

Scientist Training Programme (STP)

Requirements for Completion

2018



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1 Purpose

This document outlines the processes by which the National School of Healthcare Science (NSHCS) will assure and manage the review and confirmation of trainee completion for all required elements of the training programme. It also outlines indicative timescales, key activities and identifies stakeholders or other bodies who have a role or influence on the management of this process.

In particular, this document will outline the requirements for the 2015 cohort of trainees completing STP in 2018. This will also include any trainees who have deferred/delayed their training but are still intending to complete in 2018. The document will also identify planned strategies for future cohorts which may be subject to review and update as appropriate and within the required timescales for the training.

This document will be reviewed on an annual basis.

2 Background

The NSHCS is responsible for issuing the Certificate of Completion for the Scientist Training Programme (CCSTP). This certificate confirms that a trainee has met all of the relevant mandatory completion criteria for the programme that determines that they are fit to practise and are therefore eligible to apply to the Academy for Healthcare Science (AHCS) for a Certificate of Equivalence or a Certificate of Attainment, and subsequently to apply to the Health and Care Professions Council (HCPC) for registration as a Clinical Scientist.

3 Completion criteria for STP

There are 3 key completion requirements for the STP:

1. Full completion of the workplace-based assessments and competences specified in the curriculum and learning guide, as detailed on the Online Learning and Assessment Tool (OLAT) to a satisfactory standard
2. Successful completion of the Objective Structured Final Assessment (OSFA)
3. Successful completion of the MSc in Clinical Science

The requirements for each of these are explained in more detail below.

3.1 Completion of workplace-based assessments and competences on the OLAT

Trainees are required to demonstrate completion of all assessments and competences as specified by the curriculum and learning guide and detailed on the OLAT.

The assessment tools used for the STP include (see section 8 for links and further information);

- Case Based Discussions (CBDs)
- Observed Clinical Events (OCEs)
- Directly Observed Process/Procedures (DOPS)
- Multi Source Feedback (MSF)
- Competences

Minimum numbers of assessments for each specialism are provided to trainees as a PDF document on the home page of their OLAT accounts, are available in the trainee handbook and are also circulated via email and within e-bulletins to trainees and trainers.

For trainees who entered onto the STP in 2015, successful completion of OLAT will require the following;

1. All competencies defined within the learning guide for the specialism completed with a satisfactory status
2. 8 assessments, 1 CBD and 1 DOPS **or** OCE, completed with a satisfactory status within the first year for the rotations with 2 assessments per module.
3. 20 assessments completed with a satisfactory status across the specialist training with minimum numbers observed per module for the relevant specialism, 50% of which should be CBDs
4. A minimum of 2 MSF assessment(s). The recommended pattern is one at 18 months and one towards end of year 3 (note these assessments take 21 days to complete and therefore trainees should plan to ensure they are initiated in good time prior to the completion deadline).

http://www.nshcs.hee.nhs.uk/images/guidance/stp/stp_number_of_assessments_per_specialism_2014_onwards.pdf

Trainees who commenced training prior to 2015 and have deferred/delayed their completion for more than one year will be subject to the assessment requirements set out

for 2012 and 2013 starters which is available on the OLAT and the School website via this link:

http://www.nshcs.hee.nhs.uk/images/guidance/stp/stp_number_of_assessments_per_speci_alism_entry_2012_and_2013.pdf

3.1.1 The OLAT completion timescales

The deadline for completion of the OLAT for all trainees completing in 2018 is **5pm Monday 17th September 2018**. Completion means that assessments and competences have been reviewed by the nominated assessor, and rated as satisfactory. Completion does not include assessments that have been submitted but not reviewed or assessed; these are considered to be 'in progress' and, as such, not complete.

The NSHCS will review the completion status of each trainee account to determine if the above criteria have been met. The status of each account will be confirmed by senior managers within the NSHCS:

- An account that is deemed to be complete will be marked as 'passed' on the OLAT. At this point the account will become read only and a PDF download facility will be made available for the trainee.
- An account that is deemed to be incomplete will be suspended on the OLAT and a review process with the trainee and training officer undertaken.

Completion dates for 2018 and future years are outlined in Appendix 1.

