IBMS Institute of Biomedical Science

BIOMEDICAL SCIENCE SUPPORT STAFF

CERTIFICATE OF ACHIEVEMENT PART II

TRAINING PORTFOLIO

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RECORD OF COMPLETION OF EDUCATION AND LABORATORY TRAINING

Name of Trainee:	Surname:	
	First Name:	
Date of Birth:		
Address		
Telephone number		
Email address		
IBMS Membership Number		
Name and Address of Training Laboratory		
Period of Training	From:	To:
Discipline(s) in which training received		
Name of training officer(s)		

Recommendation for Award of Certificate of Achievement Part II		
Date of Completion	Laboratory Manager's Signature	Laboratory Manager's Name

CERTIFICATE OF ACHIEVEMENT PART II

1. Introduction

The Institute's two-part qualification for biomedical support staff is specifically aimed at those working in laboratory services and relates directly to employer, and individual, training needs. The title of the qualification is the Institute's Certificate of Achievement Part I and Certificate of Achievement Part II.

The purpose of this qualification is to guide and assess the development of knowledge and skills in a range of support skills that underpin the biomedical science workforce.

These qualifications are highly flexible and can be used to support training and development in a range of biomedical science environments, not solely pathology laboratories. They are specifically designed for biomedical science support staff, and provide an affordable qualification option that will:

- Underpin the development of new or extended roles
- Promote closer alignment between service need and education/development by linking to the vocational elements of foundation degrees
- Provide a starting point for "grow your own" trainee biomedical scientists
- Provide evidence required for recognition of Institute members wishing to apply for voluntary registration with the Institute (RSciTech and RSci)
- Provide a national standard for the recognition of biomedical support staff
- Provide evidence of skills required for career progression (dependent on local arrangements)

Supporting the biomedical science workforce to be suitably knowledgeable and skilled so that it can advance and maintain high standards of professional practice is a prime aim of the Institute. The two parts of the qualification represent the two distinct levels of practice: academic level 3 (level 6 in Scotland) which equates to NHS career framework assistant practitioner roles and academic level 5 (level 8 in Scotland) which equates to NHS career framework associate practitioner roles.

The training portfolio for the Certificate of Achievement Part II is only available to IBMS members. Individuals will be required to complete all of the core modules and a minimum of four optional modules that define knowledge and competence in areas that are relevant to their scope of practice (see table 1 and table 2). The core and optional modules build on those in Part I and include additional optional modules to evidence a wider scope practice.

2. Structure of the Portfolio

The portfolio for the Certificate of Achievement Part II is made up of SECTIONS comprising of core and optional modules as shown in Table 1.

You will be required to complete all 14 core modules and a minimum of 4 optional modules to be eligible for the award of the Certificate of Achievement Part II. There is no restriction to completing additional modules to evidence a wider scope of practice but these will not contribute to a further award.

Table 2. Certificate of Achievement Part II: Optional Modules

SECTIONS				
Professional Roles	Health and Safety	Quality	Specimen Handling	Performing Standard Tests
CORE MODULES				
Personal Responsibility and Development	Safety at Work	Maintaining Standards of Performance	Receiving Specimens	Manual Method or Commercial Kit
Equality and Diversity	Prevention and Control of Infection in the Laboratory		Storage and Retrieval	
Communication and Interpersonal Skills	Cleaning, De-contamination, and Waste Management		Sample Disposal	
Data Handling			Preparation of Specimens for Investigation	
Team Working				
OPTIONAL MODULES				
Developing Others		Preparing and Maintaining Stock Solutions	Specimen Packaging and Transport	Use of an Automated Analyser
		Routine Maintenance and Calibration of Laboratory Equipment	Preparation of Specimens using Automated Equipment	Point of Care Testing
		Planning and Monitoring Work		Staining Specimens
				Investigating Specimens at a Microscopic Level
				Reading Bacteriological Culture Plates

Each module consists of sections that define the requirements for:

KNOWLEDGE

The knowledge statements are not an exhaustive list but are used to indicate the specific area of knowledge that applies to the scope of practice and standard operational procedures used. It is assumed that any local procedures, policies and protocols are based on relevant national guidelines and legislation.

