

IPEM

Institute of Physics and
Engineering in Medicine

Trainee Prospectus

Clinical Scientist
Guided Training Scheme



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Preface

Clinical Scientists work closely with other healthcare professionals in research, development, testing and maintenance of specialist medical equipment and play a central role in developing, planning and implementing patient treatment programmes.

The title of 'Clinical Scientist' is protected and can only be used through registration with the Health and Care Professions Council (HCPC) upon meeting their requirements. In order to reach registration, trainees must complete a relevant training route.

This document provides guidance on IPEM's Clinical Scientist Guided Training Scheme and how it operates.

Key Words and Links

HCPC	The Health and Care Professions Council
ACS	Association of Clinical Scientists
NSHCS	National School of Healthcare Science
AHCS	Academy for Healthcare Science

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The Training Scheme

1.1 Introduction



IPEM's Clinical Scientist Guided Training Scheme provides a training framework which supports you as a Pre-Registration Clinical Scientist to develop the appropriate knowledge and skills to practice competently in your chosen specialty. Whilst the training scheme will provide you with structure and support, it will also provide flexibility through the bespoke training plan that you will create with your Training Supervisor, allowing the training to meet your needs as well as allowing you to make an impact in your department. This flexibility makes the training scheme suitable to those who are new to the profession but also to those who bring existing knowledge and skills.

In addition to the experience and guidance which your Training Supervisor will offer you, IPEM will appoint an External Advisor to you who is individually selected based on their expertise in your field of specialisation.

Additional benefits of the scheme include:

- **Associate Membership of IPEM for the duration of the training scheme**
- **An Induction Day and opportunities to network throughout the scheme**
- **Skills workshops supporting Continuing Professional Development (CPD)**
- **Opportunity to visit External Advisor with expenses for this included in the training scheme**
- **Additional guidance and support in preparation for assessment by an HCPC approved body**

1.2 Registration

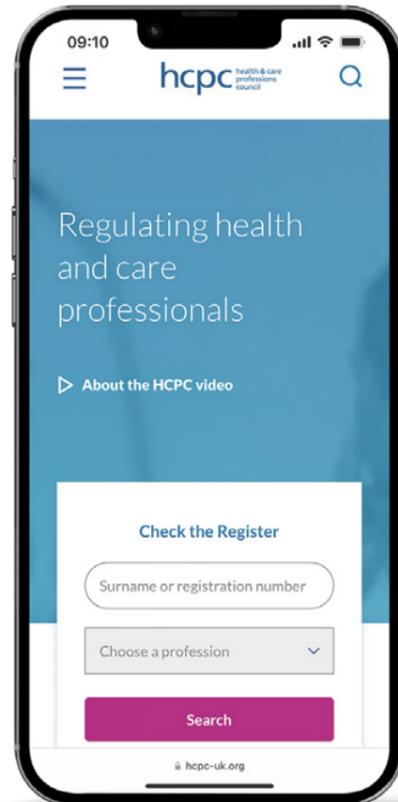


To work under the title of 'Clinical Scientist', you must be registered with the statutory regulator the Health and Care Professions Council (HCPC). The HCPC currently regulates 15 health and care professions in the UK.

