

# **IPEM**

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Engineering in Medicine

## **Clinical Technologist Training Scheme Training Centre Accreditation Handbook**

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*This handbook provides comprehensive information about the accreditation process for the IPEM Clinical Technologist Training Scheme. For an overview of the scheme, please see [IPEM Trainee Prospectus](#). Any questions regarding this should be directed to the IPEM Training team at [training@ipem.ac.uk](mailto:training@ipem.ac.uk)*

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## Introduction

IPEM's Clinical Technologist Training Scheme ensures that trainees develop the appropriate knowledge and skills to practice competently in their chosen Scope of Practice. It promotes good practice and aims to ensure the protection of the public.

Whilst the training scheme will provide structure and support via harmonised national training plans for each scope, it will also provide flexibility through the ability for Training Centres to tailor those plans, allowing your organisation's specific training needs to be met. This flexibility makes the training scheme suitable to those who are new to the profession but also to those who bring existing knowledge and skills.

Benefits of becoming an IPEM Accredited Training Centre:

- No additional fees for the accreditation process
- Assurance that your Training Centre is providing high quality training to pre-registration Clinical Technologists
- Ability to enrol trainees onto a robust, externally validated education and training framework for clinical technologists
- Joining a network of Training Co-ordinators and Supervisors who can share best practice and guidance
- Ongoing support and training for staff supporting in the delivery of the training scheme

It is recommended that these guidance notes are read in conjunction with the Application for Accreditation of a Training Centre which can be found [here](#). The IPEM Training team are also on hand to support with any questions you have about the process and can connect you to an existing, experienced Training Co-ordinator who can share best practice.

Other resources you may find useful include:

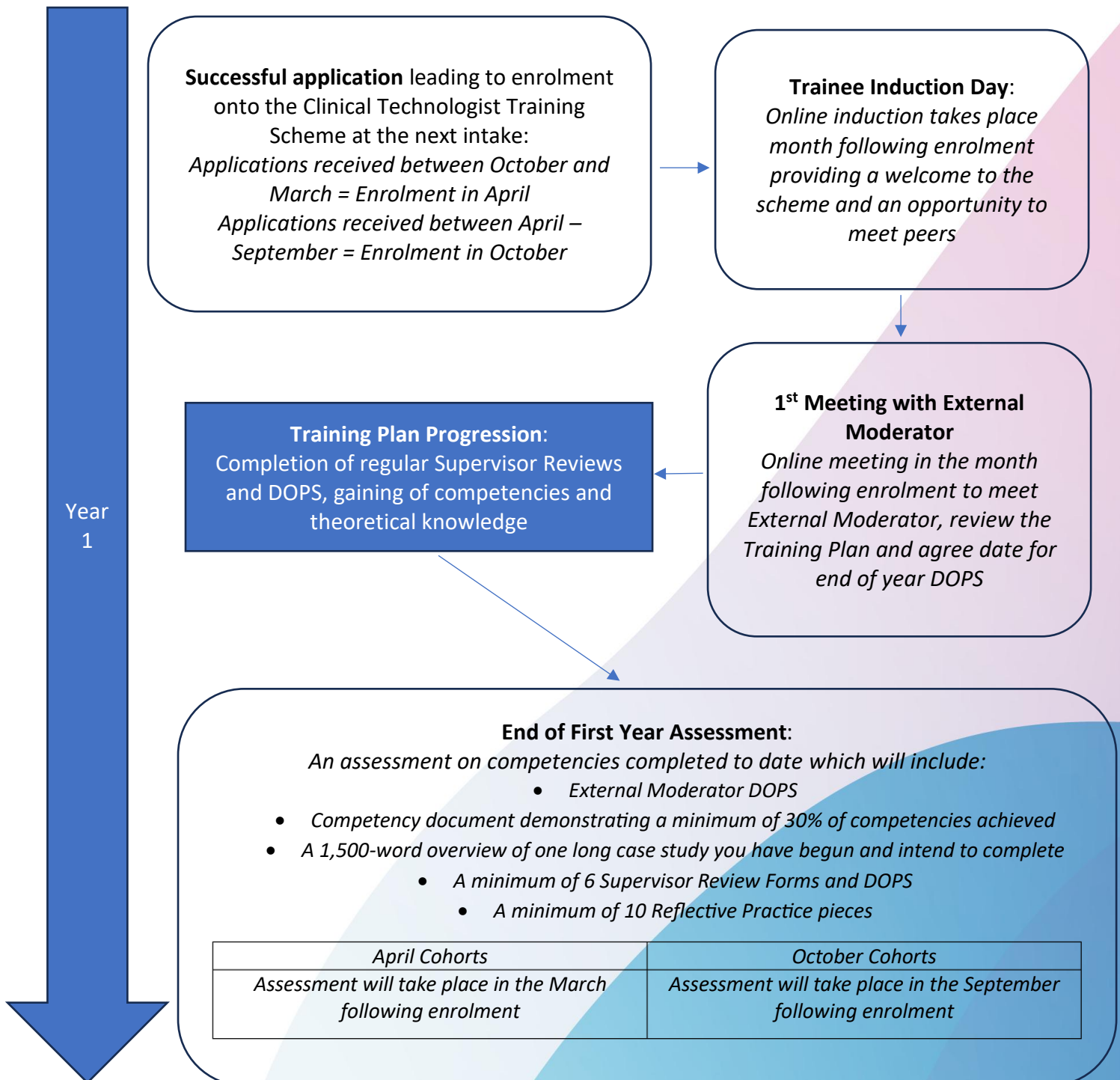
- [IPEM Trainee Prospectus](#)
- [RCT Scopes of Practice](#)
- [Curriculum documents for Practitioner Training Programme \(NSHCS\)](#)
- [Good Scientific Practice - The Academy For Healthcare Science](#)