COMPETENCE

The competence statements describe what you must be able to do and may be passive (what you need to know in order to do something) or active (what you must do to demonstrate the ability to do something).

EVIDENCE OF ACHIEVEMENT

Evidence of achievement has been tailored to ensure the required knowledge and skills for each module have been demonstrated and represents the scope of practice in which competence has been demonstrated to the required level. In addition there are defined tasks that must be completed and areas for comments/signatures by those responsible for the individual's training and work. Each individual section must be signed by both the trainee and trainer to ensure both parties agree the necessary learning outcome has been met.

The trainee must have demonstrated and the trainer must have observed the necessary skill or knowledge. The trainer must be an individual with the appropriate knowledge and skill but does not have to be the training officer or laboratory manager.

Unless otherwise directed a signature only is required as evidence. The only physical evidence required is detailed within each module and there are clear explanations as to the requirement for each piece of evidence. This should provide the trainee the opportunity to begin the skill of report writing. They should ensure their writing is clear and concise and answers the question or statement required.

LINE MANAGERS COMMENTS BOX

This box should not remain blank! A lengthy statement is not required but there should be evidence that the line manager has considered the trainees performance in relation to the knowledge and competence detailed in the relevant module.

DEFINITIONS

Trainee – This refers to the individual undertaking the qualification and does not refer to an employment grade.

Trainer – This refer to the individual responsible for signing off the relevant section of the portfolio. They should have already been deemed competent in the area and be of a higher employment grade.

Training Officer – This refers to the individual responsible for overseeing training within the department.

Laboratory Manager – The Laboratory Manager is responsible for proposing the trainee suitable for the award of the Certificate of Achievement Part II. They should have observed the trainee working to the standard required for the certificate and have checked each module has been completed.

3. Module Descriptors

To assist in choosing optional modules that are most relevant to a scope of practice or particular interest the following descriptions summarise the key elements of each module.

CERTIFICATE OF ACHIEVEMENT PART II: CORE MODULES

To be eligible for the award of the Certificate of Achievement Part II all 14 core modules in the following 5 sections must be completed.

SECTION 1: PROFESSIONAL ROLES

Module 1: Personal Responsibility and Development

Completion of this module the trainee needs to know about their contractual responsibilities and expected behaviour, using the Institute of Biomedical Science Code of Conduct and Guide to Good Professional Practice as a reference point, together with other organisational standards. It is also about demonstrating professional behaviour and the level of autonomy that comes with the responsibility for completing tasks and procedures, using judgment within broad parameters. Being able to reflect on this and other learning opportunities will help to inform their self-development.

Module 2: Equality and Diversity

This module is about acknowledging the equality and diversity of people and their rights and responsibilities. Whilst it is recognised that the trainee is not always in a position to change and influence structures directly, they are expected to be proactive against discrimination and act as a role model. They must be able to handle a number of competing tensions with an individual themselves or between a group of individuals. Discrimination against people may occur for a wide range of reasons such as: differing abilities, age, class, caste, creed, culture, gender, health status, relationship status, mental health, offending background, place of origin, political beliefs, race, responsibility for dependents, religion, and sexuality.

Module 3: Communication and Interpersonal Skills

This module is about being able to demonstrate effective written and verbal communication with individuals in the work environment and acting as a role model to others. The trainee will be expected to apply a variety of communication methods and approaches, appropriate to individuals and the situation, in order to facilitate and promote constructive outcomes. They will be expected to be able to communicate effectively on difficult, complex and sensitive issues and demonstrate the ability to overcome barriers to communication

Module 4: Data Handling

This module is about the knowledge and skills needed to follow correct procedures for recording, sharing, storing and accessing information in the laboratory. Data handling is a skill which impacts on all areas of the laboratory but may be particularly relevant to specimen reception. Upon completion of the module the individual should be able to train others in data handling procedures, assist in their review and be able to make recommendations for improvement.