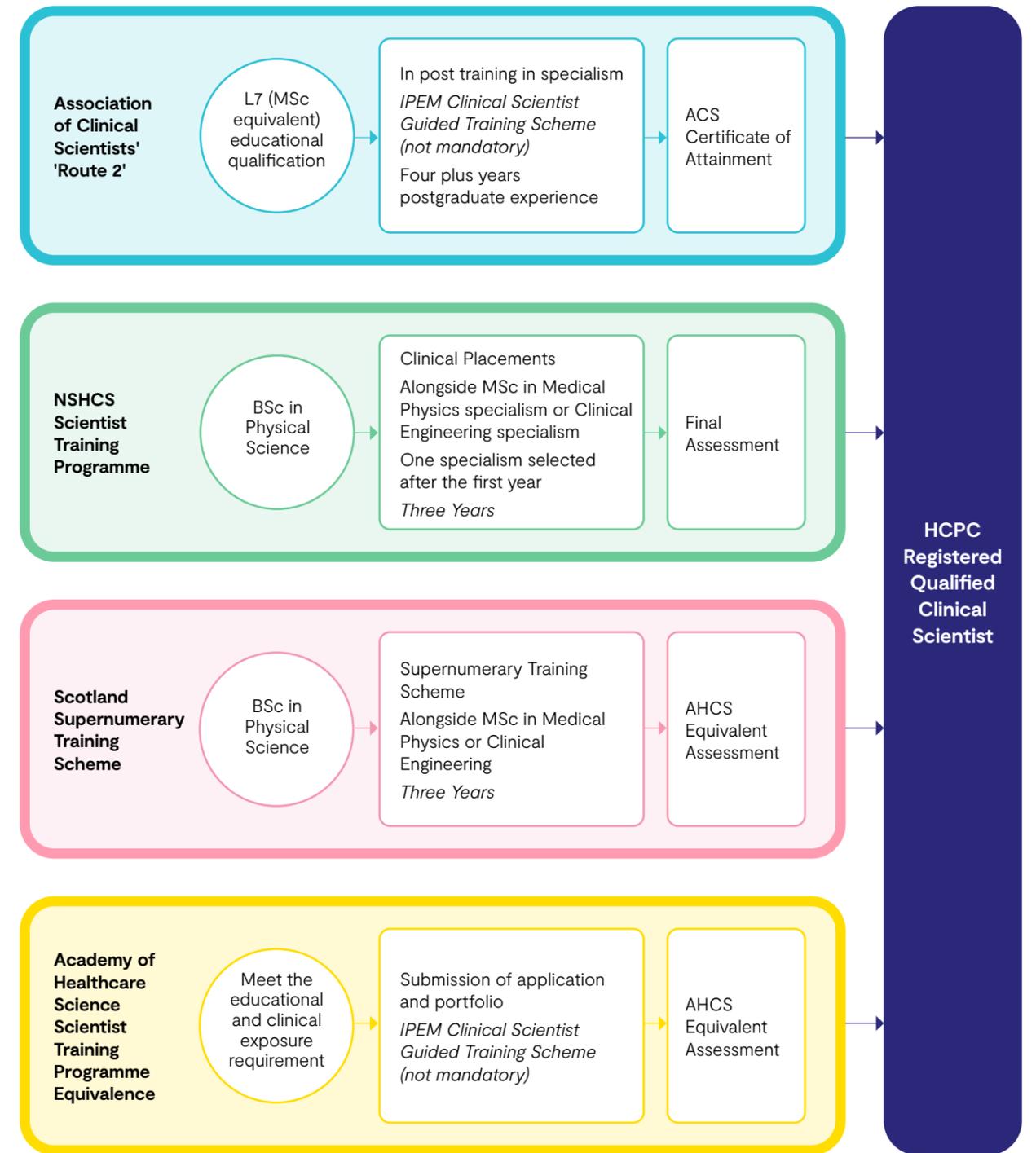
The HCPC:

- Set standards for professionals' education and training and practice;
- Approve programmes which professionals must complete to register with [them];
- Keep a register of professionals, known as 'registrants', who meet [their] standards; and
- Take action if professionals on [their] Register do not meet [their] standards.

