

## CURRICULUM REVIEW GROUP ROLES AND RESPONSIBILITIES

**Level:** STP

This document sets out the roles and responsibilities for the National School of Healthcare Science Curriculum Review Groups.

### Purpose of the Curriculum Review Group

To write for the Specialist STP Curriculum, scientifically relevant, current content which meets the appropriate standards and guidance.

(Components of the curriculum are defined in the Appendix 1)

### Curriculum Review Group Establishment

Curriculum Review Groups will be convened by NSHCS as required. The group is expected to be active for approximately 12 months.

### Curriculum Review Group Membership

#### Specialty Lead Editor

- The Specialty Lead Editor is appointed by the NSHCS and will be paid for activity at the HEE rates (Appendix 2)
- Experience
  - Registered Clinical Scientist or equivalent, currently practising and engaged in the advancement of the specialty
  - Significant post registration experience (minimum of three years)
  - Involvement in the delivery of the STP in the workplace, (involvement in delivery of the programme at an HEI provider would be beneficial)
- Responsibilities
  - To take overall responsibility for the specialist curriculum review for the subject area, ensuring consistency, coherence, scientific relevance and timely completion
  - To provide joint chairmanship of Curriculum Review Group Meetings with the NSHCS
  - To invite suitably qualified, active professionals to form the membership of the Curriculum Review Group, including,
    - Speciality Writers representing the full scope of the profession
    - HEI provider representative(s)
    - Professional body representatives, where possible as an additional function of the Speciality Lead Editor or Specialty Writers
  - To seek additional expert advice where required
- Commitment
  - A minimum of four face to face Curriculum Review Group meetings over a period of 8 months, and two further review meetings with NSHCS in person or virtually.
  - Allocate time to write and review curriculum content independently
  - Allocate time to write and review associated curriculum documents independently

### **Specialty Writers**

- Writers will be invited to join the Curriculum Review Group by the Specialty Lead Editor
- Travel and reasonable expenses will be reimbursed (Appendix 2)
- Experience
  - Registered Clinical Scientist or equivalent actively practising in the appropriate specialty
  - Post registration experience (minimum of two years)
  - Involvement in the delivery of the STP in the workplace
- Responsibilities
  - To draft scientifically relevant content for the Specialist STP Curriculum working within the STP structure in a timely manner
- Commitment
  - A minimum of four face to face Curriculum Review Group meetings over a period of 8 months
  - Allocate time to write and review curriculum content independently, usually taking responsibility for one module, dependent on expertise

### **HEI Representative(s)**

- Representatives from HEI providers will be invited to join the Curriculum Review Group by the Specialty Lead Editor
- Travel and reasonable expenses will be reimbursed (Appendix 2)
- Experience
  - Employed as an academic by an HEI delivering an STP degree
  - Involvement in the delivery of the STP programme at the HEI provider
- Responsibilities
  - To provide insight and guidance on the academic component of the curriculum including scientific relevance and practical aspects of delivery
- Commitment
  - A minimum of four face to face Curriculum Review Group meetings over a period of 8 months
  - Allocate time to review curriculum content independently

### **Patient and Public Involvement Representative**

- Assigned by the NSHCS from members of the Curriculum Review PPI Group (Appendix 3)
- Experience
  - Experience as a lay or PPI representative in an education and/or healthcare environment
  - Completed Curriculum Review Induction provided by NSHCS
- Responsibilities
  - To provide lay guidance and insight on curriculum content from a patient and public viewpoint. Ensuring the patient is at the heart of the Scientist Training Programme Curriculum, in accordance with the principles of the NHS Constitution
- Commitment
  - As required by the specialist Curriculum Review Group who will meet a minimum of four times over a period of 8 months
  - Allocate time to review curriculum content as requested

### **NSHCS Curriculum Team Responsibilities**

To support Curriculum Review Group members in carrying out their roles and responsibilities, the NSHCS Curriculum team will;

- Provide Curriculum Review Group secretariat
- Provide joint chairmanship of Curriculum Review Group Meetings with the Specialty Lead Editor
- Provide guidance on curriculum development and review processes and practice and facilitate drafting of curriculum content in a timely manner
- Provide and facilitate an online workspace

### **Curriculum Review Group Confidentiality**

Curriculum Review Group members are expected to maintain appropriate confidentiality during the curriculum review phase.



### **Curriculum Review Group- Future Curriculum Review**

Members of the Curriculum Review Group may be invited to participate in ongoing Annual and Periodic Review of the curriculum (terms to be confirmed).


## APPENDIX 1 –SPECIALITY STP CURRICULUM COMPONENTS

Document	Template Responsibility	Completion Responsibility
Programme Overview	NSHCS	Curriculum Review Group
Module Specification	NSHCS	Curriculum Review Group
Stakeholders Review Nominations	NSHCS	Curriculum Review Group
HCPC SOPs Mapping	NSHCS	NSHCS and Lead Editor
Stakeholders Review Response	NSHCS	NSHCS and Lead Editor
Curriculum Library	NSHCS	NSHCS
Health Careers Website Profile	Health Careers team	NSHCS and Lead Editor

## APPENDIX 2 – PAYMENT AND EXPENSES

Document	
HEE Midlands and East rates	 Midlands and East rates 12 04 16.pdf
NSHCS Non Staff Expenses form	 NSHCS Non Staff Expenses form - Lay 1

## APPENDIX 3 – CURRICULUM REVIEW PATIENT AND PUBLIC INVOLVEMENT GROUP

Document	
Curriculum Review Patient and Public Involvement Group - Roles and Responsibilities	 Curriculum Review Patient and Public In