3.1.2 OLAT completion exceptions

There may be occasions whereby full completion of the workplace-based assessments and competences by the completion date may not be achievable.

Trainees should be mindful that it is their responsibility to monitor and manage completion of their workplace-based assessments and competences. If completion is unlikely by the specified completion date, the trainee and training officer should notify the school and seek a formal extension via the Exceptional Extenuating Circumstances (EEC) Policy (see section 8 for links and further information). Any request for an extension must be received at least one month prior to the completion date, and will require the submission of appropriate supporting evidence, including the formal approval of the training officer. A

recommendation for extension is awarded at the discretion of the Training Management Panel.

Trainees should note that an extension of training time for the purpose of completing workplace-based assessments and competences is separate to any agreement of extension of funding and/or contract of employment and so must be discussed and agreed with both the employer and the commissioning body for the training.

Trainees who are not granted an extension for the completion of the workplace-based assessments and competences, and subsequently do not complete their workplace-based assessments and competences by the completion date will have failed this mandatory component of the STP and will not be eligible to receive the CCSTP.

3.2 OSFA

For the purposes of completion of STP, successful completion of the OSFA is a mandatory requirement for the award of the CCSTP. Details of the OSFA pass criteria are available on the NSHCS website (see section 8 for links and further information).

Trainees who have exceptional circumstances pertaining to the OSFAs will be considered within the policies and processes set out for these assessments and therefore will only be considered for the CCSTP where they are at a point to successfully exit the training.

Trainees who do not pass the OSFA will be offered resit opportunities and will not receive the CCSTP until a pass is achieved. Should a trainee not receive a pass and all resit opportunities available have been exhausted the trainee will have failed the training overall and will not be eligible to receive the CCSTP.

3.3 Masters in Clinical Science

All trainees will be subject to the requirements as set out by the individual Higher Education Institutions (HEIs) in completing the Masters (MSc) in Clinical Science and according to the curriculum set for the programme for their specialism.

For the purposes of completion of STP, all trainees are required to successfully pass the MSc in Clinical Science in order to receive their CCSTP. The NSHCS will request and receive outcome data from all HEIs delivering the programme with trainees due to complete the programme.

Trainees who have exceptional circumstances pertaining to the MSc will be considered within the policies and processes set out by the HEI and therefore will only be considered for CCSTP where they are at a point to successfully exit the programme.

Should a trainee not receive a pass and all resit opportunities available have been exhausted the trainee will have failed the training overall and will not be eligible to receive the CCSTP.

4 Registration, certificate of equivalence and certificate of attainment

This document outlines the processes undertaken by the NSHCS in issuing the CCSTP and is separate to any equivalence or registration processes managed by the AHCS or the HCPC.

Trainees who commenced a programme where the AHCS was not approved as an education provider by HCPC at the point of commencement on the STP, as well as any trainees who entered on to an STP prior to 2013, will be subject to a proportional touch equivalence process undertaken by the AHCS as part of the requirements for the application for clinical registration with the HCPC. Trainees will be contacted by the NSHCS where this applies. For most trainees, the equivalence review will take place shortly after completion has been confirmed by the NSHCS (normally in October), however for those trainees who are yet to complete one or more elements of the training e.g., due to an approved extension, the equivalence review will be undertaken later and at agreed points in the year as identified by the AHCS, normally in February and June.

During the equivalence review, AHCS assessors will review a trainee's OLAT to ensure that it has been completed fully and to the appropriate standard. In this way the AHCS can be confident that the successfully completed programme is equivalent to an STP accredited programme.

Once the review is complete, the AHCS must ratify the outcomes before it can issue the Certificate of Equivalence. Once ratified, the AHCS informs HCPC¹ and issues the trainees' certificate which can be downloaded from the AHCS system. Details of how to do this will be sent to the individual trainee.

¹ Please note, HCPC normally takes up to 10 working days to update its system.

The equivalence review process normally takes between 4 – 6 weeks to complete.

All other trainees will be subject to the AHCS certificate of attainment processes. Once the AHCS has received confirmation from the NSHCS that a trainee has successfully achieved the CCSTP, the Academy will issue a Certificate of Attainment and inform HCPC². This enables the individual to apply to join HCPC's register for Clinical Scientists.