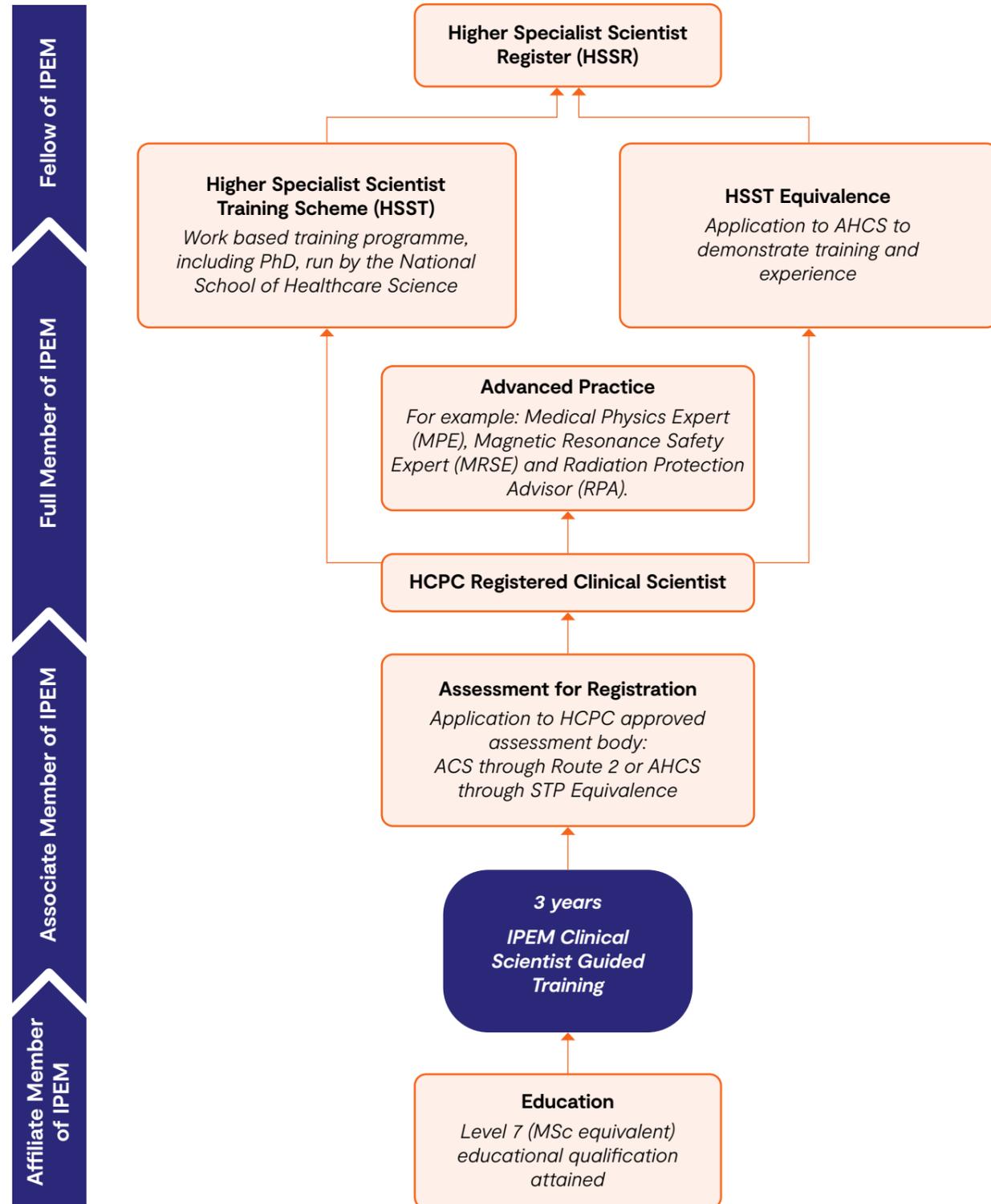
There are currently several routes to registration as a Clinical Scientist approved by the HCPC. These include: the Scientist Training Programme (STP) operated by the National School of Healthcare Science, the Academy for Healthcare Science's (AHCS) STP Equivalence and 'Route 2' through in-work training and assessed by the Association of Clinical Scientists (ACS).



1.3 Routes to Registration



1.4 Career Development



Application Process

2.1 Entry Requirements



We welcome applications from those who have:

- Suitable employment enabling them to cover all competencies
- Level 7 (MSc equivalent) educational qualification
- An HCPC registered Clinical Scientist who has agreed to be your Training Supervisor

These criteria should be fulfilled before you apply to the Training Scheme.

The ability to communicate effectively in English is critical to working effectively as a health professional in the UK. Therefore, we can ask for information about your ability to use English.

For entry onto the training scheme, the following will apply:

- Any trainee whose first language is English requires a level 2 qualification (e.g., GCSE at grade C/4 or above)**
- Any trainee whose first language is not English will be required to obtain an International English Language Testing System certificate (IELTS). A minimum score of 7.0 with no element below 6.5 is required. If any other testing system is used, you must be able to provide equivalence with IELTS.**
- Any overseas (non-UK) qualifications must demonstrate equivalence comparison using the UK ENIC (the UK National Information Centre for the recognition and evaluation of international qualifications and skills)**

Suitable employment covering all competencies

To ensure that you can develop the required skills and knowledge required to successfully apply for assessment and demonstrate competence for registration as a Clinical Scientist, it is important

that you work in a suitable role providing this opportunity.

