



IBMS Clinical Scientist Certificate of Attainment (Experiential Route)

PROGRAMME SPECIFICATION

INSTITUTE OF BIOMEDICAL SCIENCE

PROGRAMME SPECIFICATION FOR THE IBMS CLINICAL SCIENTIST CERTIFICATE OF ATTAINMENT (EXPERIENTIAL ROUTE)

Title of Programme:	IBMS Experiential Route for Clinical Scientist Registration
Award:	IBMS Clinical Scientist Certificate of Attainment (Experiential Route)
Awarding Body:	Institute of Biomedical Science (IBMS)
Programme Leader:	Alan Wainwright, IBMS Executive Head of Education
Mode of Study:	Flexible, based on evidence of prior experiential learning
Site for delivery:	Flexible, based on candidate's employment
Entry Requirements:	Minimum of an MSc or equivalent academic level of qualification. Employment in a post that requires M level practice in a specialty having completed training and assessment to this level.
Programme learning outcomes:	Health and Care Professions Council standards of proficiency for clinical scientists
Professional Body Reference Standards:	Quality Assurance Agency (QAA) for Higher Education Benchmark Statement: Healthcare programmes (Clinical science) 2004 Modernising Scientific Careers Scientist Training Programme Association of Clinical Scientists competences for clinical biochemistry, clinical immunology and haematology
Statutory Regulating Body:	Health and Care Professions Council
Start date:	January 2018

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1. Context of the Award

- 1.1 Clinical scientists are subject to statutory regulation: initially this was with the Council for Professions Supplementary to Medicine (CPSM) and subsequently with the Health Professions Council (now the Health and Care Professions Council [HCPC]) which became legally established in July 2003. The routes to clinical scientist registration via the award of a Certificate of Attainment have been provided from this time by the Association of Clinical Scientists, and more recently also by the Academy for Healthcare Science (AHCS).
- 1.2 The Institute of Biomedical Science (IBMS) is a professional body for all those working in biomedical science, and, while the majority of its members are biomedical scientists its membership, also includes other healthcare staff such as laboratory support staff and clinical scientists. It has established itself as the main provider of routes to registration as a biomedical scientist and created a post-registration qualification framework to enable the further professional development of biomedical scientists to higher levels of specialised clinical practice, working closely with The Royal College of Pathologists to award jointly qualifications in histopathology dissection and histopathology reporting.
- 1.3 The IBMS has now developed a new and distinct route to registration as a clinical scientist: the IBMS Clinical Scientist Certificate of Attainment (Experiential Route), which will enable individuals who have advanced their scope of practice to demonstrate their eligibility to be registered with the HCPC as a clinical scientist.

The award is offered in three specialist areas of practice:

- Clinical Biochemistry
 - Clinical Immunology
 - Haematology
- 1.4 This award provides an alternative means to support service delivery and enhance patient safety in respect of individuals working in healthcare/biomedical science with a professional practice role at the interface between laboratory diagnosis and clinical practice. It will do this by enabling them to demonstrate that they meet the HCPC standards of proficiency for clinical scientists.

2. Aims of the Programme

- 2.1 The IBMS Clinical Scientist Certificate of Attainment (Experiential Route) programme is intended for individuals with an MSc degree (or equivalent) who have already been trained and assessed as competent to practise in roles that require a high level of professional experience and expertise.
- 2.2 Applicants for the IBMS Clinical Scientist Certificate of Attainment (Experiential Route) do not have to be members of the Institute but are expected to be experienced scientists with a high level of expertise and specialisation. The experiential route will require an applicant to satisfy the IBMS Assessment Panel in their portfolio of evidence that they meet the benchmark standards of proficiency for clinical scientists. This can be demonstrated through a combination of education, training and experience that has already been gained in their professional practice.