*Please note: The online accreditation form cannot be part completed, and progress saved. If you are applying for accreditation in multiple subject areas and are unable to complete the application in one go, please download the word version [here](#).*

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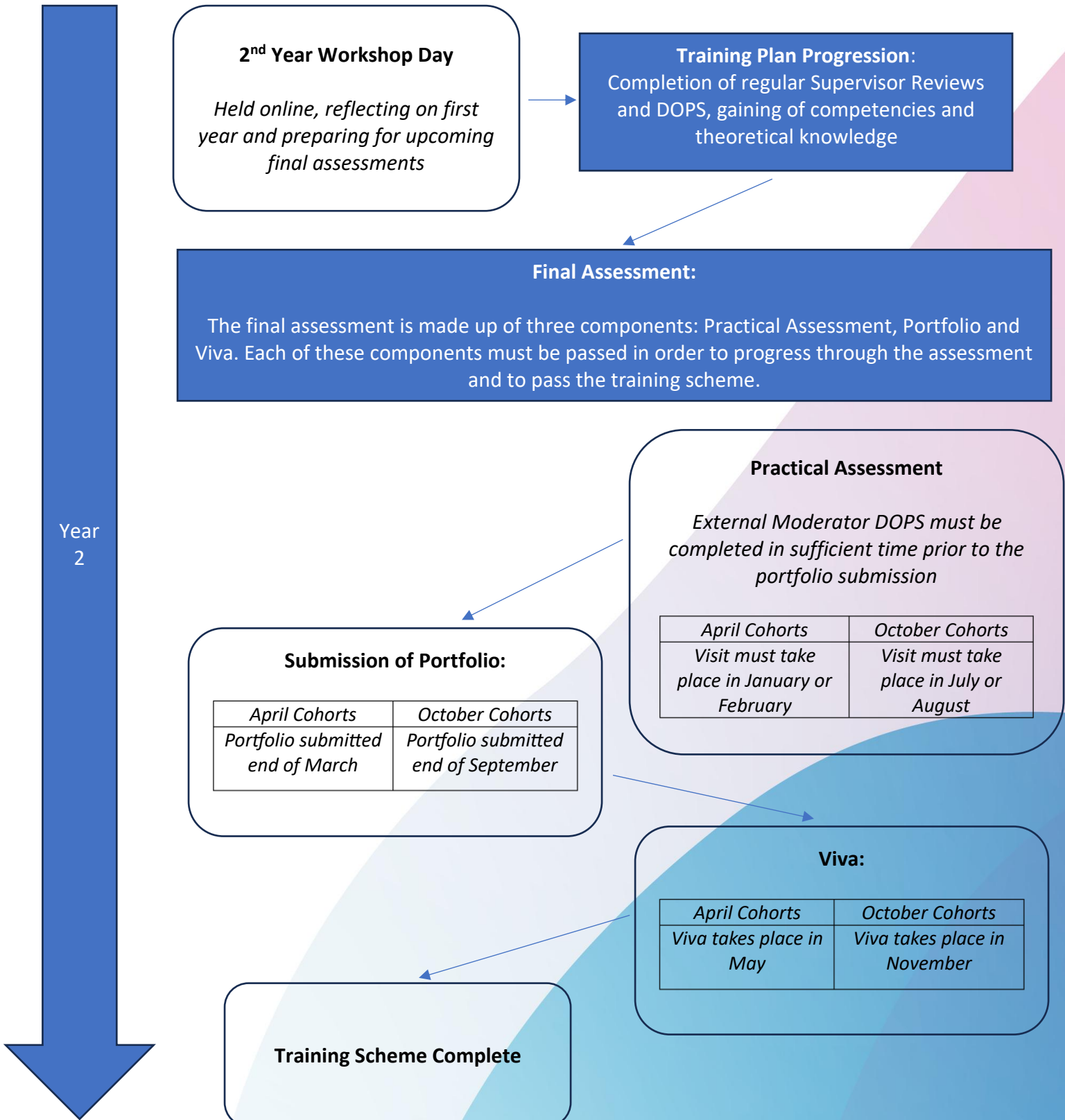
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## Training Scheme Timeline