There are several places where you can look for suitable employment:

- **IPEM's Job Listing webpage**
- **NHS Jobs**
- **NHS Scotland Jobs**
- **Departments also often draw attention to posts on social media and mailbases, such as the medical physics and clinical engineering Jisc Mail list.**

A recently HCPC registered Clinical Scientist role is typically advertised at NHS Agenda for Change Band 7, however within some adverts departments will state that if nobody with registration applies, they will consider applicants with less experience on a modified job description with the aim of achieving registration. There may also be jobs advertised at Band 6 or Band 7 'annex 21' for roles with the intention of supporting candidates to achieve registration.

It is worthwhile using key word searches when looking at these roles, such as 'Route 2', to help with bringing up the most relevant positions willing to support training.

If a Band 7 post doesn't specify that they would be prepared to support a candidate towards registration, it is worth contacting the department concerned to see whether they would consider an application from a candidate suitable for these routes.

Level 7 (MSc equivalent) educational qualification

For prospective trainees who do not yet have the required educational level, IPEM accredits master's courses in Medical Physics and Clinical Engineering.

IPEM is dedicated to developing the next generation of Medical Physicists and Clinical Engineers, and IPEM accreditation supports Clinical Scientists in their practice through the

provision and assessment of education and training. The accreditation scheme ensures that graduates of accredited programmes are equipped with the knowledge and skills required for the workplace, be that in industry, healthcare or academic environments. Accreditation gives confidence that the course meets strict suitability and quality criteria.

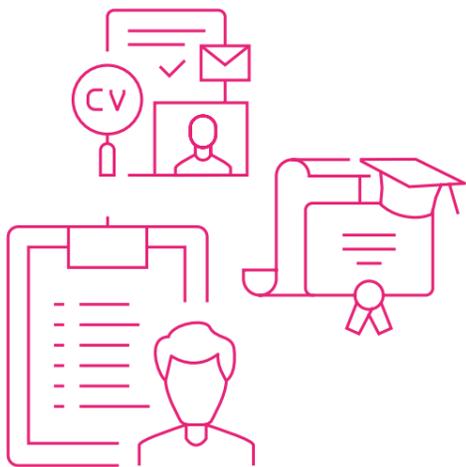
You can find a list of IPEM-accredited Masters Level Programmes on the IPEM website.

2.2 Application Process

Application Form

When you are ready to apply for the Training Scheme, you will be able to find the electronic application form on the IPEM website, and you will have the support of your Training Supervisor in completing this. Along with the application form, we require:

- an up-to-date CV
- a current Job Description
- a Training Supervisor Supporting Application form
- a Training Plan



You will also need to indicate which assessment pathway you intend to follow after the completion of your training.

You will be asked to select a payment option for the registration fee. This will be charged for the standard duration of the Training Scheme (3.5 years). Where your employer is paying for the training scheme, an Employer Purchase Order should also be attached to the application form. The registration fee will then be charged upon approval of your application. Please contact the IPEM Training team for the current registration fee or for more information about payment options.

Your application should be a demonstration of the qualifications, skills and experience which you have acquired to date which will support you with meeting the required competencies and how your current job role and planned training will support you with fulfilling any gaps.

Any trainees requiring reasonable adjustments can also indicate this on their application form. IPEM will review each case and how it can best support the trainee on the training scheme. There is also a Reasonable Adjustments form which can be requested from the IPEM Training team during the scheme should any new or further adjustments be required during the training scheme.

2.3 Enrolment and Induction Day



Enrolment onto the training scheme is limited to two intakes per year:

May November

The duration of the training scheme is three and a half years. This includes three years of training, plus six months of ongoing support with application for assessment by an HCPC approved body.

As soon as your application form is ready, this should be submitted via the IPEM website. Your application form will then be reviewed, and you will be enrolled at the next intake.

