

**Application for Accreditation of a Training Centre for IPEM’s Clinical Technologists Training Scheme**

Record of changes to **Application for Accreditation of a Training Centre for IPEM’s Clinical Technologists Training Scheme**

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| Section number | Log of changes since last issue date | Responsible person for authorising changes  |
|  | Tick box to confirm consent to IPEM storing data added  | Anna Glavocih |
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This application form should be completed and then signed by the person who is to act as the Training Co-ordinator for the training centre and the Head(s) of the Department(s) which are participating in the application. The form should be returned to the IPEM office in York. In order to complete the accreditation a site visit by an IPEM audit team may be requested.

[ ]  Please tick to confirm your consent to IPEM storing and processing your data

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| **1. INFORMATION ABOUT YOUR CENTRE** |
| 1.1 Name of the centre/consortium *(give details of any quality standard achieved)* |
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| 1.2 Is the application from a consortium?  | Yes/No |
| 1.3 If the application is from a consortium, name all the participating Departments and Hospitals.  |
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| 1.4 Give the full name and address of the co-ordinating Department |
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| 1.5 How do you propose to ensure recruitment of trainees of appropriate ability? |
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| 1.6 How many new trainees per year do you plan to take?   | IN POST |  |
| SUPERNUMERARY |  |
| **APPLICATION FOR RENEWAL ONLY.** If this application is for renewal of accreditation, please state: |
| 1.7 The number of accredited years in most recent accreditation period |  |
| 1.8 The number of trainees trained in that period |  |
| 1.9 The number of trainees who obtained Cert / DipIPEM (T) in that period |  |

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| **2. ORGANISATION** |
| Training Co-ordinator details |
| Name |  |
| Department |  |
| Hospital |  |
| Subject Area |  |
| Job Title |  | Staff Grade |  |
| Professional Membership |  |
| Grade of Membership |  | Membership number |  |
| Address *(if different to that given in 1.4)* |
|  |
| Postcode |  |
| Telephone |  |
| Email |  |
| 2.1 What proportion (w.t.e.) of the Training Co-ordinator’s time will be available for this task? |
|   |
| 2.2 What is the total complement of Clinical Technologist, Scientists and/or Engineers in the Department/Consortium?  |
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| 2.3 Please attach a description of the organisation of training within the Department/Consortium including an organisation chart. The organisation of training is an important part of the assessment for accreditation. Centres must ensure that there is a consistency of training across a department or consortium. Centres who are a consortium must demonstrate the advantages of the consortium arrangement for the trainee. Centres must demonstrate that the day to day organisation of training is managed well.Please confirm the information above has been attached [ ]  |
| **3. SUBJECT AREAS TO BE OFFERED – complete this section for each location** |
| Give details for all areas of training for which accreditation is sought (please note the shaded areas cannot be selected).Complete section 3.1 to provide a summary of the major subject area/s within each hospital.For each subject area applied for please complete section 3.3 describing recent relevant work within the Centre/Consortium.For each Subject Area applied for (Section 3.3) please complete Section 3.4 the Training Supervisor details for each Supervisor in that subject area, please enclose details for each Supervisor (at least one Supervisor must be identified for each area). ***Note :- all centres must cover core subject areas of training*** |
| Area of Training |
| Subject Area | Competency Level (please tick) |
|  | Acquaintanceship | Extended or Restricted Practice | Major Subject |
| Basic Core Subjects (e.g. Health and Safety, basic IT skills, patient care, hospital practice, quality systems, basic Anatomy and Physiology) | All trainees, regardless of the level being followed, should undertake the core competencies. Accreditation of prior learning or experience may be applied where appropriate |
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| *Major subject areas, defined by the current Scope of Practice* |
| Medical Engineering |  |  |  |
| Nuclear Medicine  |  |  |  |
| Radiation Engineering |  |  |  |
| Radiation Physics |  |  |  |
| Radiotherapy Physics |  |  |  |
| Rehabilitation Engineering  |  |  |  |
| Renal Technology |  |  | Training delivered through the ART Training Scheme |
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| *Subjects outside of the current Scope of Practice or considered to be a subset of a major subject area* |
| Bone Densitometry |  |  |  |
| Equipment Management |  |  |  |
| Information Management & Technology |  |  |  |
| Nuclear Medicine Clinical Investigations  |  |  |  |
| Mechanical Engineering |  |  |  |
| Physiological Measurement |  |  |  |
| Radio-Pharmacy |  |  |  |
| Ultrasound QA |  |  |  |
| Vascular Ultrasound |  |  |  |
| Other (Please Specify) |  |  |  |

