

Application for Clinical Endoscopist training programme

There are three parts to this document, which should be read and completed by the clinical endoscopist applicant*, proposed clinical supervisor and an organisation directorate representative.

Part 1. Person specification

Part 2. Application form

Part 3. Proposed training plan and timetable requirements, including contractual agreement for post training employment

Please make sure you carefully read Part 1. Person specification, and if the individual meets the criteria, proceed to Part 2 and 3 and complete the application form and the training plan.

Please return the signed and completed document to the HEE office via email on diagnosticsprogramme@hee.nhs.uk

HEE, both national and regional organisations, wish to facilitate successful applications to provide opportunities to increase the Clinical Endoscopist workforce. Please contact diagnosticsprogramme@hee.nhs.uk for support and advice.

There is also information available at <https://hee.nhs.uk/our-work/hospitals-primary-community-care/diagnostics/endoscopy/clinical-endoscopist-training-programme>

* If your trust would like to put someone forward for the programme, but a trainee has yet to be appointed or selected, provided a named individual will attend the selection day and will be in post at the start of the programme, you are invited to submit a 'managers application'. Further information regarding this is below.

A 'Managers application' will be considered in the following circumstances:

- *The organisation has a plan to support a yet to be appointed applicant **or***
- *the organisation is undertaking internal interviews to determine the most suitable applicant **or***
- *the organisation is planning a long term strategy for workforce development and wishes to make an application for a future cohort*

If you wish to make a 'manager's application' please leave the applicant details section below blank. This information will need to be completed and, where possible, submitted 1 week prior to the selection day. The organisation must complete part 3 and ensure the trainee that is appointed/selected to apply meets the requirements set out in part 1.

Please note: all submitted personal data will be recorded securely and shared solely with individuals and groups associated with HEE's clinical endoscopy programme as necessary for the purposes of participating in the programme.

Part 1. Personal specification for trainee Clinical Endoscopist and organisation

REQUIREMENT	ESSENTIAL CRITERIA
Organisational requirements	<ul style="list-style-type: none"> • Directorate agreement to 30 weeks in house and national training of Clinical Endoscopist • Agreement to facilitate 20 hours/ week training time (may be reasonable and agreed combination of work and home study hours) during programme • Consultant medic eg consultant physician or surgeon supervision of trainee during the programme and to deliver 50% of the training lists • Agreement to facilitate training opportunities, including a minimum of two dedicated endoscopy training lists per week, with additional lists as required to achieve programme completion • Agreement for trainee to undertake a minimum of one endoscopy service/ screening list per week post programme
Trainee requirements	<ul style="list-style-type: none"> • Any registered health care professional in the organisation, or to be appointed eg RN, ODP, Radiographer • Degree level education or studying towards this e.g. BSc registrable qualification, post registration level 6/7 module e.g. non medical prescribing course, mentorship, Specialist professional module • Agreement to undertake the Clinical Endoscopist programme within the 30 week timeframe • Agreement to remain within the organisation for a minimum of 2 years post training, as per Health Education England's requirements
Personal experience and knowledge	<ul style="list-style-type: none"> • 2 years post registration experience • Evidence of managing a caseload or care group in a clinical setting <u>or</u> responsibility for day to day supervision and co-ordination of staff in a clinical setting <u>or</u> delivering delegated delivery of care to a group of patients undergoing clinical procedures <u>or</u> planned development of new clinical role to deliver endoscopy services • Be a reflective practitioner, keen to embrace a new skill set and act as a pathfinder for their organisation • Knowledge of quality assurance, audit or research • Knowledge and understanding of confidentiality issues • Knowledge and understanding of clinical governance, risk management, and consent • Knowledge and understanding of equality and diversity

Part 2. Application form

Please note – HEE collect your personal data to administer the Clinical Endoscopist Training Programme. We share this data with HEE regional teams and those involved in the delivery of the training as appropriate.

The legal basis for collecting the data is our legitimate interest – we require this data in order to provide the training programme.

We request an alternative email address as access to the SLATE e-learning course is often blocked by trust IT systems.

Please type responses in the appropriate boxes below.

Main organisation providing training and supervision.

Site name eg Hospital or Endoscopy Site	
Organisation name eg Trust or Provider.	

Cohort being applied for

Cohort	Application Deadline	Induction Date	Tick box
10	25 February 2019	2 April	
11	29 July 2019	1 October	

Applicant details – unless making a ‘manager’s application’

Title		
First name		
Surname		
Registration number (e.g. NMC/ HCPC)		
Work email address		
Alternative email address for SLATE		
Phone number	Work	
	Mobile	
Contact address	Line 1	
	Line 2	
	Line 3	
	Line 4	
	Postcode	
Where did you hear about this programme?		

Current role details – if known

Current job title	
NHS band or estimated equivalent	
Department currently employed within	

CE Programme Application Form

Briefly describe your current position and main or significant responsibilities

Please provide us with a brief and relevant biography that describes your career to date

Please provide us with a brief summary of your registration and/or post registration qualifications only. Trainees must have undertaken/ be undertaking level 6 study prior to starting the programme. *Please do not include local study days or meetings and courses.* Add additional rows if required.

Code (if applicable)	Full name of qualification/ module	Name of awarding academic institute	Qualification level	Start date	End date

Please describe your reasons for applying for this programme

Please describe the agreement your role will be when you successfully complete your Clinical Endoscopists training.