An induction day will be held in the month following enrolment in order to provide guidance to you on your responsibilities. Information relating to the training scheme and a soft skills workshop will be given in:

June December

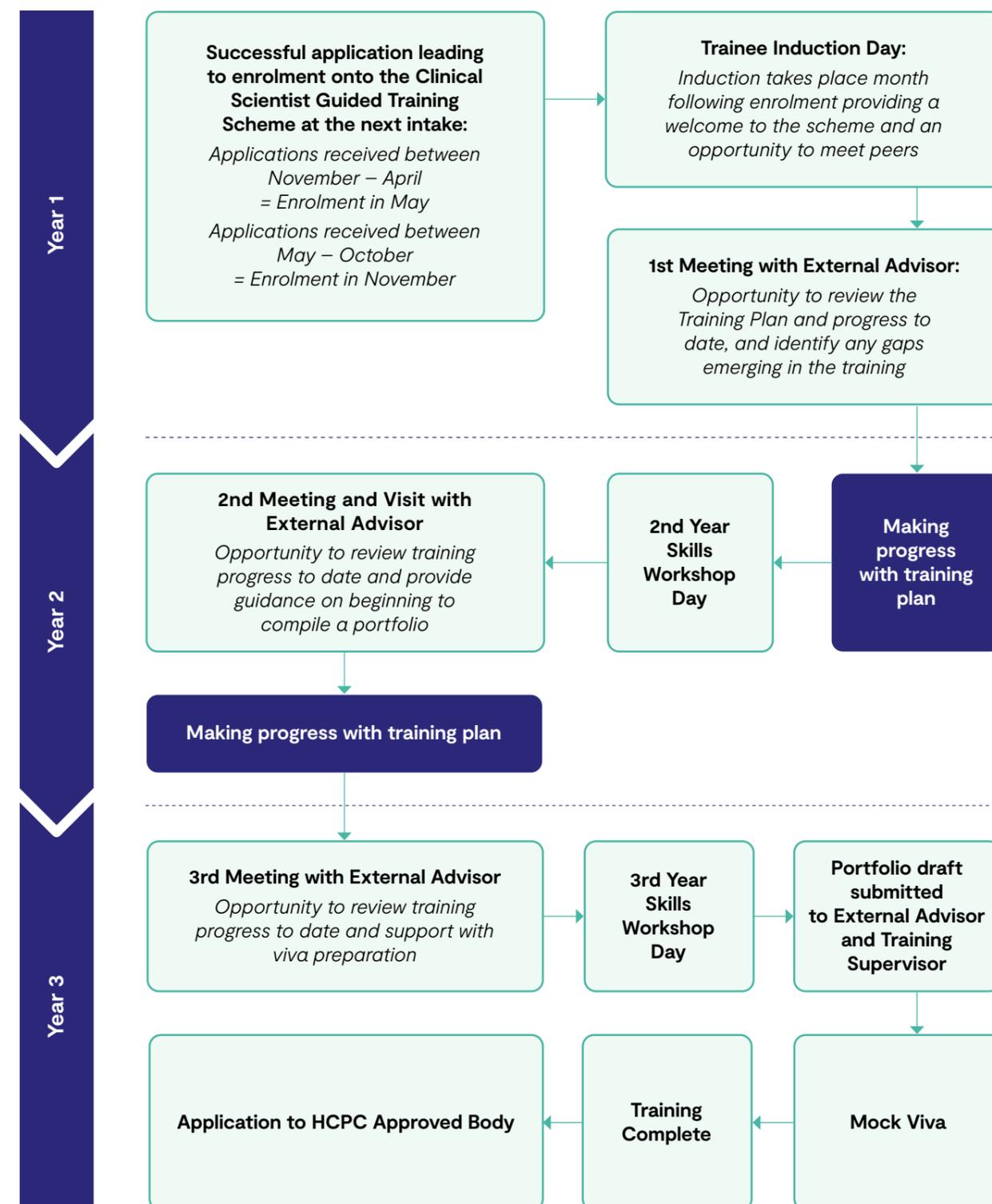
This is an opportunity to ensure all trainees are given consistent information regarding the requirements of the scheme and for you to network with your peers.



3

Organisation of Training

3.1 Training Scheme Timeline



3.2 Training Process



We recommend that you begin training as soon as you are enrolled onto the Training Scheme with the support of your Training Supervisor if you have not already. Training will predominantly take place in the workplace, and we encourage you to take responsibility for completing the agreed programme of training and ensure that all competencies are met by the end of the training scheme.

When we send out confirmation of enrolment, we will also provide the details of your External Advisor.

