# Learner Representative on the Quality and Standards Committee

## Role Profile

### About the role

We are appointing a learner representative as a member of the QSC to ensure that the views of learners are taken into consideration across the processes in place to assure the quality of STP. The representative will contribute to the decision-making and improvement process.

### About the School

NSHCS acts as a hub for healthcare scientists delivering training across the NHS. The School is recognised by the Health and Care Professions Council as the education provider for the Scientist Training Programme (STP). Working with over 30 different specialties, the 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. Patients are at the heart of the STP: our trainees must all learn about good patient care and safety and ensure all their work focuses on creating maximum benefit to the patient.

### About the Committee

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

Full Terms of Reference are attached at Appendix 1.

### Requirements of the Clinical Scientists Representatives on the QSC

* Contribute to the QSC in a constructive manner, offering ideas and opinions which reflect the voice of learners on the programme.
* 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, and act as a representative of the committee when required (the Chair may ask a representative to stand down if he/she is no longer able to fulfil this commitment satisfactorily).
* It is important that representatives bring their personal experience to the committee but also remember that they are representative of all learners.
* Representatives should not agree to take on projects which they feel are outside their remit, beyond their skill or knowledge level, or would require a time commitment which they are unable to keep.
* If representatives have any queries relating to their role and responsibilities, they should contact the Chair of the Committee.
* Representatives will sign a confidentiality agreement.

**The Quality and Standards Committee commits to:**

* Ensure that on appointment the representative will be briefed on the work of the NSHCS and provide appropriate training or induction.
* Invite and welcome open and honest feedback from representatives.
* Give representatives the opportunity and the time to contribute to decision making.
* Ensure the language used in meetings is as accessible as possible.
* Respond to queries and requests from representatives in an efficient manner.

### Remuneration

There is no payment for this role. In the event of face-to-face meetings, reasonable travel and subsistence expenses will be paid in accordance with HEE policy.

### Time Commitment

The QSC will have four three-hour meetings per year. There will be pre-reading for the meetings. There may be other occasional quality-related activities at the request of the Chair, by agreement.

## Person specification

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| Experience | One current trainee on the STP Programme or graduate of the STP. If a graduate then you must be practising as a Clinical Scientist and must, on appointment, have graduated from the programme no more than two years previously. |
| Skills and aptitude | Good communication skills  Ability to present views in a group  Ability to form and maintain working relationships in challenging circumstances  Ability to distinguish between personal and group views  Good time management skills |
| Personal qualities | Sensitivity  Reliability  Flexibility  Resilience and tenacity  Openness and transparency |
| Knowledge | Awareness of and an interest in national health and social care issues  A broad understanding/willingness to learn about the role of healthcare scientists across patient pathways (directed guidance can be provided for this)  Appreciation of the complexity of working across organisational boundaries and joint working  A willingness to learn about the work of the National School of Healthcare Science and Health Education England  Access to and ability to use technology for access to video conferencing to attend meetings e.g., Microsoft Teams |

## Appendix 1

## Quality and Standards Committee - Terms of Reference

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### Purpose

Provide 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.

Its functions are to:

* Work in partnership with the HCPC
* Maintain Good Scientific Practice
* Host service accreditation standards and ensure that the standards are reviewed and maintained
* Agree standards of education to quality assure course accreditation arrangements for Healthcare Science training programmes
* Agree standards of training providers to inform workplace accreditation arrangements for Healthcare Science training programmes
* Oversee and quality assure the Certificate of Attainment for the Scientist Training Programme, including undertaking the annual quality review of these programmes

### Membership

The Education and Training Committee shall comprise:

* Chair (Independent appointment)
* Clinical Scientists representing employers (x4)
* HEI academic representatives (x2)
* Service user representative \* (x 2)
* Trainee representative \* (x2)
* National School of Healthcare Science staff in non-executive membership: Head of NSHCS, Director of Operations, Professional Standards and Improvement Manager

\* Term of Office three years

If a member fails to attend or sends apologies on more than two occasions, their membership of the Committee may be terminated by the Chair.

A person shall cease to be a member of the Committee if the member resigns in writing to the Chair of QSC.

### Notice and Frequency of Meetings

The Committee will meet quarterly. Committee Members will normally receive a year’s schedule advance notice of the meeting.

### Agenda

The agenda and any accompanying papers will normally be sent to Committee Members fourteen days before the meeting.

### Committee Chair

The NSHCS will appoint the Chair of the Committee.

The term of office of the Chair on appointment will be 3 years, not to exceed 2 successive terms of office.

### Quorum

The Committee meeting will be quorate with half of the total number of Members plus one.

If a quorum is not present within 15 minutes of the start of the meeting, all business shall be held over until the Committee next meet.

### Minutes of Meetings

There will be minutes kept of each meeting including a record of the Members present. The minutes will be agreed or corrected at the start of the following meeting.

### Interest of Members

The agenda for every meeting shall include a declaration of interests. A member who has personal interest in any matter under consideration at the meeting must disclose that interest. If there is a prejudicial Interest, the member shall withdraw from the meeting during that agenda item.

### Approval of Resolutions without meeting

A resolution which, with the consent of the Chair, is circulated and approved by at least three quarters of the Members will be valid.

### Secretariat

The NSHCS will provide administrative support to ensure the effective running of meeting.