3. Rationale

- 3.1 HCPC standards of education state (SET 1.1) that the HCPC Council “normally expects that the threshold entry route to the register for clinical scientists will be: Masters degree for clinical scientists (with the Certificate of Attainment awarded by the Association of Clinical Scientists, or equivalent)”.
- 3.2 In the context of education, training, qualifications and experience, equivalence is said to exist when the outcomes of two processes are directly comparable even though the paths to achieving them are different. When equivalence is shown to exist between an accepted qualification and the alternative qualification and/or experience a person already has, further supplementary education or training is unnecessary.
- 3.3 The IBMS Experiential Route for Clinical Scientist Registration is a pathway that provides an opportunity for experienced practitioners to demonstrate through a combination of education, training and experience already gained in their practice that they meet the standards of proficiency for clinical scientists, and that they have reached the standard required for the award of the IBMS Clinical Scientist Certificate of Attainment (Experiential Route). If successful, the award will give them eligibility to apply for registration with the HCPC as a clinical scientist.
- 3.4 An applicant will not be admitted to the programme unless they are able to confirm their ability to submit evidence that demonstrates that they can meet the standards of proficiency for clinical scientists in their specialty.
- 3.5 To successfully complete the programme, candidates will be required to demonstrate that they have met the threshold standards of knowledge and skills comparable to existing routes to registration as a clinical scientist that meet the HCPC standards of proficiency for clinical scientists (December 2014).
- 3.6 Programme outcomes reflect the philosophy, core values, skills and knowledge base for candidates seeking to demonstrate that they meet the standards of proficiency for clinical scientists. They are informed by the Modernising Scientific Careers Scientist Training Programme (STP) MSc Curriculum for Blood Sciences core areas of practice for a clinical scientist. Knowledge and understanding of key concepts of the disciplines that underpin the education and training have been informed by Quality Assurance Agency (QAA) for Higher Education Benchmark Statement: Healthcare programmes (Clinical science) 2004, and the Association of Clinical Scientists competences for clinical biochemistry, clinical immunology and haematology. Each specialism has a subject-specific curriculum that is based on the Modernising Scientific Careers Scientist Training Programme (STP) MSc Curriculum for Blood Sciences, and learning outcomes described by the

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Association of Clinical Scientists competences for clinical biochemistry, clinical immunology and haematology.

- 3.7 The subject-specific curriculum establishes the foundation for submitting evidence of knowledge and skills to demonstrate how the HCPC standards of proficiency in the IBMS Clinical Scientist Certificate of Attainment Experiential Portfolio have been met.
- 3.8 Each HCPC standard of proficiency is mapped to one or more learning outcomes that reflect the curriculum for the specialty and overall programme outcomes.
- 3.9 Candidates will also have a formal viva voce assessment of their total experience to confirm their eligibility for the award of an IBMS Clinical Scientist Certificate of Attainment (Experiential Route).
- 3.10 Upon award of the IBMS Clinical Scientist Certificate of Attainment (Experiential Route), individuals will be eligible to apply to the HCPC for registration as a clinical scientist. This will give successful candidates the opportunity to apply for access to higher scientific training programmes for which registration as a clinical scientist is required.

4. Programme Outcomes

- 4.1 Based on the STP curriculum for blood sciences, core areas of practice for a clinical scientist are defined as:

4.1.1 Professional Practice

Professional practice must meet the professional standards of conduct, performance and ethics defined by professional bodies (e.g. IBMS) and the regulator (HCPC), and is safe, lawful and effective, and within the scope of practice for the role undertaken, while maintaining fitness to practise.

Personal qualities must encompass communication skills, self-management, self-awareness, acting with integrity, and the ability to take responsibility for self-directed learning, maintaining their own health and wellbeing, critical reflection and action planning to maintain and improve performance.

Graduates must demonstrate the ability to be an independent self-directed learner acting autonomously in a non-discriminatory manner when planning and implementing tasks at a professional level, contributing to the education and

training of colleagues, and providing mentoring, supervision and support as appropriate.

Graduates must demonstrate the ability to work, where appropriate, in partnership with other professionals, often as part of a multidisciplinary team, supporting staff, service users and their relatives and carers while maintaining confidentiality. Similarly, they must demonstrate the ability to work with the public, service users, patients and their carers as partners in their care, embracing and valuing diversity.

4.1.2 Scientific and Clinical Practice

Graduates must demonstrate a comprehensive understanding of the strengths, weaknesses and opportunities for further development of healthcare and healthcare science as applicable to their area of clinical practice, research, audit, innovation and service development, which either directly or indirectly leads to improvements in patient experience, clinical outcomes and scientific practice.

A conceptual understanding and advanced scholarship in their specialism will enable them to critically evaluate and critique current research and innovation methodologies and, where appropriate, propose new research questions and hypotheses.

4.1.4 Clinical Leadership

Graduates must be able to demonstrate scientific and clinical leadership based on the continual advancement of their knowledge, skills and understanding through the independent learning required for continuing professional development.