Continuing Professional Development (CPD) is a requirement of HCPC registration and participating in the IPEM Clinical Scientist Guided Training Scheme will prepare you for

this through IPEM hosted annual workshops. These will support you with:

- **Expectations of the Guided Training Scheme**
- **The development of soft skills relevant to Clinical Scientists such as Scientific Report writing and Critical Reflection**
- **Provide an opportunity for you to network with peers**
- **Opportunity to participate in Case Presenter sessions**
- **Guidance on building a portfolio and preparation for a viva interview**



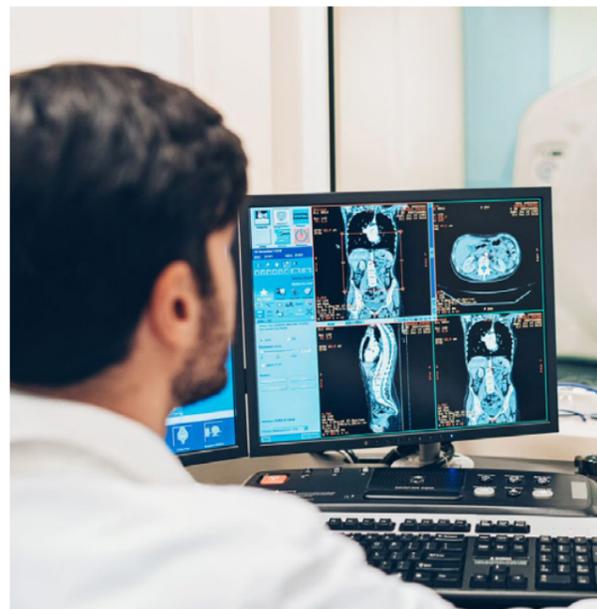
3.3 Role of Trainee



Your role as a trainee is to fully engage in the development of your training plan and the onus of completing this agreed programme of training rests with you. You will be required to keep a suitable record of your training through IPEM's CPD Scheme and will use this to submit regular updates to your External Advisor and Training Supervisor. You will meet with your External Advisor annually to discuss your ongoing training and you will submit timely updates ahead of these meetings. In addition, you will visit your External Advisor at their workplace as an opportunity to develop your understanding of your specialism further.

Your External Advisor will be available for advice and guidance beyond these meetings; however, it will be your responsibility to seek this additional support if required. It will also be your responsibility to keep IPEM informed of any changes to your circumstances whilst on the training scheme, for example of any changes in your personal details, Training Supervisor

or changes in employment. It will also be your responsibility to apply to a HCPC approved body for assessment in order to achieve registration.



3.4 Role of Training Supervisor



Along with the application form, you will be required to attach a Training Supervisor supporting application form which will need to be completed by your Training Supervisor. This will outline a Supervisor's eligibility to support you on the Training Scheme and to demonstrate that your department is able to deliver or resource the level of training proposed.

Your Training Supervisor will:

- **Be HCPC registered as a Clinical Scientist within the trainee's area of specialisation**
- **Have a minimum of three years post-registration experience**
- **Support you with the development of your Training Plan**
- **Oversee and supervise the training to ensure that you have every opportunity to achieve the competencies**
- **Participate in a joint review of your draft portfolio, with your External Advisor, to provide feedback**

IPEM encourages Training Supervisors to offer placements in other, relevant areas and specialisms so that you get wider experience of the role of Clinical Scientists in Medical Physics and Clinical Engineering and to meet with you regularly (for example, monthly one-to-ones) to review the progression of training.

Training Supervisors will also be invited to training with IPEM to support them in their role and with their ongoing CPD.

3.5 Role of the External Advisor



Upon application to the IPEM Clinical Scientist Guided Training Scheme, IPEM will appoint an External Advisor to you. The External Advisor will be selected based on their expertise in your field of specialisation and will work in a different hospital/workplace.

All applications to the Training Scheme are reviewed by the IPEM Registrar, however the Registrar can request the assistance of an External Advisor during application approval decisions. The Training Plan will form the basis of discussion for three meetings. External Advisors are expected to hold with you across the training scheme:

- **Year 1 – Review the Training Plan and progress to date, and identify any gaps emerging in the training**
- **Year 2 – Review training progress to date and provide advice and guidance on beginning to compile a portfolio**
- **Year 3 – Review training progress to date and support with viva preparation**

IPEM's Training team will support with coordinating and arranging these annual meetings. The first and final meeting will take place via teleconferencing. For the second meeting you will be invited to visit your External Advisor at their workplace, and the review meeting will take place as part of the visit. The External Advisor will be asked to complete a short form summarising the discussions which have taken place.

