

**LONDON HEALTHCARE SCIENCE - TRAINING CENTRE GUIDANCE FOR APPLICATION**

**Scientist Training Programme (STP)**

**Higher Specialist Scientist Training Programme (HSST) trainees**

**Academic Year 2019/2020**

Health Education England London local office are seeking to establish the capacity within London to host trainees and to support the delivery of the Scientific Training programmes (STP) and Higher Specialty Scientific Training programmes (HSST).

Once the funding position for the academic year 2019/2020 is clearer, all information submitted will be used to assess demand and to determine where trainees should be placed within London. We urge you to carefully read this prior to completing the application and provide all the information required.

The process for London organisations to express interest in hosting STP or HSST trainees will follow two steps:

1. Complete and return this form and training plans to [healthcarescience.ncel@hee.nhs.uk](mailto:healthcarescience.ncel@hee.nhs.uk) prior submitting online applications. **When returning this form via email, please ensure you write the following information in email subject line:**  
**Trust, Specialism, STP or HSST, in-service or direct (e.g. Royal Free, Cardiac science, STP, in-service)**
  - Deadline for submission of this form: Prior to completing the online form
2. Once this form has been completed and submitted, please complete the online form:  
<https://healtheducationyh.onlinesurveys.ac.uk/hcs-2019-20-eoi-final-2>
  - Deadline for submission of online form: Wednesday 26<sup>th</sup> September 2018

**Please note:**

1. **Submission of a form does not result in automatic allocation for funding for trainee**
2. **Queries about expression of interest:** should be directed to both [aarti.makan@hee.nhs.uk](mailto:aarti.makan@hee.nhs.uk) and [healthcarescience.ncel@hee.nhs.uk](mailto:healthcarescience.ncel@hee.nhs.uk)
3. **London application review:** applications will be reviewed in three phases
  - a. By HEE staff to assess criteria for application noted above.
  - b. An expert panel to assess suitability of the department to deliver the curriculum based on the submission of the training plans.
  - c. HEE and expert panel will then assess the application based on workforce needs and funding available.
4. **London application outcomes:**
  - a. Submission of a form should not result in the expectation that funding for a trainee post will be made available.
  - b. Please note that HEE have no control over the Department of Health funding timelines and as such you will be notified about the outcome of your application when HEE have been informed of the annual education and training budget allocation.
5. **London application withdrawals:**
  - a. Should an offer of funding to support a trainee at your organisation be made and you accept that offer, the trainee post will go in to the national recruitment process. At this stage the application / post cannot be withdrawn because the NSHCS make offers to successful candidates which are binding.
  - b. Please note that HEE, together with the NSHCS can take the decision to withdraw trainee posts or trainees if accreditation is not maintained or if the training centre is deemed as providing a poor trainee experience with regard to work-based training and inability to deliver the training curriculum.

## LONDON CONTACT INFORMATION

It is imperative to immediately inform HEE London office of any staff changes in any of below-named persons at any time after submission of this form. Emails in this regard should be sent to: [healthcarescience.ncel@hee.nhs.uk](mailto:healthcarescience.ncel@hee.nhs.uk) and [aarti.makan@hee.nhs.uk](mailto:aarti.makan@hee.nhs.uk)