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## IPEM Support

To support and enhance the delivery of IPEM training, IPEM implemented a Learning Management System (LMS) in 2025. This is used to:

- Provide trainees with a structured training process, with all touchpoints delivered interactively through the Learning Management System and providing a submission point for their assessments.
- Providing induction training to all External Moderators and Training Supervisors about the training scheme which can be referred back to, as well as an interactive way of accessing any needed policies or templates.

Additionally, IPEM runs two online meetings per year for External Moderators and Training Supervisors to provide any updates and discuss best practices in training.

## Accreditation Requirements

To enrol a trainee onto IPEM's Clinical Technologist Training Scheme, a Training Centre must hold accreditation. This process ensures that a Training Centre fully understands the requirements of the scheme and is ready to deliver comprehensive training in each scope of practice applied for.

To gain IPEM Training Centre Accreditation, an organisation must as a minimum:

- Be able to offer comprehensive training in each Scope of Practice applied for;
- Provide Training Supervisors, in each Scope of Practice, who are either Full/ Fellow Members of IPEM and working as a Clinical Technologist, or as a Clinical Scientist; **OR** registered on the RCT as a Clinical Technologist;
- Employ at least two other clinical technologists, scientists, or engineers working in the Scope of Practice; and
- Provide an External Moderator in each Scope of Practice, who are either Full / Fellow Members of IPEM and working as a Clinical Technologist, or as a Clinical Scientist; **OR** Associate Members who are registered on the RCT as a Clinical Technologist;

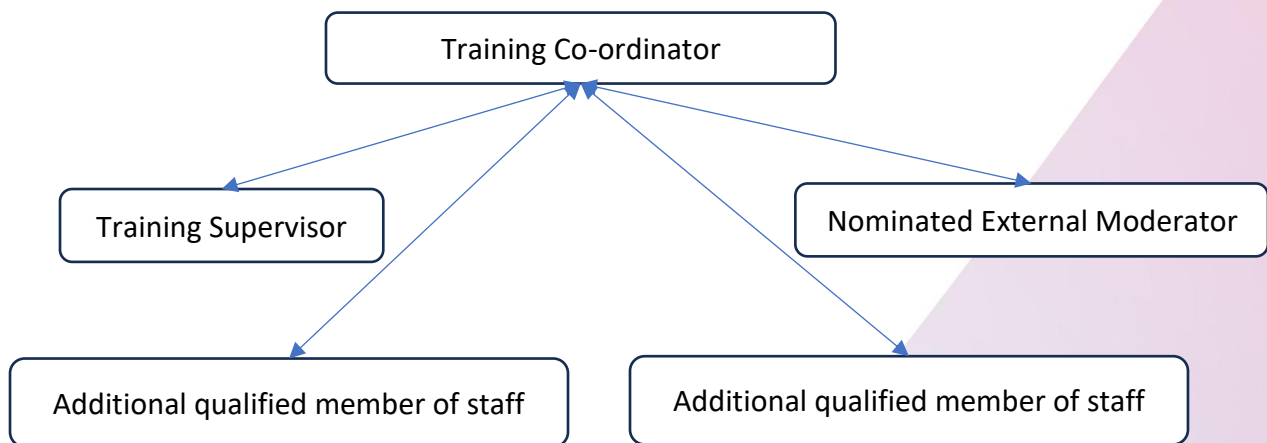
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Where appropriate, and it can be demonstrated that requirements are met and there is sufficient support for a trainee, an individual may hold more than one role on the scheme, for example Training Co-ordinator and Training Supervisor. The nominated Training Supervisor may also be the nominated External Moderator. A centre may also nominate more than one individual to fulfil different roles on the scheme, except for the role of Training Co-ordinator.

