

# Guidance for Healthcare Science – Scientist Training Program (STP)

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**Sept 2020**

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## Scientist Training Programme (STP) Guidance

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### Introduction

Health Education and Improvement Wales (HEIW) is responsible for education and training to meet the needs of the NHS in Wales. The notes which follow explain the detailed arrangements for the funding of the STP training on an all Wales basis.

The STP is a graduate-entry training programme leading to more senior scientist roles, and registration with the HCPC. STP trainees will be employed by an NHS organisation for the duration of their training and receive a salary.

The STP is a three year, full-time training programme which consists of work-based and academic learning which includes a specifically commissioned and accredited master's degree in their chosen area. Workplace training will be undertaken in a range of settings during the first year, before specialisation in the last two years of training.

STP positions can either be offered for direct entry or in-service applicants.

**Direct entry applicants** are those applicants who enter the training programme without holding a substantive employment contract in the NHS. Trainees hold a three year fixed term contract with their host organisation.

**In service applicants** are those applicants who hold a substantive contact of employment in the specialism for which they are applying. Trainees will be employed and salaried by their employer throughout the programme.

### Funding

HEIW will provide the following financial support for trainees undertaking STP training:

- Initial salary in line with the bottom spine point on Agenda for Change Band 6, (yearly incremental uplifts will be awarded if applicable)
- University tuition Fees
- Accommodation and/or travel expenses incurred from attending a HEI for academic study in line with Agenda for Change Terms and Conditions.

*Please note, when accommodation is required to attend a block of academic study, a return journey will be funded from the students base to the accommodation (at the start of the academic study block, and to return to the students base (at the end of the academic block). Should the trainee choose to return to their base during their academic study block, this will be at the trainee's own expense.*

- Accommodation and/or travel expenses incurred from attending clinical placements where an area of practice is not undertaken by the LHB/Trust. HEIW do not provide funding for accommodation and/or travel expenses incurred whilst on placement with the host LHB/Trust.
- Trainees can apply for additional funding up to £2000 per trainee, in total over the three year programme, for undertaking clinical placements outside of Wales where the achievement of competencies through undertaking clinical placements within Wales is not possible to achieve.

This additional funding cannot be used to support attendance at conferences or workshops, the focus of this money is solely to support the achievement and demonstration of practice based outcomes. Trainees requesting additional funding will be required to demonstrate how this additional learning will enable them to achieve these competencies.

The Additional STP Funding Request Form (Appendix 1) should be completed by trainees to demonstrate how this additional training will support achievement of the identified competencies.

Completed forms should be emailed to [HEIW.EdCommissioning@wales.nhs.uk](mailto:HEIW.EdCommissioning@wales.nhs.uk), for authorisation of additional funding.

The following procedure will apply in respect of the funding of STP trainees:

- a) The NHS Wales employer/host organisation will pay the trainee a salary at the bottom point on agenda for change band 6
- b) Employers/host organisations should seek reimbursement of trainee costs from HEIW by regularly submitting invoices in respect of:
  - The trainee's salary plus employer on-costs for the duration of the three year course (excluding overtime and any enhancements).
  - The cost of travel to the trainee arising from the clinical placement that **exceeds** the daily cost of travel between their **home and their employer's base** providing the course.

***Please note the cost of travel from home to and from the employer's base will not be reimbursed, these costs will be incurred by the trainee.***

- Trainees should submit all travel/accommodation claims to their placement Departmental Head for approval and subsequent payment.
  - Reasonable travel costs are payable in respect of travel to placements within Wales for trainees studying in Wales. No reimbursement of expenses should be made to any trainee undertaking, on request, a placement outside Wales where a placement within Wales would have been available.
  - NHS lease car payments will not be reimbursed by HEIW. If any charges are incurred with lease car return, please contact HEIW finance on [ETfinance.HEIW@wales.nhs.uk](mailto:ETfinance.HEIW@wales.nhs.uk).
  - HEIW will reimburse costs in excess of normal car parking fees incurred by trainees on clinical placements. However, if a trainee normally incurs car parking fees at their employment base, only fees in excess of this amount will be reimbursed.
- a) NHS Employers/host organisations should submit Invoices to HEIW on a monthly basis for the reimbursement of salary and other trainee costs, including a breakdown of those costs.
- b) Invoices should be labelled for the attention of HEIW and submitted to HEIW, Ty Dysgu, Cefn Coed, Cardiff CF15 7QZ or [ETfinance.HEIW@wales.nhs.uk](mailto:ETfinance.HEIW@wales.nhs.uk).

## **Registration**

### **Registered Biomedical Scientists**

Throughout the duration of the STP, individual trainees **MUST** maintain their HCPC registration. Local arrangements should be put in place to ensure this.

Trainees and their employer/host organisation are jointly responsible for ensuring their HCPC registration remains up to date throughout the period of their course

### **Sickness Absence**

HEIW will reimburse the employer's/host organisation's costs associated with trainee absence which occurs during the period of the course. Trainees are

solely responsible for communicating their sickness absence to the HEI and their clinical placement, adhering to their employer's sickness policy.

