

Frequently Asked Questions**Advancing Employees in progression roles
from Band 5 to Band 6****1. What are progression roles and is my role eligible for this process?**

Progression roles are used in Biomedical scientist roles and other roles primarily in laboratories, manufacturing and hospital services to employ people into substantive band 6 roles, but who are newly qualified, who require training, experience, knowledge and skills to enable them to fulfil the specialist band 6 role

2. Are all Band 5 posts eligible for automatic progression?

This process is only used for posts in which an employee has been appointed into a substantive band 6 post as a band 5/6 training role. The Recruitment request originally used to recruit into the post must indicate the band 5-6 progression position. Managers must ensure that establishment is planned and agreed as part of the Recruitment Request process.

3. Who is the 'independent reviewer' at my progression interview?

In addition to your manager, an independent reviewer will support this process. They will normally be an independent manager e.g. from a different department, or a representative from Organisation and Workforce Development (OWD).

4. What would my Continuing Personal and Professional Development (CPPD) need to consist of for a progression interview?

Before your progression interview, you must ensure that you have prepared a portfolio of evidence. This can be in electronic or paper format.

You will be expected to provide evidence of the following:

- Training courses attended
- Meeting attendance and participation demonstrated
- Case studies
- Key articles
- Presentation, review, audit or QI or involvement in CI events
- Training visits to other departments
- Reflective practice

5. How long must I have been in the Band 5/6 trainee role, for a progression interview?

You must be able to demonstrate 2 complete years in your Band 5/6 trainee role with relevant experience. This must take account of any sickness periods you may have had. For example, if you have been absent for 2 months during

this period, you would need to work additional 2 months before you are able to progress. For BMS roles, this will be two years from becoming registered as a BMS

6. What questions will I be asked in a progression interview?

You will be asked questions around your competence, knowledge and ability to work independently. The question content will include the following:

- How have your technical and/or practical skills developed over the past 2 years?
- How has your role developed since you were first in post as a band 5?
- Give us an example of where you have had to take control of a situation or use your experience to resolve problems?
- Give us an example where you have trained others?
- Give us an example of where you have worked independently.

7. What is a recognised qualification for progression?

For progression, one of the following qualifications, appropriate to your role will be required:

- BBTS Specialist Certificate in Transfusion Science
- BBTS Specialist Certificate in Stem Cell Transplantation Science
- Specialist Diploma from IBMS in an area related to the role
- BSHI Diploma in Histocompatibility and Immunogenetics
- Postgraduate certificate in Customer Service
- Level 5 Leadership and Management
- Successful completion of the first year of an appropriate Masters level qualification
- An equivalent specialist qualification that has been previously agreed by the Directorate as being suitable for the post e.g. Continuous Improvement Qualification (CI Leader and CI practitioner or equivalent)

8. When does the progression re-grading take effect?

Assuming the interview is successful, the effective date of re-grading of the post should be the second anniversary of appointment to a band 5, or the date of attaining the appropriate qualification (if later) providing that the post holder has been working at band 6 level since that second anniversary.

If the progression has not been supported and is deferred until after further training, experience etc., then progression is NOT back dated to the second anniversary of appointment to the band 5 post but is effective from the date of a successful progression interview.

9. What is the next stage if the progression interview was unsuccessful?

A clear training needs analysis and action plan will be discussed with you, including details of any support you require, and a date will be set for a review of your progress.

If the progression has not been supported and is deferred until after further training, experience etc., then progression is NOT back dated to the second anniversary of appointment to the band 5 post, but is effective from the date of a successful progression interview

If you and your manager mutually agree that progression to Band 6 is no longer appropriate / desirable for you, consideration should be given to appointing you to a (vacant) Band 5 post. In doing so however it is important that the you understand that you no longer have any automatic right to progress to Band 6 and that such progression would be dependent on your subsequent application for a vacant band 6 post.

10. What if my manager thinks I am already performing at the level of a band 6 but I have not yet achieved two years' post-registration OR I have not yet finished the requisite specialist qualification?

There may occasionally be rare exceptions to the two-year rule, for example if you have significant experience prior to being employed in a progression role and if agreed with the Head of the appropriate function. The same interview process with an independent reviewer would apply, to demonstrate evidence of your ability to perform at the specialist level.

There may also be times when completion of the requisite qualification has been delayed. Utilisation of the band 5/6 progression process would also need to be agreed with the Head of Function, but as above, the interview process must be equally stringent. In addition, there would usually be a requirement to complete that qualification in a fixed period of time after appointment into band 6 role

11. I am working independently on the on call rota, at what band should my substantive role be paid.

If you are working on call you must have the necessary level of knowledge and skills to work as an independent practitioner covering the range of practice as defined in the band 6 JD for your function. You will then be paid as a band 6.

12 I am working on call but only in a supporting or training capacity, in what band should I be paid.

While you are in a supporting or training role you should remain on a band 5 and move to band 6 when your training is complete and you start working on call independently as above.

13. What would happen if you want to appeal a progression decision?

Should you wish to appeal the outcome of the progression interview you should appeal in writing to the relevant person in OWD. For this information contact HR Direct. Your appeal must include full reasons for appeal and include supporting evidence.

This will then be reviewed by an appropriate panel.