

## **Training Guidelines**

These guidelines are designed for training and assessment of students in the workplace following the part-time BSc in Clinical Physiology and are in line with the HPC standards of education and training. Institutions who follow the full-time route are directed to the section of those standards related to clinical placements.

It is the duty of the department responsible for student training to provide an environment which supports the student through the degree programme, encourages self-directed learning and provides safe working practice.

The Training Centre must:

- Provide a safe environment and promote safe and effective practice
  - Ensure that at least one experienced clinical physiologist is available to provide adequate supervision for students at ALL times
  - Provide an adequate number of appropriately qualified and experienced training staff who are fully conversant with the requirements of both the specialist option syllabus and the record of clinical practice. (It is recommended that one assessor should be nominated for a maximum of two students)
  - Ensure that the syllabus and logbook have been thoroughly read and that the department is able to provide its content.
  - Provide access to ALL the procedures within the record of clinical practice. If there are particular investigations that are not available on site, the employer is responsible for organising a secondment to another department, in consultation with the education provider. (Education providers will take responsibility for work placements for full-time students).
  - It is essential for assessors to be competent in the investigations they are assessing. Consequently departments will require specialist assessors within sub-specialities.
  - Ensure that study time is made available during the working day. For each hour taught, it is expected that students will undertake 2 hours of self-directed study. It is recommended that 3½-7½ hours a week should be made available to students in the workplace.
  - Nominate a work-based assessor for each student. This person may also be the trainer. Assessors must possess a relevant and current qualification (For example, D32/D33 or equivalent, CGLI 7407, PGCE, Practical examiners for the relevant professional body, or specialist training deemed appropriate by education providers.
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- Learning resources provided within the department, including periodicals, books and IT facilities (including Internet access) must be appropriate to the curriculum and must be readily available to students and staff
- A range of learning and teaching materials that relate to the respect of the rights and needs of patients and colleagues must be in place. An equal opportunities and anti-discriminatory policy in relation to students, together with an indication of how this will be implemented and monitored should be in place

### **Trainers and work-based assessors:**

Learning, teaching and supervision must be designed to encourage safe and effective practice, independent learning and appropriate professional conduct

Consequently, all training staff:

- must have relevant professional qualifications and experience
- must be appropriately registered; and
- undertake appropriate assessor training.

Training staff should develop a working relationship with the education provider to ensure that they are fully prepared and are able to provide information about and an understanding of the following:

- The learning outcomes to be achieved
  - The assessment procedures including the implications of, and any action to be taken in case of failure; and communication and lines of responsibility
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