In the final year of the Training Scheme, the External Advisor will also take part in a joint review of your draft portfolio, alongside your Training Supervisor, to provide feedback. The portfolio will only be reviewed once by the External Advisor, any additional reviews would be at the discretion of your advisor. The External Advisor will also be asked to participate in a practice viva.

The External Advisor will be available to you for the duration of the training scheme for consultation, however it is your responsibility to seek this advice outside of pre-arranged meetings.

IPEM will provide training for all new External Advisors and will arrange ongoing training to support External Advisors in their role.



3.6 Practice Assessment



In your third year, you will be asked to submit a draft copy of your portfolio to your Training Supervisor and External Advisor. This will be followed by a practice viva.

It is essential that you understand that this process is designed to support you and provide you with feedback from experts in their fields before you apply for assessment for registration, however this process does not guarantee that you will pass the assessment process nor does IPEM assess trainees for HCPC registration.

Draft Portfolio Review

A full, draft portfolio should be submitted to your Training Supervisor and External Advisor for them to review and feedback. This will take place towards the end of your final year. You will be advised of the date which you need to submit this by on enrolment to the Training Scheme.

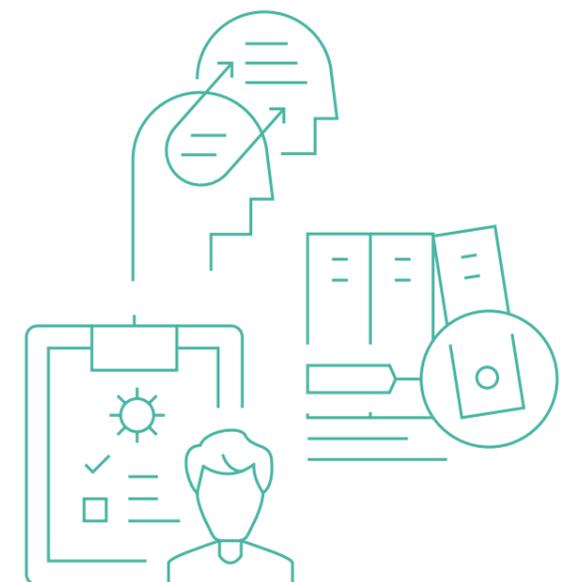
The External Advisor will review the portfolio once, and any additional reviews would be at the discretion of the External Advisor. However, they will continue to be available for advice and support until six months after the training period has finished.

The draft portfolio which is submitted should match the submission guidelines provided by the body you intend to apply to for assessment. These can normally be found on their websites and further information and guidance will be provided to you during the IPEM hosted workshops.

Practice Viva

Once the draft portfolio review has been completed, the Training Supervisor and the External Advisor will send any questions they would like to ask in the viva to the IPEM Training team. The IPEM Training team will then arrange and invite you to a practice viva with your Training Supervisor and External Advisor.

The practice viva itself will also take place via teleconferencing and will provide you with an opportunity to practice answering questions on elements of your portfolio. This is also an opportunity to practice general interview skills and the aim of this practice viva is to help ease any anxieties you may have by familiarising you with the concept of a viva, particularly if you have not previously completed one.



4

Post Training

4.1 Assessment for HCPC Registration



Once the training period of three years has concluded, it is your responsibility to apply to an HCPC approved body for assessment for registration. There are two routes which are open to you: the ACS' 'Route 2' and AHCS STP Equivalence. You can find out more information about the assessment options on the IPEM website.

ACS will conduct a portfolio assessment and upon successful portfolio assessment, candidates will be invited to a viva. Upon attainment of ACS' Certificate of Attainment, candidates are then eligible to apply for registration with the HCPC.

AHCS will require an initial application including a personal statement and followed within six months by a portfolio. Upon successful portfolio assessment, candidates are invited to an interview. Upon attainment of AHCS' Certificate of Equivalence, candidates are then eligible to apply for registration with the HCPC.

Whilst on IPEM's Clinical Scientist Guided Training Scheme, you will be provided with Associate Membership for up to six months at the end of the three-year training period and the External Advisor will still be available to support during this period. For those applying to ACS through 'Route 2', you are strongly encouraged to submit your portfolio as soon as possible during this period to benefit from the reduced assessment fees.