Training modality

The programme provides intensive training leading to JAG certification in either Flexible sigmoidoscopy or Upper GI (OGD).

Please indicate below which modality you wish to apply for.

Flexible Sigmoidoscopy / Upper GI (OGD)

Endoscopy experience

Please add the total number of endoscopy procedures you have completed (as an endoscopist) to date (if any):

Note: this programme is for those wishing to training either a first or a new additional endoscopy modality. As a result applications are only accepted from individuals who have completed a maximum of **20** total lifetime procedures in the modality they wish to train in.

Upper GI (OGD)

Flexible sigmoidoscopy

Colonoscopy

Part 3. Proposed training plan

Training plan.

Please complete as fully as you are able to at the point of application. The plan must include your clinical supervisor.

Action	Outcome	Responsible person
Weekly training and timetable matrix completed. To have minimum 2 dedicated training lists per week		
Alternative plan for list availability when student or supervisor are away eg basic skills course/ on call cover etc		
Escalation and contingency plan eg sickness/ numbers not being achieved		
Plan for known changes to service delivery eg unit refurbishment/endoscopist leaving		
Identification of ad hoc lists		
Trainers to be informed of supporting role and requirements for programme completion eg DOPS completion		
FS only Polyp exposure planning to ensure DOPyS completion		

Weekly planned training timetable

Please identify dedicated training lists, ad hoc lists, study time etc

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

Evening							
Personal study time							

Additional information to support or clarify weekly training timetable

Application support

This section is to be completed by your line manager, relevant clinical supervisor/ lead and mentor. In order to apply for the programme each trainee is required to have backing from their service.

The programme is a 30- week blended learning programme comprising a number of elements, including formal teaching, online learning, the submission of an academic assignment, and completion of the HEE competence portfolio. A further key aspect of the programme is that trainees will need to be supported by their employing trust to complete JAG Certification within the 30 weeks timeframe with a minimum of two dedicated training lists per week. Following completion, a minimum of one service list a week is required. It is important that you understand this expectation and are able to support this application.

Applicants are selected to undertake this training will be expected to work in their employing organisation's endoscopy unit for two years after completing this programme or will be asked to refund all or some of the costs of their training. If the applicant is selected for training, an addendum to their local contract will be issued with a formal Learning Agreement before they start the programme.

The Clinical Supervisor must be a Consultant Grade Doctor meeting JAG Training The Trainer Requirements.

Health Education England governance for this programme and final competence sign off requires the Clinical Supervisor to be a Consultant Grade Doctor registered with the GMC. The Clinical Supervisor cannot delegate the responsibilities of the role or endoscopy training to another person, and act only as a distant or nominated supervisor.

This is an accelerated training programme, leading to independent advanced clinical practice within thirty weeks. The Clinical Supervisor is therefore required to undertake around 50% of the training lists with the trainee, maximising learning opportunities for endoscopic and non technical endoscopic skills, pathophysiology, pharmacology, GI disease, co morbidity and complications, and clinical decision making. Organisations may choose to job share this role between two consultants, and provide additional supportive lists with other medical or nurse endoscopists.

A senior nurse will also be required to act as mentor throughout the programme.

Each trainee participating in the programme must nominate a senior nurse mentor. This should be a senior, experienced nurse endoscopist, a senior advanced practice nurse, or a directorate level nurse. They must have mentorship experience at advanced practice level. Their role will be to support and facilitate your development to become a Clinical Endoscopist.

The RCN Toolkit Guidance for Mentors of Nursing Students and Midwives should be used and submitted if required as evidence: www.rcn.org.uk/__data/assets/pdf_file/0008/78677/002797.pdf

Your chosen mentor should have a minimum of first level degree education. If the mentor is a nurse

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endoscopist, they should either have JAG certification or be able to evidence endoscopy key performance indicators in line with GRS requirements.

If required, HEE can provide mentor support from a senior nurse endoscopist.

Please confirm, by completing the below, that you have clinical, managerial and organisational agreement in principle to:

- **Support this application and provide the applicant with ongoing support necessary to complete the requisite training**
- **Provide the applicant with a minimum of two dedicated training endoscopy lists a week to contribute to expanding endoscopy provision**
- **Provide for the applicant to undertake a minimum of one endoscopy service/ screening list per week post programme.**

Clinical supervisor/service lead – please advise how many endoscopy lists per week you would plan the applicant to deliver **on completion of training**

Managerial/ Directorate lead	Printed name	
	Job title	
	Email address	
Clinical Supervisor with TTT qualification or equivalent This must be a medical/surgical consultant. Other trainers may support this role.	Printed name	
	Job title	
	Email address	
	I confirm I will attend the induction day	
Nurse Mentor This must be a senior nurse endoscopist	Printed Name	
	Job title	
	Email address	
Director of Nursing. Contact details only required	Printed name	
	Email address	

If your organisation is interested in nominating suitable applicants for future cohorts, and would like to ask questions or leave comments, please complete this [Expression of interest form](#). The HEE team will be happy to get back to you to discuss details.

Applicant sign off (if known)

A successful application for this training will be taken as a commitment by you to complete the training and contribute to your local endoscopy service by performing endoscopy lists.

Printed full name	
Date	