme (STP) produces scientists who are changing patient and clinical outcomes, contributing to multi-professional and integrated working, and leading in many areas of innovation and translational research within the NHS.

We are appointing two STP representatives to join the members of the Quality and Standards Committee (QSC) to ensure that the views of trainees are taken into consideration across the processes in place to assure the quality of STP. One will be a current trainee; the other will be a recent alumnus of the STP. The representatives will contribute to the decision-making process.

### About the Committee

The Quality and Standards Committee (QSC) provides governance and oversight to ensure the quality of the Scientist Training Programme (STP), enabling those successfully completing the programme to fulfil the requirements of the Health and Care Professions Council (HCPC) to register as a Clinical Scientist.

The functions of the QSC are to:

* Work in partnership with the HCPC
* Quality Assure all aspects of the Scientist Training Programme
* Maintain Good Scientific Practice and the HCPC Standards of Education and Training
* Ensure that the NSHCS standards of accreditation for academic and work-based training providers are reviewed and maintained
* Oversee and quality assure the Certificate of Completion for the Scientist Training Programme, including undertaking the annual quality review of these programmes.

### Requirements of the trainee representatives on the QSC

* Attendance at 3 meetings per year of the QSC, each meeting approx. 3 hours duration.
* Read agenda and papers prior to attending the QSC.
* Agree to undertake specific agreed tasks on behalf of the Committee, not more than 3 days per annum.
* Contribute to the QSC in a constructive manner, offering ideas and opinions which reflect the voice of trainees working across the different STP specialties in the NHS and in other provider settings.
* Contribute to project work which has been identified as an area of need by the QSC. This may sometimes require collaborative working with other committee members and at other times working autonomously.
* Provide a commitment to the QSC, attending as many meetings as you are able, and acting as a representative of the committee when required.
* Bring personal knowledge and experience to the committee but also remember that you are representative of all STP trainees.
* STP trainee representatives should not agree to take on projects which they feel are outside of their remit, beyond their skill or knowledge level, or would require a time commitment which they are unable to keep.
* If STP trainee representatives have any queries relating to your role and responsibilities, you should contact the Chair of the Committee.
* The Chair reserves the right to terminate the appointment of the STP trainee representative prematurely in the event of unsatisfactory performance of duties.
* The term of office of the current trainee will be the duration of his/her membership of the Trainee Representative Group and will end at his/her graduation from the programme. The term of office of the alumnus representative will be two years.

### Appointment

* The current trainee will be appointed from the Trainee Representative Group. Selection will be by the Chair of the Committee and Head of School, on the basis of an application from the individual including a statement about his/her suitability and motivation
* The alumnus representative will be appointed by the Chair of the Committee and Head of School on the basis of an application including a statement about the individual’s suitability and motivation.

### The Quality and Standards Committee commits to

* Invite and welcome open and honest feedback from STP trainee representatives.
* Give STP trainee representatives the opportunity and the time to contribute to decision making.

### Remuneration

* The representative will not be paid for time to carry out the duties of being a member of the QSC.
* Should face to face meetings take place in the future reasonable travel costs will be reimbursed in line with HEE’s expenses claims policy.

## Person specification

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| Experience | Current trainee:  Be in the second or third year of training on the STP and be a current member of the NSHC S Trainee Representative Group  Alumnus:  Attained STP certificate of completion no more than three years before appointment |
| Skills and aptitude | Good communication and influencing skills  Ability to present reports verbally and in writing  Ability to form and maintain working relationships in challenging circumstances  Ability to distinguish between personal views and those of the wider STP trainee community  Good time management skills |
| Personal qualities | Assertiveness and confidence to raise issues in meetings  Sensitivity  Reliability  Flexibility  Resilience and tenacity  Openness and transparency  Ability to consider the majority view |
| Knowledge | Experience of training as an STP trainee  An understanding of the role of healthcare scientists in the NHS and other provider settings  Appreciation of the complexity of working across organisational boundaries and joint working  An understanding of the work of the National School of Healthcare Science and Health Education England |