The below diagrams show the accreditation role needs per scope of practice.

## Individual Training Centre Accreditation



Some individuals may hold more than one role, for example:

- The Training Co-ordinator may also be the Training Supervisor or a nominated External Moderator
- The Training Supervisor may also be a nominated External Moderator.

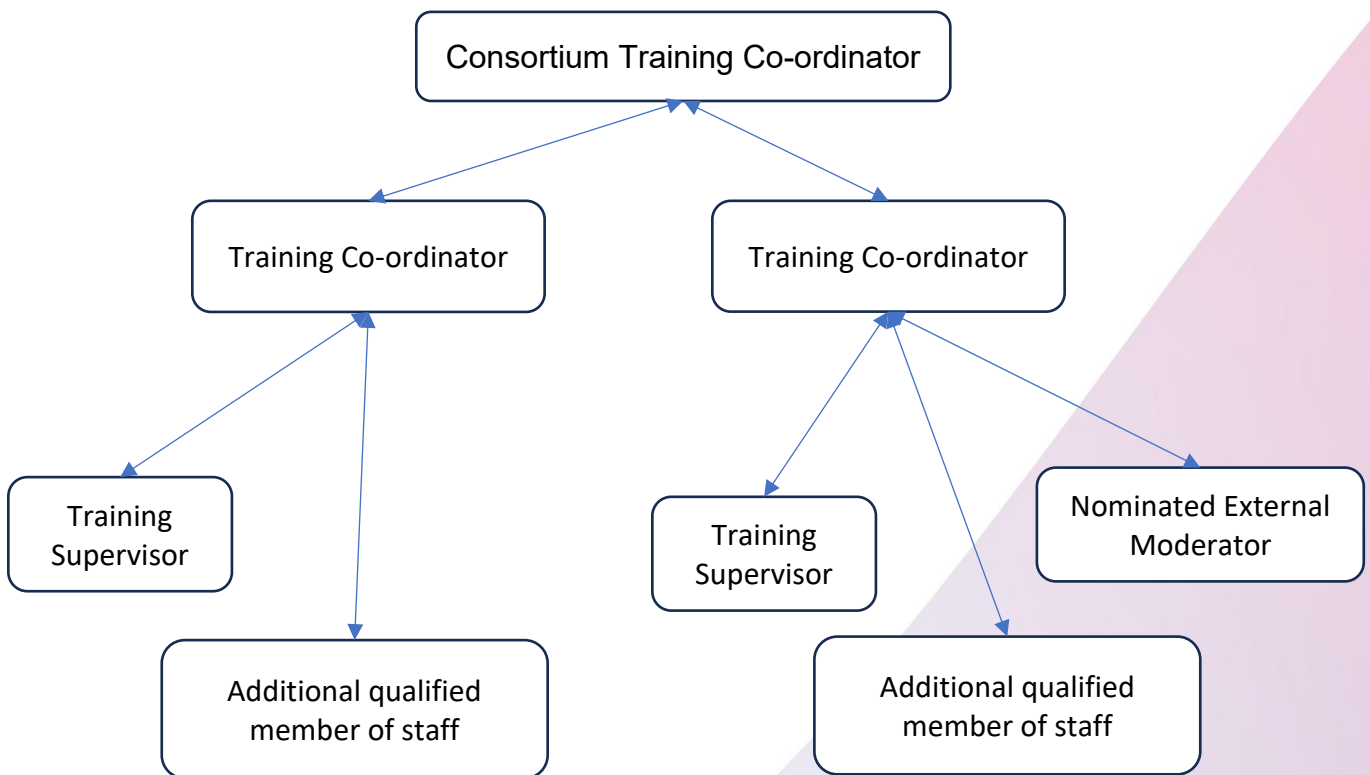
## Training Centre Consortium Accreditation

IPEM also allows accreditation as a consortium. This is where two or more organisations apply for their accreditation together. This may be because an organisation is too small to fulfil all the training requirements alone and training will be completed across different organisations, or there is a Training Co-ordinator at another hospital who has the skills and experience to support with setting up the training scheme. In all situations, it must be ensured that there is sufficient staffing in the consortium to support the training proposed and two example scenarios are outlined below. It is recommended that there is a 'Consortium Training Co-ordinator' who oversees the entirety of the accreditation, with individual co-ordinators at each organisation to support the Consortium Training Co-ordinator in fulfilling their role. As above, where appropriate and sufficient staffing support is in place, some individuals may hold multiple roles.

