

STAGE 1: BEFORE REGISTRATION

1 Trainee arranges clinical attachment with Registered Competency Trainer

2 Trainee registers application for STIF Competency Pathway with [STIF secretariat](#)

3 Trainee reads the most recent handbook/guide and process flowchart and e-learning advice for the information relevant to the curriculum they plan to follow

4 While waiting for registration to be processed, trainee commences e-learning [on eLfH platform](#)

5 Once registration fee has been paid, BASHH STIF administration will set up the ePortfolio account and a username and password will be issued. The e-portfolio account must be activated by logging in.

STAGE 2: WITHIN FIRST 4-6 WEEKS FOLLOWING REGISTRATION

6 Trainee completes Learning Needs Assessment on e-portfolio

7 Trainee should begin with e-learning before starting clinic assessments; the eLfH record must be linked to the e-portfolio (see handbook and <https://www.youtube.com/watch?v=j5cCHLDCXj4>)

8 Trainee arranges to meet with Registered Competency Trainer to complete 'Initial meeting with primary trainer' supervision form on e-portfolio which will

- Ensure trainee has completed Learning Needs Assessment on e-portfolio and review
- plan clinical attachment(s)
- decides on audit topic*

**audit included in Advanced, SHA and STIF-NHIVNA Advanced pathways*

9 STIF Competency training commences

STAGE 3: TRAINING and ASSESSMENT

9. STIF Competency training continues

10 Interim Meeting(s): Trainee meets with Registered Competency Trainer and 'interim meeting with primary trainer' form is completed.
for Intermediate/Integrated/SHA meeting is midway, for Advanced pathways, several interim meetings are expected

11 Trainee collects Patient Feedback Forms (download from 'information' in the e-portfolio). These are discussed with trainer and **uploaded by trainee** to the 'personal library' in their e-portfolio

12 Trainee collects Multi-source Feedback (download from 'information' in the e-portfolio). These are discussed with trainer and **uploaded by trainee** to the 'personal library' in their e-portfolio
[Advanced and STIF-NHIVNA Advanced only]

13 Trainee undertakes audit and presents results to Departmental Meeting. Summary completed on e-portfolio
[Advanced, SHA and STIF-NHIVNA Advanced pathways only]

STAGE 4: COMPLETION and SIGN-OFF

14 When trainee has completed all required elements of training they must
i) Double check they have completed all required assessments and meetings
ii) Go through curriculum on e-portfolio and **rate** their individual competencies and -e-learning and **link** relevant assessments/evidence to the competencies. This needs to take place before the final meeting.

15 At the end of training, Registered Competency Trainer and Trainee meet to undertake the final sign off process. Trainer signs off that all components have been fully completed.
Trainer must **rate** all the items in curriculum.

16 Trainee completes final declaration that portfolio is fully completed and contacts STIF Secretariat through e-portfolio (see 'support') to let them know training is completed

17 Trainee completes online evaluation of the training and assessment process

Once the evaluation has been completed and the training portfolio has been audited, if all is in order, Trainee will receive the STI Foundation Competency Certificate/Diploma **Revalidation is required every 5 years**