

AHCS

External Examiner Scientist Training Programme (STP) Certificate of Equivalence Role Descriptor

Version:	2.2
Date:	March 2025
Doc Ref:	#095
Review date:	March 2028

Version number	Purpose/Change	Author	Date
2.2	Final document for publication	Elaine Jenkins	March 2025

The appointment of the External Examiner for the STP Certificate of Equivalence

1. The External Examiner is responsible to the Academy for Healthcare Science' (AHCS) Education, Training and Standards Committee.
2. Applications should comprise a detailed CV and a covering letter/email.
3. Applications are reviewed against the selection criteria by the Academy and a recommendation for appointment taken to the Education, Training and Standards Committee for approval. Interviews will take place if there is more than one candidate who meets the selection criteria.
4. The selection criteria for appointment are:
 - a. registered Clinical Scientist
 - b. independent of the AHCS
 - c. knowledge and understanding of the requirements of the outcomes of the National School of Healthcare Science accredited Scientist Training Programme (STP)
 - d. competence and experience in one or more of the specialties covered by the programme
 - e. competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures
 - f. sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of peers and, where appropriate, professional peers
 - g. familiarity with the standard to be expected of applicants to achieve the award that is to be assessed
 - h. awareness of current developments in the design and delivery of relevant STP curricula
 - i. research active (desirable).
5. The period of service as an External Examiner will normally be for a maximum of four years.
6. The AHCS reserves the right to terminate the appointment of an External Examiner prematurely in the following circumstances:
 - a. non-submission of reports within the specified timescales
 - b. non-fulfilment of other duties outlined in the procedures
 - c. where in the AHCS's judgement a situation arises compromising either the AHCS's reputation or the good standing of the External Examiner
 - d. where the AHCS role changes with regards to the Equivalence process.

7. The Academy will inform the successful and unsuccessful candidates for the appointment.

Duties of the External Examiner

8. To participate fully in the AHCS annual quality review of the STP Certificate of Equivalence programme, providing an independent view on the processes that assures the quality of the programme. The activity will normally include the review of a sample of STP Equivalence applications and assessments; and the review of programme handbook, guidance documents, the draft Annual Quality Review Report, review training materials, and other documentation as requested.
9. To provide informative comment to the Regulation Board as to whether or not the STP Certificate of Equivalence programme continues to meet the Health and Care Professions Council's (HCPC) Standards of Education and Training, and Standards of Proficiency for Clinical Scientists.
10. To provide an annual External Examiner's report in sufficient time for consideration by the Education, Training and Standards Committee. Timelines will be agreed with AHCS ahead of the annual quality review process.
11. To attend the Education, Training and Standards Committee to discuss the External Examiner report and any outcome of the Annual Quality Review if requested.
12. To provide commentary on any developments to the STP Certificate of Equivalence Programme such as changes in process or guidance documents.

Fees and Expenses

13. The AHCS will pay reasonable expenses in accordance with its expenses policy (available on request).
14. The AHCS will pay an honorarium of £400 to the External Examiner on receipt of his/her report for the annual quality review of the STP Certificate of Equivalence Programme.

Dispute Resolution

15. Where there are irreconcilable differences between the External Examiner and Regulation Board, AHCS will endeavour to resolve the dispute internally through a meeting between the External Examiner and members of AHCS Executive Board.
16. In extreme circumstances the AHCS will go to external arbitration through the appointment of an appropriate expert in the discipline considered acceptable as an arbitrator to both the External Examiner and the AHCS. The decision of such an external arbitrator will be final.