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**Training Consortium Accreditation – Where an individual trainee's training may take place at multiple hospitals**



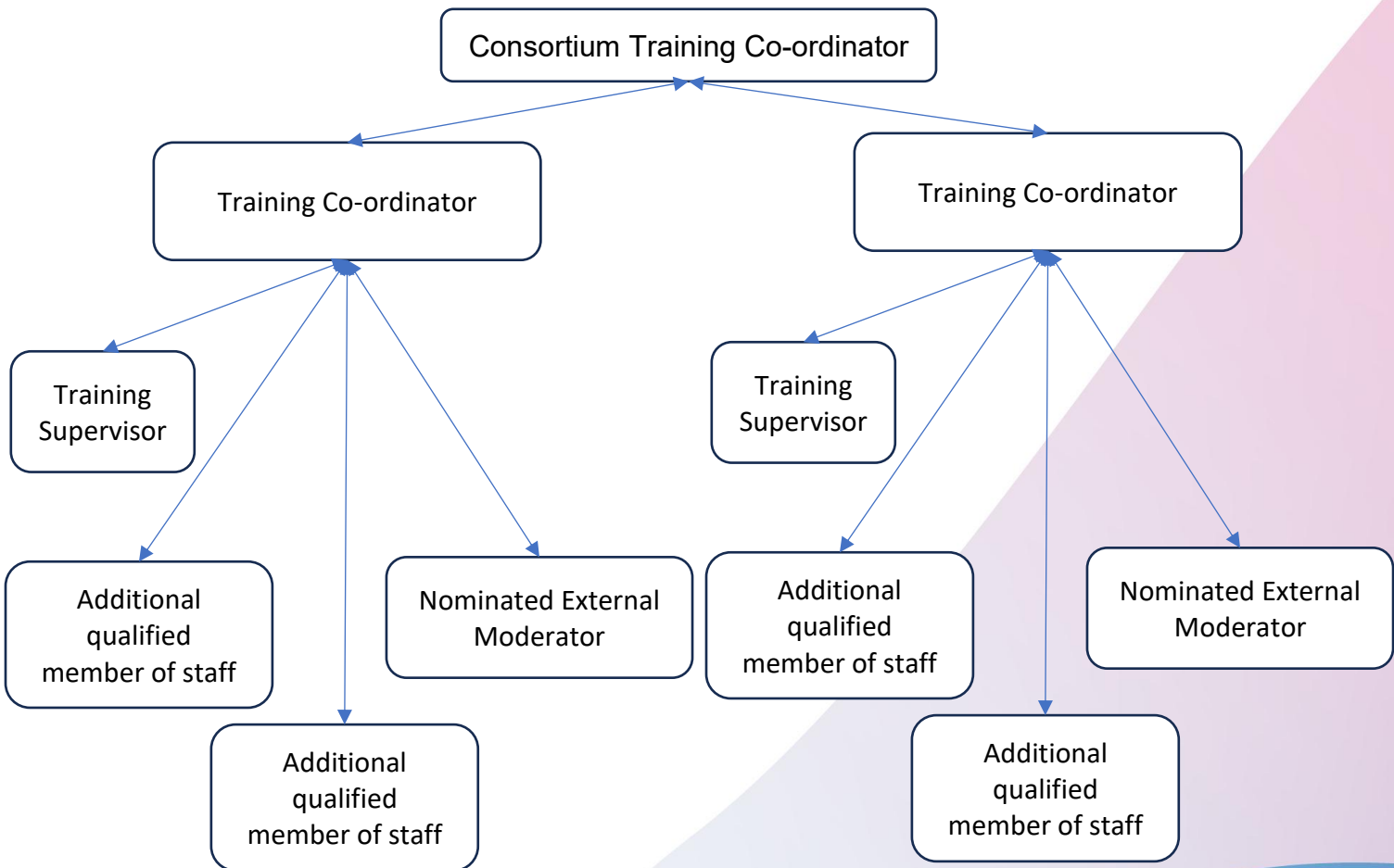
In this example, one organisation is larger than the other, and the consortium is large enough for every role to be held by a different individual. Some examples of where an individual may hold more than one role can include:

- The Consortium Training Co-ordinator could be the same individual as one of the Centre Training Co-ordinators
- A Centre Training Co-ordinator could also be the Training Supervisor
- A Training Supervisor could also be the Nominated External Moderator
- An additional qualified member of staff could also be a Nominated External Moderator (*Providing they meet the criteria*)

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## Training Consortium Accreditation – *Where training takes place within one hospital*



In this example, training is taking place at one organisation, and therefore that organisation must be suitably staffed in order to support training. They must also each nominate an External Moderator for the scheme in order for the scheme to remain sustainable and viable.