Crucial to this is the ability to critique, analyse and solve problems, define and choose investigative and scientific and/or clinical options, and make key judgements about complex facts in a range of situations.

5. Curriculum

The integration of knowledge with professional practice and the application of this to the candidate's scope of practice in their specialism will be the basis for assessing other elements of competence to practise as a clinical scientist in the following areas which have been taken from the QAA for Higher Education Benchmark Statement: Healthcare programmes (Clinical science) 2004 and cross-referenced to the HCPC standards of proficiency for clinical scientists.

The curriculum comprises broad generic components and specialist components related to a particular specialty. The generic components include professional practice standards, quality assurance and audit, health and safety, legislation, evidence-based medicine, development in reflective practice, critical thinking and research methods, and are predominately defined by the HCPC standards of proficiency and outcome of the aforementioned QAA subject benchmark statement.

The subject-specific components are defined by the requirements for Masters-level professional practice characteristic of the specialism and based on the Modernising Scientific Careers Scientist Training Programme (STP) MSc Curriculum for Blood Sciences and the Association of Clinical Scientists competences for clinical biochemistry, clinical immunology and haematology.

5.1 Generic Knowledge, Understanding and Skills

5.1.1 A broad understanding of:

- a) The structure and function of the human body, as relevant to practice, together with a knowledge of health, disease, disorder and dysfunction, and pathology;
HCPC SoP 13, 13.1, 13.7, 13.9, 13.10
- b) The role of other professions in health and social care; HCPC SoP 9, 9.1, 9.2, 9.3, 9.4, 13.3, 13.4, 13.8
- c) The theoretical basis of, and the variety of approaches to, assessment and intervention; HCPC SOP 1, 1.1, 1.2, 4, 4.1- 4.7, 5, 5.1, 6, 7, 7.1-7.3, 8, 8.1- 8.10,13, 13.1, 13.2, 13.6, 13.8, 13.11, 13.12, 14, 14.1 - 14.29, 15, 15.1,
- d) The legislation and professional and statutory codes of conduct that affect health and social care practice; HCPC SoP 2, 2.1- 2.7, 3, 3.1- 3.3, 10, 10.1, 10.2, 15, 15.1 - 15.8
- e) Philosophy and policy of health and social care and its translation into ethical and evidence-based practice. HCPC SoP 11, 11.1, 11.2, 12, 12.1 - 12.10
- f) The need to establish and maintain a safe practice environment. HCPC SoP 15, 15.1- 15.8

5.1.2 A detailed knowledge of:

- a) The principles and applications of scientific enquiry, including the evaluation of treatment efficacy and the research process; HCPC SoP 4.2, 4.3, 13.2
- b) The basic science underpinning the modality in which the registrant practises, relevant basic clinical medicine and the fundamental principles of clinical practice; HCPC SoP 13.7
- c) The wider clinical situation relevant to the patients presenting to the specialty; HCPC SoP 13.8
- d) The ways in which professional principles are translated into action through a number of different diagnostic, monitoring, treatment and management approaches, and how to select approaches to meet the needs of an individual; HCPC SoP 1.1, 1.2, 6, 8.1- 8.10, 13.6, 13.11, 14, 14.1- 14.16
- e) The clinical applications of the specialty and the consequences of decisions made upon actions and advice; HCPC SoP 1.1, 2.1- 2.7, 4.1- 4.7, 5.1, 7.1-7.3, 12, 12.1-12.10, 13.9
- f) The evidence base that underpins the use of the procedures employed by the service; HCPC SoP 13.10
- g) The principles associated with a range of techniques employed in the modality; HCPC SoP 13.11
- h) The standards of practice expected from techniques; HCPC SoP 13.12

5.1.2 The ability to:

- a) Identify the clinical decision which the test/intervention will inform; HCPC SoP 14.11
- b) Make judgements on the effectiveness of procedures; HCPC SoP 4.3
- c) Provide interpretation of data and a diagnostic (therapeutic) opinion, including any further action to be taken by the individual directly responsible for the care of the patient; HCPC SoP 14.22
- d) Understand the wider clinical situation relevant to the patients presenting in the specialty; HCPC SoP 13.8