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| **3.1 SUBJECT AREAS TO BE OFFERED SUMMARY – complete this section for each hospital** |
| Hospital Name | Major Subject Area | Acquaintanceship | Extended or RestrictedPractice |
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| **3.2** **CORE COMPETENCIES** |
| Describe how the Centre will deliver the core competencies. |
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| **Please group section 3.3 and 3.4 TOGETHER for each subject area** |
| **3.3 Subject Area:** |
| Give details of the scope of work undertaken e.g. types of clinical procedures or equipment serviced, the annual workload and the major equipment available for training. Include a typical training plan on a separate sheet that must show clearly how the relevant educational underpinning knowledge and practical competencies are to be delivered.  |
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| **3.4 TRAINING SUPERVISOR DETAILS** |
| Name |  | Subject area(s) |  |
| Department |  | Hospital |  |
| Job Title |  | Staff grade |  |
| Relevant qualifications |  | Where obtained | Date obtained |
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| Professional memberships |  | Grade of membership |  |
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| ***Supervisors must be an IPEM Full Member or Fellow; OR registered on the RCT as a Clinical Technologist in a Medical Physics or Clinical Engineering role*** |
| Employment history |
| Post |  | Employer | Dates |
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| Relevant experience in SUBJECT AREA and in TRAINING |
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| How much time will you spend with trainees whilst they are working in your subject area? |  |
| Number of other registered technologist or equivalent supporting this area (at least 2 others are required) |  |

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| **4. EDUCATIONAL FACILITIES** |
| 4.1 What separate space and facilities are available to trainees for study at each major site in the Centre/Consortium? |
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| 4.2 Please give details of regular scientific/technical meetings within the department/consortium |
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| 4.3 Which course(s) will trainees attend (if known) |
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| 4.4 Indicate established links with any other academic institutions |
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| 4.5 What other teaching commitments does the department have? *(e.g. for medical staff, nurses, undergraduates etc.)* |
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| **5. TRAINING SCHEME STRUCTURE** |
| 5.1 Training requirements often extends beyond the area of work that is required for a technologist in a particular role. Does the centre support this training? This is particularly true when training is also aimed at allowing the trainee to become eligible to join the Register of Clinical Technologists (The RCT). |
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| 5.2 The training scheme requires that each training application should be accompanied by a detailed training plan, which covers all aspects of the training criteria to be met. Where there is not the capability to deliver all the training within a centre, will the centre make arrangements so that the trainee(s) will be able to receive this training elsewhere. |
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| 5.3 There is guidance as to what is required in order to fulfil the IPEM training scheme. This includes the requirement to keep a training portfolio, hold formal training meetings between Supervisor and Trainee, keeping a logbook etc. Will any internal controls be in place to monitor the training within the department? |
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| 5.4 Will there be a formal allocation of time for the trainee to complete training tasks e.g. writing up portfolio, researching information, self-study etc. If so how much and how regular. This is in addition to formal and informal training provided in the workplace or at educational establishments. |
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| 5.5 The training scheme is organised to be mutually beneficial for those taking part and can only run with the support of accredited training centres.  **Please provide the name, email address and scope of practice of at least one appropriate staff member for each of the major subjects in which you are seeking accreditation to act as an IPEM Clinical Technologist Training Scheme Moderator.**  Full training will be provided for this professional contributor role and all expenses relating to the role will be covered by IPEM.  Accreditation will not be granted without this support. |
| Moderator name: | Email address: | Scope of Practice: |
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| **6. COMMENTS** |
| Are there any other aspects not addressed above which you wish to bring to the attention of the Accreditation Panel? |
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Please ensure this application bears the physical signatures of the Training Coordinator and the Heads of each department concerned:

Signed (Training Co-ordinator) Name Date

Signed (Heads of Departments in Name Date

 Centres/Consortium)

When completed this form should be returned by email to:

**IPEM Workforce & Training Department**

**training@ipem.ac.uk**

**Privacy Policy**

# **Overview**

The Institute of Physics and Engineering (IPEM) and its subsidiary IPEM Enterprises Ltd is committed to protecting your privacy. This privacy notice explains how IPEM will use any personal information we collect from you and what rights you have.