Person Proposing the Bid	<b>Name:</b> Click or tap here to enter text. <b>Email:</b> Click or tap here to enter text.
Main contact person for the bid (Person who is responsible for ALL correspondence regarding the trainee post – including that from NSHCS)	<b>Name:</b> Click or tap here to enter text. <b>Email:</b> Click or tap here to enter text. <b>Telephone:</b> Click or tap here to enter text.
<b>ORGANISATIONAL / TRUST WIDE CONTACTS</b>	
Name of organisation	Click or tap here to enter text.
Trust Head of Education (HOE)	<b>Name:</b> Click or tap here to enter text. <b>Email:</b> Click or tap here to enter text.
Trust Learning and Development Agreement Lead (LDA lead) – if different from HOE	<b>Name:</b> Click or tap here to enter text. <b>Email:</b> Click or tap here to enter text.
Trust Lead Scientist (If applicable)	<b>Name:</b> Click or tap here to enter text. <b>Email:</b> Click or tap here to enter text.
<b>DEPARTMENT, CLINIC OR LABORATORY CONTACTS</b>	
Department/Lab Manager (if applicable)	<b>Name:</b> Click or tap here to enter text. <b>Email:</b> Click or tap here to enter text. <b>Telephone:</b> Click or tap here to enter text.
Department/Lab Head of Service	<b>Name:</b> Click or tap here to enter text. <b>Email:</b> Click or tap here to enter text. <b>Telephone:</b> Click or tap here to enter text.
Department/Lab Named Training Officer	<b>Name:</b> Click or tap here to enter text. <b>Email:</b> Click or tap here to enter text. <b>Telephone:</b> Click or tap here to enter text.
<b>NON-NHS ORGANISATIONS (e.g. Viapath)</b>	
Name of organisation	Click or tap here to enter text.
Host Trust for private lab / organisation	Click or tap here to enter text.
Please indicate percentage of NHS and private workload	<b>Private %:</b> Click or tap here to enter text. <b>NHS %:</b> Click or tap here to enter text.
If submitting as part of a consortium, please also complete consortium information below	
<b>TRAINING CONSORTIUM DETAILS</b>	
Host organisation / Trust for the consortium (trainee's main employer)	<b>Trust:</b> Click or tap here to enter text.
Named Lead for the consortium	<b>Name:</b> Click or tap here to enter text. <b>Email:</b> Click or tap here to enter text.
Please list the other Organisations / Trusts that forms part of this consortium and the main contact within the Trust	<b>1: Trust:</b> Click or tap here to enter text. <b>Main contact email:</b> Click or tap here to enter text. <b>2: Trust:</b> Click or tap here to enter text. <b>Main contact email:</b> Click or tap here to enter text. <b>3: Trust:</b> Click or tap here to enter text. <b>Main contact email:</b> Click or tap here to enter text. <b>4: Trust:</b> Click or tap here to enter text. <b>Main contact email:</b> Click or tap here to enter text. <b>5: Trust:</b> Click or tap here to enter text. <b>Main contact email:</b> Click or tap here to enter text.
At which Trust will the trainee be predominantly based within the consortium	Click or tap here to enter text.

## LONDON CRITERIA FOR ONLINE APPLICATION

Please ensure you meet all criteria **BEFORE** making the online application. *If you do not currently meet one or more of the above criteria, please contact the Healthcare Science Professional Lead to discuss: [aarti.makan@hee.nhs.uk](mailto:aarti.makan@hee.nhs.uk)*

No	Criteria for application for both STP and HSST	Mark with X						
1	<p><b>Work-based training accreditation:</b> Training Centres must be accredited with the National School of Healthcare Science (NSHCS). Please note that Professional Body accreditation alone, will not be considered as training accreditation. If in process, applications for trainees will only be accepted if the self-assessment for accreditation with the NSHCS has already been submitted.</p> <p><i>Details on how to obtain accreditation: <a href="http://www.nshcs.hee.nhs.uk/accreditation-landing-page/accreditation-for-work-based-providers">http://www.nshcs.hee.nhs.uk/accreditation-landing-page/accreditation-for-work-based-providers</a></i></p>							
2	<p><b>Training plans for subsequent years:</b> All departments are required to submit a training plan detailing how elements of the specialism’s curriculum will be delivered for <b>each year</b> of the training programme. Please note this is a detailed outline to demonstrate that the curriculum is being followed and should display clearly the activities a trainee will observe or conduct to achieve the learning outcomes as listed in the learning guides. To avoid duplication, please submit training plans that were submitted as part of the self-assessment for NSHCS accreditation to <a href="mailto:healthcarescience.ncel@hee.nhs.uk">healthcarescience.ncel@hee.nhs.uk</a></p> <p><i>Curricula and work-based learning guides can be found at: <a href="http://www.nshcs.hee.nhs.uk/curricula">http://www.nshcs.hee.nhs.uk/curricula</a></i></p>							
3	<p><b>In-service candidates:</b> Please note that the NSHCS are encouraging a minimum of two STP candidates to be put forward for one post. Should in-service candidates be unsuccessful at interview stage; you may be requested to convert the trainee post to a direct-entry post, depending on the funding arrangements.</p> <table border="1" data-bbox="177 1267 1406 1413"> <tr> <td data-bbox="177 1267 448 1339"><b>In service candidate 1</b></td> <td data-bbox="448 1267 906 1339"><b>Name:</b></td> <td data-bbox="906 1267 1406 1339"><b>Email:</b></td> </tr> <tr> <td data-bbox="177 1339 448 1413"><b>In service candidate 2</b></td> <td data-bbox="448 1339 906 1413"><b>Name:</b></td> <td data-bbox="906 1339 1406 1413"><b>Email:</b></td> </tr> </table>	<b>In service candidate 1</b>	<b>Name:</b>	<b>Email:</b>	<b>In service candidate 2</b>	<b>Name:</b>	<b>Email:</b>	
<b>In service candidate 1</b>	<b>Name:</b>	<b>Email:</b>						
<b>In service candidate 2</b>	<b>Name:</b>	<b>Email:</b>						
	<p>If your in-service candidate/s are unsuccessful at interview, please indicate if you agree for your in-service post to be converted to a direct entry post or not:            Yes: <input type="checkbox"/>                      No: <input type="checkbox"/>                      N/A: <input type="checkbox"/></p>							
4	<p><b>Train the trainer:</b> At least one member of staff within the training centre should have attended the NSHCS Train the Trainer Event or is on the list to attend a future Train the Trainer Event (TTT)</p> <p><i>To register your name for the next TTT please email NSHCS <a href="mailto:nshcs@hee.nhs.uk">nshcs@hee.nhs.uk</a> and copy in <a href="mailto:healthcarescience.ncel@hee.nhs.uk">healthcarescience.ncel@hee.nhs.uk</a>.</i></p>							
5	<p><b>Recruitment and selection:</b> If a trainee post is approved, it is mandatory for qualified members of staff (congruent to the number of applications) to participate in the online shortlisting of candidates and interviews for the STP candidates at the NSHCS in Birmingham. I confirm that I understand that staff (number congruent to the number of applications) are required to participate in the online shortlisting and the interviews that take place at the NSHCS in Birmingham</p>							
6	<p><b>Year one rotations for STP trainees:</b> Please note that applications from training centres which have not arranged and agreed rotational elements of learning will not be considered.  <i>HEE London will conduct a review of applications to ensure rotations have been agreed.</i></p>							