- e) Develop/devise an investigation strategy taking into account the complete clinical picture; HCPC SoP 4.2, 12.7, 14.11
- f) Supervise others as appropriate to areas of practice; HCPC SoP 4.7
- g) Respond to enquiries regarding the service provided when dealing with clinical colleagues; HCPC 4.5, 4.6, 7.3, 8.6
- h) Communicate with patients, carers and relatives, the public and other healthcare professionals as appropriate; HCPC SoP 8.1, 8.2, 8.4
- i) Communicate the outcome of problem-solving and research and development activities. HCPC SoP 8.9

5.2 The subject-specific curriculum is divided into the following sections:

- Clinical Management
- Clinical Physiology and Pathology
- Investigative Techniques and Procedures
- Investigative Disorders

Full details are contained in the Curriculum Handbooks for the individual specialties: Clinical Biochemistry, Clinical Immunology and Haematology.

6. Curriculum Design

6.1. The curriculum, as a framework of knowledge, understanding and skills, is designed to show that those able to demonstrate that they have met the HCPC standards of proficiency for clinical scientists (December 2014) have a strong scientific role with specific clinical elements in a specialist area. The vehicle for doing this is the IBMS Clinical Scientist Certificate of Attainment Experiential Portfolio.

6.2 Each specialism has a subject-specific curriculum that is based on the Modernising Scientific Careers Scientist Training Programme (STP) MSc Curriculum for Blood Sciences (the development of which had input from the IBMS Specialist Advisory panels) and the Association of Clinical Scientists competences for clinical biochemistry, clinical immunology and haematology.

6.3 The subject-specific curriculum is divided into the following sections:

Clinical Management

Clinical Physiology and Pathology

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Investigative Techniques and Procedures
Investigative Disorders

These areas are the basis for the learning outcomes (i.e. statements that describe significant and essential knowledge, understanding and skills that the candidate has achieved and can reliably demonstrate as evidence that the HCPC standards of proficiency have been met). Each learning outcome in the module is mapped to one or more HCPC standards of proficiency in the IBMS Clinical Scientist Certificate of Attainment Experiential Portfolio.

- 6.4 Owing to the overlapping nature of some HCPC standards of proficiency, individual standards have been grouped into modules that relate to areas of practice under two sectional headings: Professional Conduct; and Professional Skills and Standards.

Section 1: Professional Conduct

This is core to the principles of fitness to practise and is defined by standards that relate to professional roles and conduct. The relevant modules grouped under Professional Conduct are:

- Module 1: Personal Responsibility and Development
- Module 2: Equality and Diversity
- Module 3: Communication
- Module 4: Patient Records and Data Handling
- Module 5: Professional Relationships

Section 2: Professional Skills and Standards

This is core to applicants being expected to show that they have the skills and standards required to practise as a clinical scientist.

- Module 1: Application of Professional Knowledge
- Module 2: Health and Safety
- Module 3: Quality
- Module 4: Performing Standard Investigations
- Module 5: Research and Development.

The following table demonstrates the relationship between the core areas of practice for a clinical scientist and the module constituting the IBMS Clinical Scientist Certificate of Attainment Experiential Portfolio.

Core Areas of Practice for a Clinical Scientist	IBMS Clinical Scientist Certificate of Attainment Experiential Portfolio
Professional	<i>Section 1: Professional Practice</i>

Practice	<ul style="list-style-type: none"> • Module 1: Personal Responsibility and Development • Module 2: Equality and Diversity • Module 3: Communication • Module 5: Professional Relationships <p><i>Section 2: Professional Skills and Standards</i></p> <ul style="list-style-type: none"> • Module 1: Application of Professional Knowledge • Module 2: Health and Safety
Scientific and Clinical Practice	<p><i>Section 2: Professional Skills and Standards</i></p> <ul style="list-style-type: none"> • Module 1: Application of Professional Knowledge • Module 2: Health and Safety • Module 4: Performing Standard Investigations • Module 5: Research and Development
Research, Development and Innovation	<p><i>Section 2: Professional Skills and Standards</i></p> <ul style="list-style-type: none"> • Module 1: Application of Professional Knowledge • Module 3: Quality • Module 5: Research and Development
Clinical Leadership	<p><i>Section 1: Professional Practice</i></p> <ul style="list-style-type: none"> • Module 1: Personal Responsibility and Development • Module 3: Communication • Module 5: Professional Relationships

- 6.5 Learning outcomes have been identified for each module and are mapped to the HCPC standards of proficiency within the module. The learning outcomes reflect the philosophy, core values, skills and knowledge-base that are applied through the subject-specific Curriculum Handbooks for each specialty.
- 6.6 These learning outcomes require the candidates to demonstrate the breadth and depth of professional practice relevant to the curriculum. It is through their portfolio of evidence that they demonstrate they have met the clinical scientist standards of proficiency.