If due to a break in attending the course a trainee requires an extension of funding in order to ensure successful completion, an application for extended funding must be made by the trainer (not the trainee) to HEIW by completing appendix 2 and returning along with a letter from the National school agreeing to the extension.

Each application will be considered on its merits. Please direct all extension applications to [ETfinance.HEIW@wales.nhs.uk](mailto:ETfinance.HEIW@wales.nhs.uk).

Salaried trainees who are on long-term sickness leave should adhere to their host organisation's sickness policy.

### **Maternity/Paternity Leave**

Trainees should adhere to their employer's/host organisation's Maternity, Adoption, Paternity and Parental Leave policy. Employer's costs arising from a trainee's absence from training due to maternity leave are reimbursed by HEIW subject to an application being submitted by the HEI.

Where a trainee's training needs to be extended as a result of maternity leave, the HEI should formally request additional funding from HEIW by completing appendix 3 and returning to HEIW either by post or email.

### **Annual Leave**

Trainees should adhere to their employer's/host organisation's annual leave policy.

### **Recruitment process**

Posts will be advertised annually on NHS Jobs by HEIW. Interview panels will contain NHS Wales employers who will be hosting the trainees. All successful STP candidates will be required to register with The NSHCS and attend the NSHCS STP induction. HEIW will advise the NSHCS of the trainee names for NHS Wales.

Please see Appendix 4 – Process for Recruitment.

All trainees will be subject to satisfactory employment checks with their employer/host organisation.

## Data Protection

All staff awarded a place must be provided with the HEIW funding letter, and enrolment sponsorship letter. All staff in receipt of funding agree to HEIW sharing their personal information with the education provider they are studying with. Health boards and Trusts must incorporate privacy notices into their application process to ensure compliance with GDPR.

## Contact details

If you have any queries or need further explanation then please email [HEIW.EdCommissioning@wales.nhs.uk](mailto:HEIW.EdCommissioning@wales.nhs.uk) or [ETfinance.HEIW@wales.nhs.uk](mailto:ETfinance.HEIW@wales.nhs.uk)



## Appendix 1 – STP – Additional funding request form

Trainee Information	
Name	
Email	
Contact Number	
Department	
Organisation	
STP Specialism/Route	
Year of study	
Additional Funding Request Information	
Details of clinical placement	
Rationale for requesting additional funding	
Practice Competencies placement will support	
Breakdown of additional funding required (accommodation /travel etc.)	£



<b>Total cost applied for</b>	£
<b>Managers Supporting statement</b>	
<b>Details of any previous additional funding awarded (date and training details)</b>	
<b>Managers Name</b>	
<b>Managers signature</b>	
<b>Date</b>	

For office use only

Number	
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## Appendix 2 - Extension of Funding Request Form

Education Provider:
Employer:
Name of Trainee:
Course:

Date Commenced on Course:
Start Date of Break (dd/mm/yy):
Anticipated Date of Recommencement (dd/mm/yy):
Intake Returning To (mm/yy):
Length of Extension Request:
Anticipated Completion Date on course:

Amount of Additional Funding Requested (£)	£
Bursary / Salary Costs	£
Dependants & Other Allowances	£
Childcare	£
Total	£ <input type="text"/>

1. Please specify reason for trainee's extension request.
  
2. What has the Education/Training officer put in place to mitigate the circumstances leading to the request for additional funding?
  
3. For extensions due to academic reasons does the Course Tutor confirm that a funded extension is likely to lead to the trainee completing the academic element course successfully at the end of this extended period?

YES / NO/ NA delete as appropriate

*I declare that, in my opinion, granting this additional salary funding represents the best value for money option taking account of the level of additional cost and the probability of the trainee qualifying*

**Signed:**

**Date:**

**Note:**

Requests for Maternity Leave will need to be submitted on a BUR101 (MAT) form Appendix 3

Please return completed forms to:

HEIW Ty Dysgu, Cefn Coed, Cardiff. CF15 7QQ

**Email:** [ETfinance.HEIW@wales.nhs.uk](mailto:ETfinance.HEIW@wales.nhs.uk)

***forms will be returned if the detail provided is deemed insufficient***

## Appendix 3 - NOTIFICATION OF TRAINEE MATERNITY LEAVE

### 1. Course Details

Name of Course

Academic Year

### 2. Trainee Details

Trainee's Name

### 3. Maternity Leave

3.1 Start date of Maternity Leave Date

3.2 Anticipated Return Date Date

3.3 Anticipated Course Completion Date Date

### 4. Authorisation (to be completed by the designated officer at the university/college)

Comments:

**I certify that the details shown above are, to my knowledge, correct.**

Signature  Date

### Finance Contact (to confirm payment information):

Name  Tel/Email

BUR 101 MAT

## Appendix 4 Process for Recruitment