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## Roles on the scheme

### Role of the Training Centre

The Training Centre will provide workplace training and will ensure:

- The candidate will complete each touchpoint on the training scheme, including attending the online training days, keeping a reflective diary, compiling an electronic portfolio and preparing for viva.
- During their induction period, trainees are expected to familiarise themselves with the handbook for the national training scheme, adhere to and evidence Good Scientific Practice.
- Trainees are Associate members of IPEM at the point of registration on the scheme and therefore have agreed to adhere to [IPEM Code of Professional and Ethical Conduct](#). It is essential that candidates read and understand the [IPEM's Academic Misconduct Policy](#).
- All competencies are taught, and a signed record of witnessed competence produced during the 24-month training period.
- Any underpinning knowledge that is required where possible is supplied by a formal, examined and certificated educational course at the nationally recognised Frameworks for Higher Education Qualification (FHEQ) level appropriate to the contextualised activity. Where this is not possible it is preferable that locally derived courses be [certified](#) by the IPEM Course Accreditation Committee as fit for purpose.
- All centres agree to provide ½ day per week protected time to trainees.

The training delivered in the workplace will entail the trainee operating with an appropriate level of supervision. It is suggested that where appropriate and practicable, the trainee is taken through the training stages of observing, assisting and performing under close supervision and finally performing independently, but with remote and outcome supervision.

If any training competencies cannot be delivered in a particular workplace, the Training Co-ordinator/ Supervisor must ensure arrangements are put in place (i.e. visiting another site) to enable the competencies to be covered.

Throughout training, the trainee needs to collect different types of evidence as they proceed with training.

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## Role of the Training Co-ordinator

A full role description can be found [here](#).

The work of the Training Co-ordinator plays a vital role in supporting IPEM's CTTS and those who enrol on it. In essence, they will:

- Apply for and maintain the accreditation of their training centre, ensuring all requirements are fulfilled
- Support all those involved in the delivery of the training scheme and the trainees enrolled
- Be the primary contact between the training centre and IPEM, ensuring all communications are distributed where appropriate.
- Be responsible for putting together a suitable training plan/ submitting trainee application. Training Supervisors may do this on behalf of the Training Co-ordinator.

## Role of the Training Supervisor

A full role description can be found [here](#).

The Training Supervisor ensures that the professional standards required by IPEM are fulfilled in the trainee's workplace and that the trainee has the support they require day-to-day. In essence, they will:

- Deliver the training specified in the training plan
- Assess and monitor the progress of training, including meeting regularly with their trainee
- Carry out practical assessments and provide documentary evidence of competence.

## Role of the External Moderator

A full role description can be found [here](#).

The External Moderator is an experienced individual who provides an external voice and support to a trainee in a different organisation, ensuring that the professional standards required by IPEM are fulfilled. In essence they will:

- Consult with the Training Co-ordinator, Training Supervisor and Trainee at the organisation to advise on any questions or problems which arise during training
- Assess and monitor the progress of the training, moderating assessments carried out locally by the Training Centre
- Be one of the assessors as part of the formal assessment touchpoints on the training scheme, including marking the portfolio and conducting the viva.