# **Data controller**

The Data Controller is the Institute of Physics and Engineering in Medicine. Our Registration Number in the Data Protection Public Register is Z6395648. You can contact the data controller by emailing office@ipem.ac.uk; writing to us at our registered address; or by telephoning us on 01904 610821. The data protection lead is Claire Sharpe and she can be contacted by emailing claire@ipem.ac.uk

# **What Information we collect about you**

This section shows groups of people whom we collect information about. It then details (for each group) how we collect your data; what we use your personal information for; the legal basis for processing; how long we keep it; categories of personal data; and who we share your data with.

## **Professional Contacts**

### How we collect your data

We collect data about you in a variety of ways, starting at the point you either first contact or we first contact you regarding a professional common interest.

### **Purposes of the processing**

Personal information which you supply will be used to enable us to contact you about our common interest.

### **Legal basis for processing**

We process your information under the legitimate interest basis for processing your data.

### **Legitimate interest**

Professional Contacts expect us to keep their data so that we can contact them regarding current or new professional common interests.

### **Data retention period**

We will keep an electronic record of you while we have a relationship with you + 3 years.

### Categories of personal data

*Personal Details*

* Name
* Work Address
* Work Email Address
* Work Telephone Number
* Work Mobile Number
* Name of Employer
* Employer Address

### **Who we share your data with**

We share some of your data with other organisations and individuals who process data on IPEM’s behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes.

**3.1.7.1 With our IT software and IT support service providers**

We share your personal data that we hold with our IT providers and IT support Service Providers to ensure that you get the best possible service.

# **How we will keep your data safe**

We take appropriate security measures, including to ensure that we keep your information secure, accurate and up to date, and that we only keep it for as long as is reasonable and necessary.

# **Your rights**

You have rights under data protection law that you can exercise against IPEM but these do not apply in all circumstances. You can exercise those rights free of change except in very limited circumstances, which will be explained to you if relevant.

For more information about all these rights, and how to exercise them against IPEM, please contact the Head of Operations and Finance who will be able to tell you more.

Here is a short description of your rights:

## ***Right to lodge a complaint with a supervisory authority***

You have the right to lodge a complaint with a supervisory authority, the Information Commissioner (ico.org.uk) who can be contacted on 0303 123 113.

## ***Right of access (Article 15)***

You have the right of access to your personal data, to obtain confirmation that it is being processed, and to obtain certain prescribed information about how it is processed.

## ***Right to rectification (Article 16)***

You have the right to obtain from us, without undue delay, the rectification of inaccurate personal data concerning you. Taking into account the purposes of processing, you shall have the right to have incomplete data completed. **This can usually be done easily on the MY IPEM section of the IPEM website (ipem.ac.uk) or by emailing** membership@ipem.ac.uk

## ***Right to erasure ‘the right to be forgotten’ (Article 17)***

In certain circumstances, you have the right to have your personal data erased. It is unlikely to be possible to do this if, for example, IPEM has a legal duty to retain or process your information.

## ***Right of restriction of processing (Article 18)***

In certain circumstances, you have the right to obtain from IPEM a restriction of processing.

## ***Notification obligation regarding rectification or erasure or restriction of processing (Article 19)***

We will communicate any rectification or erasure of personal data concerning you to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort.

## ***Right to data portability (Article 20)***

In certain circumstances you will have the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used machine readable format and you will have the right to transmit this data to another organisation.

## ***Right to object (Article 21)***

You have the right to object, on grounds relating to your situation, at any time to processing of your personal data, which is based on the legitimate interest basis for processing. We will no longer process the personal data unless we can demonstrate a compelling legitimate ground for the processing which overrides your interests, rights and freedoms.

## ***Right not to be subject of automated decision-making (Article 22)***

You have the right not to be a subject to a decision based solely on automated processing including profiling, subject to certain exclusions. IPEM does not make any automated decisions.

# **Changes to this privacy notice**

This notice was last updated on 25 May 2018. IPEM may amend this privacy notice from time to time to keep it up-to-date or to comply with legal requirements. If you have access to the internet, you should regularly check this privacy notice. If necessary, you may be notified of changes. Your contact details (as previously described) would be used for this purpose, based on the legal basis of compliance with legal obligations or legitimate interests (or both as relevant).