7. Assessment Process

- 7.1 The process for the assessment of evidence is based on individual candidates presenting evidence to show how they have attained competence in their current scope of practice through a combination of academic qualifications, professional experience and training already completed prior to acceptance for admittance to the programme for the award of the IBMS Clinical Scientist Certificate of Attainment (Experiential Route).

7.2 Potential candidates will be required to go through a multi-stage application process comprising the following stages:

- Initial application and applicant screening for admittance to the programme
- Compilation of evidence mapped against the IBMS Clinical Scientist Certificate of Attainment Experiential Portfolio
- Assessment of the candidate's portfolio of evidence and mapping document
- Viva voce examination of the application of HCPC standards of proficiency for clinical scientists to the candidate's scope of practice
- Statement of outcomes and award (if appropriate).

7.3 The following documents will be required for **initial application** for admittance to the programme:

- Completed application form
- Description of current role* to confirm the applicant is working at M-level in their specialty and has the ability to demonstrate that they can evidence the requirements of the IBMS Clinical Scientist Certificate of Attainment Experiential Portfolio. This should also confirm that the environment in which the candidate developed their practice prior to application had resources sufficient, appropriate and available to support their development and scope of practice to the threshold level of clinical scientist registration.
- Assessment fee (£300). Please note, unsuccessful applications will incur a £50 administration fee, and the remainder of the fee will be refunded
- Proof of ID (Copy of passport or government-issued photo ID [e.g. driving licence])
- Photocopy of the applicant's qualification certificate(s)
- Photocopy of change of name (if relevant)
- UK NARIC** comparability for any non-UK qualification(s)
- Valid Disclosure and Barring Services (DBS) check***
- Evidence of English language (IELTS level 7), if English not first language
- Completed laboratory training self-assessment form.

* Candidates will only be considered if they are currently working in healthcare science in the UK. Individuals seeking HCPC registration who have worked or are working outside the UK are advised to consult the HCPC directly. Information for this can be found at <http://www.hcpc-uk.org/apply/international/>.

**The National Academic Recognition Information Centre for the United Kingdom (UKNARIC) is used to ensure overseas qualifications are equivalent to those in the UK, and therefore a photocopy of UK NARIC comparability for any non-UK qualification(s) must be included.

*** Applicants who have a conviction outside the UK will be expected to declare this.

Please note: All photocopied ID material and certificates must be signed by the applicant's manager as verification of the authenticity of the document(s).

- 7.4 If the candidate has a disability that might affect the assessment interview, it must be declared upon application, and the panel will be provided with a declaration of disability form. The panel must then consider how to mitigate the effects on the interview and ensure fairness. Any disability that is not declared on the application form cannot be taken into account at interview.
- 7.5 Institute staff will check the application and submitted documentation to confirm the criteria for admittance to the programme have been met. Successful applicants will then be issued with the IBMS Clinical Scientist Certificate of Attainment Experiential Portfolio and Mapping Document and given 12 months from the date of issue to submit a portfolio of evidence. The portfolio of evidence must include:
- Evidence of academic and vocational qualifications where relevant to the standards of proficiency for clinical scientists
 - Evidence of prior structured training and competence assessment appropriate to their current scope of practice
 - Evidence of experiential learning and CPD in their current practice
 - Evidence of their scope of practice (e.g. witness testimonies, case studies, presentations, audits, clinical case work, research projects or collaborations).
- 7.6 Assessment of the evidence provided for the IBMS Clinical Scientist Certificate of Attainment (Experiential Route) will be carried out by peer review: an assessment panel comprising a clinical scientist who will act as the designated lead, a biomedical scientist (both of these specific to the specialty) and a lay representative.

There are two parts to the assessment.