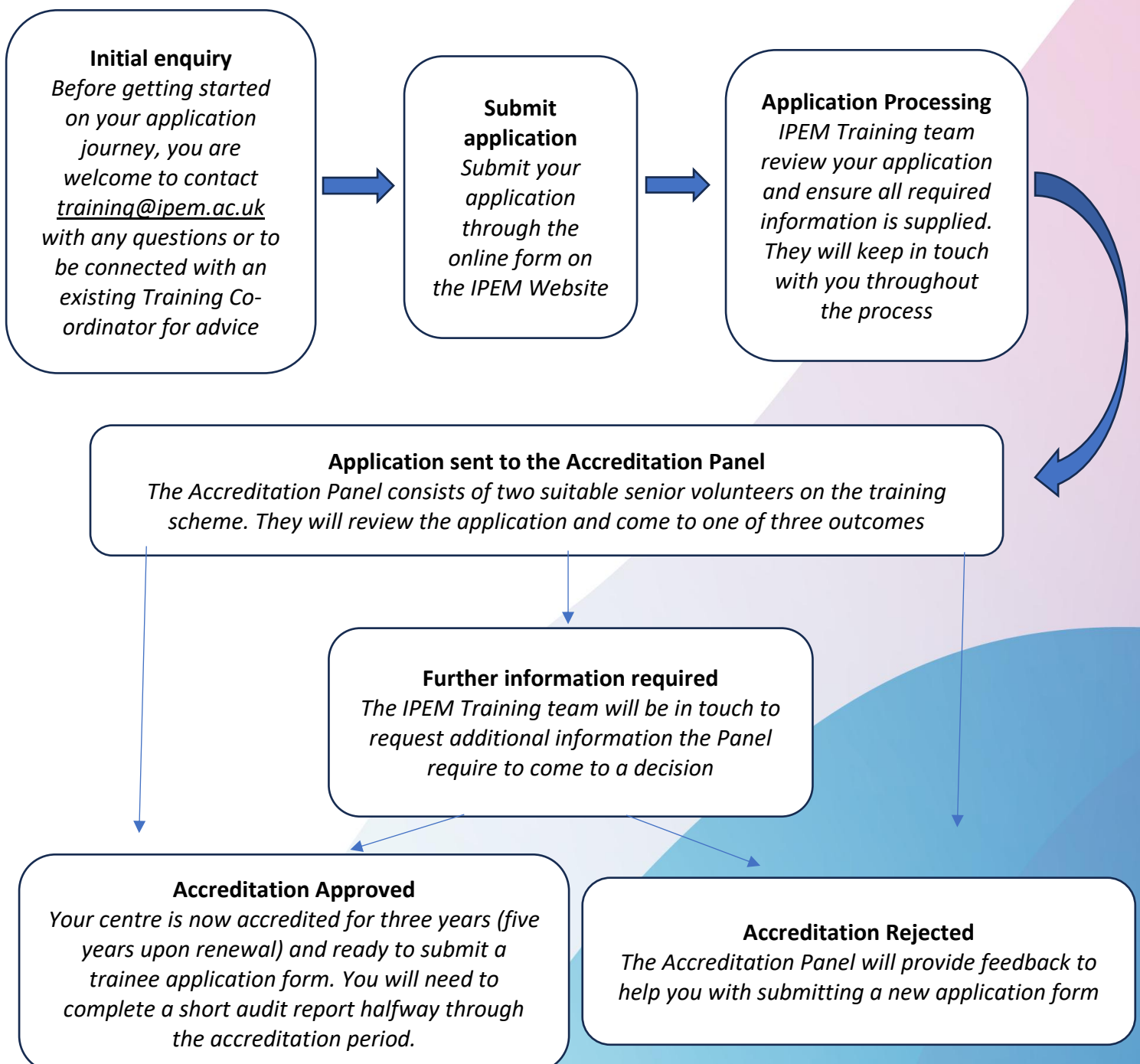
Nominated External Moderators will also be asked to fulfil the role of Supporting Moderator. A Supporting Moderator is asked to join an External Moderator as

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part of the Final Assessment process only, providing an external, unbiased view on the final portfolio and viva assessment.

## Accreditation Process



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The accreditation process is designed to support Training Centres with becoming equipped to deliver the training scheme. Before a formal rejection is issued, the accreditation panel will request additional information or provide feedback and the opportunity to resubmit documentation. Where the resubmission requirements are significant, it may be recommended that a fresh application is submitted.

Applicants should be aware that the Accreditation Panel does most of its business by email. Where applications are straightforward, it should be processed within 4 months of receipt. Where additional information or an audit visit is required, this may take longer. Centres should note that they will be unable to enrol a trainee until their accreditation is confirmed.

The Panel retains the right to review a centre's accreditation during the accredited period and to rescind accreditation if there is concern about a centre's ability to train effectively. This means any currently enrolled trainees would be unenrolled from the scheme. The Panel receives reports from the Training Scheme Registrars and Chief Moderator which assist in the monitoring of the performance of individual training centres.

## Application Form Guidance

1 *Give the full name and address of the co-ordinating department* – where the application is for a consortium, this should be the department in which the overarching Training Co-ordinator is employed at. Where it is a single Training Centre accreditation, then it is the Centre's information.