Trainees should be aware that trainee data including their title, full name, address, contact details, nationality and date of birth will be shared between the NSHCS and the AHCS to facilitate these processes.

5 Timescales

Trainees who have successfully completed the three mandatory requirements of the STP will receive confirmation of completion via email from the week commencing 24/09/2018. The CCSTP will be sent to the address provided by the trainee as soon as possible thereafter which may be up to 4 – 6 weeks.

For trainees who are eligible for a resit of the OSFA or have recorded exceptions, the CCSTP will be awarded at a point that the completion criteria have been met in full. Timescales may therefore vary significantly for individual trainees.

For future cohorts it is anticipated that similar timescales will be followed and the CCSTP will be awarded to the majority of trainees towards the end of October or early November for each completing cohort.

AHCS Certificates of Attainment are normally issued within 4 weeks of notification from NSHCS of successful completion of the CCSTP and are available to download from Academy's system; an email is sent to trainees which will give details of how to do this.

As noted above, trainees who commenced a programme where the AHCS was not approved as an education provider by HCPC at that time, as well as any trainees who entered on to an STP prior to 2013 – it will normally take between 4 – 6 weeks for the

² Please note, HCPC normally takes up to 10 working days to update its system.

equivalence review to take place and up to a further 4 weeks for Certificates of Equivalence to be available to download.

6 Data Audit

As part of the completion process and in order to receive the CCSTP, trainees will be required to ensure that they have provided the NSHCS with the most up to date personal and contact information as well as any mandatory data required to ensure that AHCS or HCPC processes can be completed.

Trainees will be contacted towards the end of the training or at the point in which their extension ends to complete an online questionnaire which will provide baseline data to process their completion.

In addition to this, the NSHCS will also seek information in relation to destination of trainees e.g., future employment or training arrangements to inform the outcomes of the programme and will offer an opportunity for trainees to feedback to the NSHCS on their experiences via an exit survey.

7 Communications

Trainees will receive notification of completion from the NSHCS via email and receive the certificate at their home address unless the NSHCS is notified of a preferred alternative. Trainees must therefore ensure that they complete the data audit so that the NSHCS has the correct contact information.

The NSHCS will share the outcome of the training with the AHCS who will manage the attainment and where necessary the equivalence process from this point and will also submit data to the HCPC in order for their applications for registration to be completed.

In each instance (Certificate of Attainment and Certificate of Equivalence), the AHCS will notify trainees when the pass list has been forwarded to HCPC and the Certificate is available to download by the trainee, as previously described.

8 Links and further information

OLAT

There are a number of useful documents and further information available on the OLAT. Trainees should refer to this on their home page. This will include the document outlining the number of assessments required for the training. The latest version is included as a link below for reference:

http://www.nshcs.hee.nhs.uk/images/guidance/stp/stp_number_of_assessments_per_specalism_2014_onwards.pdf

Details of the Exceptional Extenuating Circumstances Policy for OLAT and the application form (EEC1) can be found at the link below:

<http://www.nshcs.hee.nhs.uk/current-programmes-stp/nhs-scientist-training-programme/policy-documents>

OSFA and Assessment

Further detail on the OSFA can be found on the link below:

<http://www.nshcs.hee.nhs.uk/current-programmes-stp/nhs-scientist-training-programme/assessment/osfa/osfa-important-documents>

MSc Programmes

Trainees should refer to the relevant university website.

Certificate of Completion

Queries relating to the CCSTP should be sent to the NSHCS at the address below:

nshcs@hee.nhs.uk

Registration

For queries relating to registration as a clinical scientist please refer to the HCPC website.

<http://www.hcpc-uk.co.uk/>

Certificate of Attainment or Equivalence

For queries relating to the Certificate of Attainment of Equivalence please refer to the AHCS website

<http://www.ahcs.ac.uk>

Appendix 1 – STP Completion Dates

For future completing cohorts the following dates for completion will apply*:

| Year of completion | Deadline |
|--------------------|--|
| 2018 | 5pm Monday 17 th September 2018 |
| 2019 | 5pm Monday 16 th September 2019 |
| 2020 | 5pm Monday 21 st September 2020 |
| 2021 | 5pm Monday 20 th September 2021 |

* Dates may be subject to review but it is anticipated that completion will be required on the third Monday of September each year