



**IBMS CLINICAL SCIENTIST CERTIFICATE OF ATTAINMENT
(EXPERIENTIAL ROUTE)**

**The Role of Mentors:
Guidance for Candidates and Mentors**

Version 3.1

IBMS Certificate of Attainment for Clinical Scientists (Experiential Route)

The Role of Mentors: Guidance for Candidates and Mentors

Applicants admitted onto the programme must have additional support from a named mentor who is HCPC-registered as a clinical scientist.

Mentors should be identified by the applicant before they complete the application form. Applicants who do not have access to a suitable mentor must contact the IBMS for advice **before** they submit their application form.

The mentor is required to sign a declaration on the application form to confirm they have read and understood information available on the IBMS's website related to the IBMS Certificate of Attainment for Clinical Scientists (Experiential Route) award. The full list of documents is:

Programme Information

- *Programme Specification for IBMS Clinical Scientist Certificate of Attainment (Experiential Route)*
- *Programme Handbook for IBMS Clinical Scientist Certificate of Attainment (Experiential Route)*
- *Clinical Biochemistry Curriculum Handbook for IBMS Clinical Scientist Certificate of Attainment (Experiential Route)*
- *Clinical Immunology Curriculum for IBMS Clinical Scientist Certificate of Attainment (Experiential Route)*
- *Haematology Curriculum Handbook for IBMS Clinical Scientist Certificate of Attainment (Experiential Route)*

Specific to the Applicant/Candidate

- *IBMS Clinical Scientist Certificate of Attainment (Experiential Route) Guidance for Candidates*
- *Application Form*
- *Candidate Monitoring Feedback Form for IBMS Clinical Scientist Certificate of Attainment (Experiential Route)*
- *IBMS Clinical Scientist Certificate of Attainment (Experiential Route) Candidate Final Feedback Form*
- *IBMS Clinical Scientist Certificate of Attainment (Experiential Portfolio)*
- *IBMS Clinical Scientist Certificate of Attainment Portfolio of Evidence Mapping Document*

Specific to the Mentor

- *Guidance on the Role of the Mentor*
- *IBMS Clinical Scientist Certificate of Attainment (Experiential Route) Mentor Monitoring Feedback Form*
- *IBMS Clinical Scientist Certificate of Attainment (Experiential Route) Mentor Final Feedback Form*

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IBMS Clinical Scientist Certificate of Attainment (Experiential Route) Role of Mentors

Purpose of the Mentor

The mentor should be able to provide professional support and guidance for individuals applying for admittance to the programme (the applicant) and, if accepted (the candidate), submission of evidence against the HCPC standards of proficiency. They should be able to help resolve any issues that might occur during the application process or submission of evidence if the applicant is accepted onto the programme. The mentor **does not** have a training role as applicants are expected to have completed their training before submitting their application. Evidence submitted in the portfolio is based solely on prior training and development and therefore must not be generated from additional training that has taken place since they were admitted to the programme.

The mentoring role should be an advisory one and specifically requires them to offer advice on the following:

- 1) Applicants are required to submit as part of their application a description of their current role to confirm they are working at M-level in their speciality and have the ability to demonstrate they can evidence the requirements of the IBMS Clinical Scientist Certificate of Attainment Experiential Portfolio. This should be a statement of no more than 2000 words that summarises the professional training and development they have already undertaken (including relevant periods of secondment), their current role describing *how this is relevant to the role of a clinical scientist** and the subject-specific curriculum. These should come together to indicate primary sources of evidence of knowledge and skills applied in practice. The statement should also confirm that the environment in which the applicant 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. The focus for determining relevant information in the statement should be the detailed knowledge and ability listed in Section 5 of the Programme Handbook.

**Clinical scientist is a protected title regulated by the Health and Care Professions Council which define this as: "A clinical scientist oversees specialist tests for diagnosing and managing disease. They advise doctors on tests and interpreting data and carry out research to understand diseases".*

Mentors should be able to advise the applicant on key points to include in the statement that shows that their experience and role is commensurate with that of a clinical scientist. For instance, the focus should be on the detailed knowledge and ability listed in Section 5 of the Programme Handbook. Similarly, based on their own training experience, mentors should be able to help identify areas of the applicant's development that mirror standards of training for clinical scientists on other HCPC-approved programmes.

- 2) Mentors should familiarise themselves with the curriculum and programme outcomes and the requirements for the provision of evidence to demonstrate how the candidate meets the HCPC standards of proficiency. As it is expected that the candidate can

achieve this based on their qualifications, professional experience and current role without further training post-application, the mentor guides them in the preparation of evidence to show the standards of proficiency have already been met.

- 3) Mentors should understand what constitutes good evidence and be able to offer advice on the appropriateness of evidence for different standards of proficiency. Examples of evidence are set out in the *IBMS Clinical Scientist Certificate of Attainment (Experiential Route)* portfolio.
- 4) Candidates and their mentors are asked to complete a feedback report after three months in order to monitor progress and provide an opportunity for any problems to be highlighted and resolved in a timely manner before the time limit for submission of evidence expires. Mentors should be readily available to support the candidate and offer advice as required. Mentors are able to contact the IBMS to assist them in the provision of guidance.
- 5) Candidates can apply for extensions to periods of evidence collection and portfolio completion by writing to the IBMS Education Department and formally setting out extenuating circumstances for the extension. Extenuating circumstances will be reviewed by IBMS senior education staff and an extension may be granted.

Mentors should be willing to provide support for candidates during periods of sick leave and if necessary liaise with the candidate's employer and/or IBMS in order to support the welfare and wellbeing of candidates once they have been admitted onto the programme.

Applicants and mentors should note that advice on further training in order to produce evidence for the Experiential Portfolio can only be provided prior to submitting the application. As this is an experiential route, all training must be completed before the application, and advice on further training cannot be provided once the candidate has been admitted to the programme.

- 6) Mentors may become directly or indirectly (from the employer) aware of fitness to practice issues with the candidate. Para 4.2.7 in the Programme Handbook states that *"Once accepted onto the programme, applicants are expected to comply with the HCPC standards of conduct, performance, and ethics as these are reflected in the standards of proficiency against which the candidate will be providing evidence from their prior learning and development. Their understanding of the implications of the standards of performance and ethics must be confirmed in the application form. If during the programme the employer or mentor has any issues or concerns about a candidate's profession-related conduct this should be reported to the IBMS. Failure to comply with these standards of conduct, performance and ethics could lead to withdrawal from the programme"*.

As an HCPC registrant, mentors should understand the implications of the HCPC standards of conduct, performance and ethics and be able to recognise behaviour that

does not comply with these standards. Mentors are advised to discuss any concerns with the employer and reach agreement on the action that needs to be taken.

- 7) Mentors should support and be able to advise candidates if they wish to raise concerns about any aspect of their work. They should be able to provide support to learners to recognise situations where service users may be at risk, how to raise concerns and ensure action has been taken in response to the concerns.

About this document

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