No	Criteria for application for HSST	Mark with X
7	<b>Educational Supervisor:</b> The Education Supervisor for HSST must have relevant professional qualifications and experience to supervise a Phd level trainee. They must have undertaken appropriate and up-to-date training educational principles and assessment as agreed by the NSHCS (e.g. Training the Trainers programme, offered by the NSHCS in England or MRCs) and would usually be expected to take on the role of co-supervisor of the research project as part of the academic supervisory team.	
8	<i>Prospective in-service trainees who wish to apply for HSST programmes must have HCPC registration as a Clinical Scientist</i>	
No	<b>GENERAL GUIDANCE FOR TRAINEE POSTS</b> <b>By making the box with X, the two signatories below agree that you understand the following requirements:</b>	Mark with X
9	<b>Changes to the training department structure, facilities, or named persons within this document:</b> to ensure we have a robust and updated database of contacts, it is imperative that you directly inform HEE North Central East London, of any staff changes. Emails in this regard should be sent to: <a href="mailto:healthcarescience.ncel@hee.nhs.uk">healthcarescience.ncel@hee.nhs.uk</a> and <a href="mailto:aarti.makan@hee.nhs.uk">aarti.makan@hee.nhs.uk</a>	
10	<b>Changes to the trainees' circumstances:</b> It is imperative that you directly inform your HEE local office (London) of any changes to the trainees' circumstances during their training. Emails in this regard should be sent to: <a href="mailto:healthcarescience.ncel@hee.nhs.uk">healthcarescience.ncel@hee.nhs.uk</a> and <a href="mailto:aarti.makan@hee.nhs.uk">aarti.makan@hee.nhs.uk</a>	
11	<b>Two signatures</b> are required to authorise the application: one from the person making the application and the second person should be any of the list below: <ul style="list-style-type: none"> <li>- Organisational Workforce Lead or Learning and Development Agreement (LDA) Lead</li> <li>- Head of Education</li> <li>- Organisational Lead Scientist.</li> </ul> <b>Main contact person / originator of bid</b> Role: Name: _____ Signature: _____  <b>Bid endorsed by</b> Role: Name: _____ Signature: _____	
<b>BEFORE MAKING ONLINE APPLICATION – CHECKLIST</b>		
STEP 1: Completed this form in full and met all criteria for application, including training plan.		
STEP 1: Email this form, together with the training plan to <a href="mailto:healthcarescience.ncel@hee.nhs.uk">healthcarescience.ncel@hee.nhs.uk</a>		
STEP 1: Email subject line to outline the following: Trust, Specialism, STP or HSST, in-service or direct (e.g. Royal Free, Cardiac science, STP, in-service)		
STEP 2: Online form submitted. Please note the date of submission:		
Without all the above, your application will be classed as incomplete		