*In post or supernumerary* – Is the Training Co-ordinators post supernumerary or in post. If a Training Co-ordinator is supernumerary, then they will not count towards the number of staff required to meet accreditation requirements.

- 1.5 *How do you propose to ensure recruitment of trainees of appropriate ability?* – It is considered that the advantages of selection by advertised open competition are overwhelming but is willing to consider a Centre's justification of other methods.
- 2 *Organisation* – The Centre should provide evidence of sufficient co-ordination to ensure the delivery of the proposed training programmes. Responsibilities for all training should be clearly identified.
- 2.2 *Complement of Clinical Technologists etc* – Small centres may need to form a consortium or join an existing one in order to satisfy the ability to provide **all** aspects of the training criterion. Consortia should demonstrate the strengths of working together rather than be seen as a number of small centres trying to achieve

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accreditation. Where a small department feels it is not appropriate to join a consortium or it is unable to join a consortium, it must ensure that there is a suitable agreement in place with other organisations to ensure that the full scope of training can be delivered.

- 2.3 *Organisation of training* – 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.
- 3 *Subject area/s to be offered* – Note that section 3 and 3.1 should be completed for each distinct location (e.g. hospital) in the consortium where training is offered.
  - 3.2 *Core Competency* - Note that section 3.1 may need to be repeated for different locations. This will deal with the common subjects such as health and safety, control of infection, basic IT skill, basic anatomy and physiology, patient care and quality systems that affect everyone. Accreditation of prior learning may be applied where applicable however the details of how the accreditation was carried out must be documented in the individual's portfolio.
  - 3.3 *Subject areas to be offered*– Note that section 3.3 will be needed for **each** subject area in **each** distinct training location. Details of the scope of work undertaken, the annual workload and the major equipment available for training must be included, to demonstrate that the centre can provide training in the range of competencies.

The competency document is an important part of the assessment criteria and should reflect the latest national curriculum. One competency document should be submitted for each subject area (any variations due to a consortium providing the same subject area training in different locations should be submitted as an appendix). Any aspects of the training that is to be delivered in other parts of the consortium or by another organisation should be highlighted.

The training plan is also an important part of the assessment for accreditation. One training plan should be submitted for each subject area (any variations due to a consortium providing the same subject area training in different locations should be submitted as an appendix). Any aspects of the training that is to be delivered in other parts of the consortium or by another organisation should be highlighted. It should detail when elements of the training will be delivered.

Either the competency document or the training plan should demonstrate how the competencies will be met, and the type of activities used (observation, project work, seminars, one-to-one training etc.)

- 3.4 *Supervisor* – Each major subject area in section 3 must be accompanied by at least one section 3.4 describing a person of MIPEM level or above who will be responsible for supervision of the major subject area. If the same person supervises more than one major subject area, cross-referencing a previous

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description is acceptable. However, the Panel may seek reassurance on the workload implications of such an arrangement. The supervisors should state their relevant experience in each **subject area and their experience in training or ability to train**. Training requires a considerable commitment on the part of supervisors. Please detail the amount of time you will spend with the trainee whilst they are on a placement with you.

For each subject area submit sections 3.3 and 3.4 **together** so that it is clear which subject area is being supervised by which supervisor.

4. Training Scheme Structure – This section seeks confirmation from the training centre that the training scheme structure will be supported. IPEM requires departments to provide External Moderators to help support the scheme as part of the accreditation and section 5.5 must contain the name, email address and scope of practice of at least one suitable person per subject area to be accredited, to act as a moderator.

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## FAQs

### **Is there a fee for the accreditation process?**

No, there is no fee for the accreditation process. A fee is only payable on enrolment per trainee.

### **Do I submit one application form for each scope of practice, or can I include multiple scopes of practice in the same application?**

You can include multiple scopes of practice within the same application.

### **Do I submit one application form for each training centre in a consortium, or can I include multiple training centres in one consortium application?**

You can include multiple training centres in one consortium application.

### **Can the Training Supervisors be changed during the accreditation period?**

Yes. If there is a change of staffing, the Training Supervisors can be changed and new supervisors approved. There is a separate form to complete for this. The Training Co-ordinator is responsible for ensuring there are always sufficient approved Training Supervisors to maintain the accreditation.

### **Do I need to submit a whole new application if I want to add another scope of practice at a later date?**

No, you just need to complete the additional scope application form.