- 7.7 **Part One:** Each member of the assessment pair will determine, on a case by case basis, whether or not the evidence mapped by the candidate to the IBMS Clinical Scientist Certificate of Attainment Experiential Portfolio is at the level required to meet the HCPC standards of proficiency for clinical scientists. They will confirm this for each standard of proficiency. A final collated report will be agreed by the assessors indicating whether or not there is sufficient evidence to initially confirm that the standards of proficiency have been met. This collated report will

make a recommendation whether or not the candidate should proceed to Part 2 based on the following outcomes:

- Outcome 1: Candidate has met all the requirements for mapping evidence against the IBMS Clinical Scientist Certificate of Attainment Experiential Portfolio and may proceed to Part 2;
- Outcome 2: Candidate has partially met the requirements for mapping evidence against the IBMS Clinical Scientist Certificate of Attainment Experiential Portfolio and is required to submit further evidence to address specific standards of proficiency before they proceed to Part 2; Candidates will be advised on the type of evidence that would be suitable to demonstrate that the standard has been met and given a maximum of six months to submit further evidence. Only the standards requiring additional evidence will be reassessed.
- Outcome 3: Candidate has failed to meet the requirements for mapping evidence against the IBMS Clinical Scientist Certificate of Attainment Experiential Portfolio and will need to resubmit their complete portfolio of evidence for full assessment. Candidates will be advised on the type of evidence that would be suitable to demonstrate that the standards have been met. They will not be able to re-apply before 12 months has elapsed. A charge of £100 will apply.

7.8 If the evidence provided has been accepted and a recommendation made for the candidate to proceed to Part 2 of the assessment process, the candidate will be sent a copy of the final Part 1 report by the IBMS and invited to attend a viva voce with the assessment panel. If the evidence provided is not accepted as sufficient and the recommendation in the final Part 1 report is not to proceed to Part 2, the candidate will be advised in accordance with the recommendations of the report.

7.9 In the event that the assessors are unable to reach a consensus opinion on the assessment outcome, the candidate is still referred to Part 2 and areas of concern are specifically examined in addition to other areas of the portfolio. However, in this instance a third assessor will automatically be appointed to the viva panel, with a requirement that they are a registered clinical scientist.

7.10 **Part Two:** A viva voce will be held in order for the panel to explore aspects of the candidate's education and training, and their understanding of the standards of proficiency based on the evidence submitted in the portfolio and questions related to the practice of their specialty, thereby confirming their suitability for the award. Each assessment will normally last about 60 minutes.

The assessors will together produce a final Part 2 outcome report and a recommended outcome of the assessment process for submission to the IBMS Education and Professional Standards Committee.

The assessors will be expected to make one of the following summative recommendations in their report:

- Outcome 1: Candidate has met all of the requirements for the award of the IBMS Clinical Scientist Certificate of Attainment (Experiential Route)
- Outcome 2: Candidate has failed to meet the requirements for the award of the IBMS Clinical Scientist Certificate of Attainment (Experiential Route).

7.11 Following consideration of all reports from Stage 1 and Stage 2 by the IBMS Education and Professional Standards Committee, candidates will be notified in writing of the outcome of their assessment and invited to complete a feedback form to enhance process monitoring.

7.12 If all the necessary outcomes of the programme have been met, the letter to the candidate will include the award of an IBMS Clinical Scientist Certificate of Attainment (Experiential Route) and confirmation that their name has been forwarded to the HCPC and they are eligible to apply for admittance to the register as a clinical scientist.

7.13 Unsuccessful applicants will be allowed one opportunity to resit the viva voce. This will incur a charge of £150.

7.14 Unsuccessful candidates will have the opportunity to appeal on procedural matters related to the assessment process. Appeals must be made within 28 days of the applicant being notified of their assessment outcome. Appeals must be made in writing to the IBMS Executive Head of Education and clearly state the reasons for the appeal with supporting evidence where appropriate. Appeals will be considered by an appeals panel of the external examiner and two HCPC-registered members of the IBMS Council who are not associated with any aspect of the application.

8. Quality Assurance Methods

8.1 Overview

Responsibility for the quality of programmes provided by the Institute ultimately lies with the Executive Head of Education and senior education team, but careful monitoring of this takes place at several other points:

- Executive Head of Education and education team undertake the day-to-day responsibility for programme provision
- A designated clinical scientist advisor will provide advice and support to the Executive Head of Education with respect to the IBMS Clinical Scientist Certificate of Attainment (Experiential Route) programme
- Education and Professional Standards Committee receives quarterly reports on the education workload. It will review copies of assessment panel reports (individual and final Stage 1 report, Stage 2 report and recommendations) and applicant/mentor feedback reports
- Executive Head of Education in conjunction with Education and Professional Standards Committee considers overall issues affecting the quality of the programme on a quarterly basis
- External examiners' reports will provide an annual external assessment of quality measures
- Annual programme report – monitors overall programme performance in each academic session and produces action plans to address any major issues.