4.2 Continuing Professional Development



Continuing Professional Development (CPD) is a process used to help Clinical Scientists achieve a deeper understanding of their chosen specialised area and to be able to demonstrate progress in their professions. CPD requires the ongoing recording of evidence.

As part of their registration with HCPC, Clinical Scientists are required to complete CPD to meet the standards and this CPD will be based on critical reflection. Each time a registration is renewed, the Clinical Scientist will be asked to sign a form to confirm that they continue to meet

the HCPC's standards (including CPD). During each renewal, the HCPC will select a percent to audit.

It is hoped and anticipated that Clinical Scientists would wish to use the IPEM CPD Scheme which has been designed to fit the requirements of these regulatory and registration bodies. Further information on the scheme can be found on the website or by getting in touch with IPEM office for details.

4.3 Professional Registration



IPEM is licensed by the Engineering Council to assess applicants for registration as Engineering Technician (EngTech), Incorporated Engineer (IEng) or Chartered Engineer (CEng). The assessment of education and professional development is made against the standards set out in UK-SPEC.

Those interested in becoming registered as EngTech, IEng or CEng may obtain general information from the Engineering Council or specific information from IPEM.

IPEM is also licensed by the Science Council to assess applicants for registration as a Science Technician (RSciTech), Registered Scientist (RSci) or Chartered Scientist (CSci). The assessment of education and professional development is made against the standards set out by the Science Council and further information can be provided by contacting the IPEM office for details.



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IPEM Membership

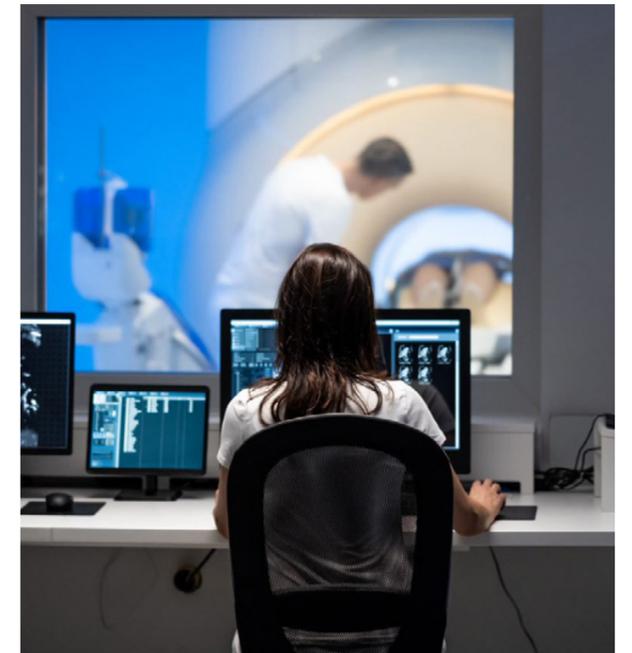
Whilst on the Training Scheme, Associate Membership of IPEM will be included for the duration of the three year training period and for a six month period following training.

Whilst on the training scheme, there are lots of benefits to IPEM membership which you can make the most of to support with meeting the required competencies, building your network and gaining valuable skills and knowledge to progress in your career:

- **IPEM Short Course Approval** – IPEM regularly reviews and approves short courses which are relevant to its membership, and these can be found on the website.
- **Discounts** – Members can receive discounts on conference attendance, books and journals.
- **Volunteering** – Trainees are encouraged to get involved with outreach or join one of our Special Interest Groups (SIGs). This is an excellent way to grow your network as well as increase your skills and knowledge to progress in your career.
- **SCOPE** – IPEM members also receive our quarterly member's magazine filled with interesting, informative and valuable material. It relies on submissions by members and non-members from all levels, so why not have a go at writing an article for our magazine?
- **Communities of Interest** – Join a Community of Interest to grow your network and join discussions/ ask questions of peers.
- **Apply for prizes and bursaries** such as the Innovation Early Career Award, Conference and Course Grant and the Healthcare Early Career Award.

Please do get in touch at Training@ipem.ac.uk for recommendations on professional development activities which are relevant to your specialism.

Successful registration with the HCPC as a Clinical Scientist provides you with the opportunity to become a Full Member of IPEM. This means that you can continue to use the benefits IPEM Membership brings to continue to foster your career and demonstrates your commitment to pursuing the very best in professional achievement in practice, standards, research and development.



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