8.2 Specific mechanisms for review and evaluation of learning, teaching, assessment and curriculum design.

Advisory panel members provide expertise for the individual specialties. Most of these work directly with service users and carers so their experiences are used to inform professional standards and developments. Advisory panels and the Education and Professional Standards Committee have “Service users and carers” as a standing agenda item for meetings.

Specific processes related to this programme are:

- Applicants are required to produce specified evidence for the IBMS Clinical Scientist Certificate of Attainment Experiential Portfolio SoP 9.3 (Module 5 Professional Relationships) that requires them to reflect on the contribution of service users to their development
- Quarterly workload reports and annual monitoring reports produced by the Education Department for the Education and Professional Standards Committee
- Assessment Panel reports from Part 1 and Part 2 of the assessment process
- Applicant and mentor feedback reports
- Review of the IBMS Clinical Scientist Certificate of Attainment Experiential Portfolio will be initiated by changes to the HCPC standards of proficiency for clinical scientists

- Review of the Curriculum Handbooks for each specialiy will be in response to changes in the standards of proficiency and practice identified by the IBMS Advisory Panels,
 - An external examiner who is HCPC-registered as a clinical scientist will be appointed to produce an annual report taking into account the above reports and monitoring processes
 - A Service User and Carer Engagement Group will ensure service users and carers are involved in the programme and add their voice and perspective to the process of review and continued improvement of the programmes.
- 8.3 Committees with responsibility for monitoring and evaluating quality and standards:
- Education and Professional Standards Committee.
- 8.4 Processes for gaining feedback on the processes embedded in the programme learning experience:
- Assessment reports
 - Applicant feedback report
 - Mentor feedback report.
- 8.5 Professional development opportunities for those involved in various aspects of the programme include:
- IBMS Clinical Scientist Certificate of Attainment Experiential Portfolio assessment panel training days
 - Annual Council and Advisory Panel update and development meetings
 - IBMS training conferences and the biennial Congress
 - Annual/biennial CPD officer update days
 - Local presentations.

9. Support for Candidates and Key Sources of Information

- 9.1 Provided directly by the Institute personnel:
- IBMS education executive team (including via designated email address: equivalence @ibms.org)
 - IBMS education administrative staff
 - IBMS Council (some of whom are members of the Education and Professional Standards Committee).
- 9.2 Provided by other Institute resources:

- IBMS CPD scheme (members only)
- Open access to the IBMS website (www.ibms.org) which includes the following specific programme information:
 - IBMS Clinical Scientist Certificate of Attainment (Experiential Route) Programme Handbook
 - IBMS Clinical Scientist Certificate of Attainment (Experiential Route) Guidance for Candidates
 - Certificate of Competence by Equivalence (Clinical Scientist) Curriculum Handbooks for each specialism.
- A designated forum on the IBMS website for applicants and mentors to exchange ideas and experiences.

9.3 Provided by external resources:

- Applicant's mentor
- Applicant's line manager.

10. Equality and Diversity

The IBMS operates an equality and diversity policy using the *Equality and Diversity Monitoring Form Procedure IBMS QM801 01* and *Equality and Diversity Policy Form IBMS QM801 02*. Forms are available at <https://www.ibms.org/resources/documents/ibms-equality-and-diversity-monitoring-form/>

In relation to this programme, the purpose of the policy is to provide equality and fairness for all in our dealings with applicants seeking assessment of their experiential learning. All applicants for the IBMS Clinical Scientist Certificate of Attainment (Experiential Route) will be treated fairly and with respect. All applicants will be assessed against the evidence provided to show that they meet the HCPC standards of proficiency for clinical scientists. This assessment will be based on a published curriculum. Applicants will be asked to complete an optional equality and diversity monitoring form which will be separated from the other application documents prior to assessment and review, and will be considered as part of the IBMS Equality and Diversity Policy.

11. Complaints Handling System

The IBMS operates a complaints handling procedure which can be found at the following link <https://www.ibms.org/contact-us/customer-service/>

About this document

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