Module 5: Team Working

This module is about sustaining the smooth and consistent working of a team in order to achieve the best results for service users. This is achieved by recognising and valuing the contributions of other team members and demonstrating the ability to work effectively with others and resolve areas of conflict to produce effective team working and develop productive working relationships.

SECTION 2: HEALTH AND SAFETY

Module 1: Safety at Work

This module is about taking responsibility to help ensure others work in accordance with national legislation and organisational policy for health and safety, and contributing to the evaluation and improvement of procedures. It includes being able to guide others in the correct use of health and safety signage, personal protective equipment, the correct handling of specimens and hazardous chemicals and being able to deal with untoward incidents.

Module 2: Prevention and Control of Infection in the Laboratory

This module is to ensure the understanding of the potential for the spread of infection in the laboratory environment and how this may be overcome through good personal hygiene and use of personal protective equipment. Undertaking risk assessments and evaluation will demonstrate a personal commitment to improvement.

Module 3: Cleaning, Decontamination and Waste Management

This module is concerned with the cleaning and use of disinfectants for the decontamination of laboratory surfaces and equipment to minimise the risk of infection to laboratory staff and visitors. This module also includes the disposing of contaminated waste, including sharps, in such a way to minimise the risk of acquiring and spreading infections. It recognises the requirement to ensure there is a safe laboratory environment for working in by self and others, and may have a wide range of applications.

SECTION 3: QUALITY

Module 1: Maintaining Standards of Performance

This module is to help the trainee develop their understanding of the importance of maintaining the quality of their own work against the organisational and professional standards that are used to measure it. They should be able demonstrate their ability to monitor the quality of the work of others and know what to do if it deviates from performance standards.

SECTION 4: SPECIMEN HANDLING

Module 1: Receiving Specimens

This module applies to the receipt of all types of specimens that will be used for biomedical investigation in a range of laboratory environments. It involves ensuring the correct identification of the specimen and confirming suitability for its intended purpose. Individuals completing this module will need to be able to demonstrate their ability to monitor and review standard operating procedures thus contributing to the improvement of them.

Module 2: Storage and Retrieval

This module has a broad application and is relevant for all methods that require the safe storage and retrieval of biomedical specimens and the ability to review and make recommendations regarding good practice in line with local and national guidelines. Individuals completing this module will need to be able to demonstrate the ability to train and supervise others to correctly monitor and record samples stored within the department,

Module 3: Sample Disposal

This module has a broad application and is relevant for all methods of disposal for biomedical specimens and their waste products. The trainee will need to know the health and safety precautions and procedures for reporting accidents, spillages and contamination and what action to take if disposal has been compromised.

Module 4: Preparation of Specimens for Investigation

This module applies to the processes by which specimens of all types are prepared in the pre-analytical stages of investigation. Individuals completing this module will be required to demonstrate their ability to follow more than one type of procedure and ability to ensure that specimens are maintained in optimal conditions and handled in a manner consistent with relevant guidelines and regulations.

SECTION 5: PERFORMING STANDARD TESTS

Module 1: Manual Method or Commercial Kit

This module has a broad application and is relevant to all types of tests using a simple manual method or commercial kit. The methods may be used in a variety of laboratory settings, including the provision of Point of Care Testing but it is expected that results are checked and authorised by the appropriately qualified individual. Individuals completing this module are expected to demonstrate competence in one manual method or commercial kit, although the knowledge and skills acquired may be used for other similar methods.

CERTIFICATE OF ACHIEVEMENT PART II: OPTIONAL MODULES

To be eligible for the award of the Certificate of Achievement Part II individuals must complete 4 modules from the 11 optional modules that are currently available. There are no restricted combinations.

Please note there are currently no optional modules in Section 2 (Health and Safety),

SECTION 1: PROFESSIONAL ROLES

Module 6: Developing Others

This module is to demonstrate the ability to deliver training through demonstration and instruction. It will require the individual to understand how the key policies and guidelines are relevant to the subject area in which training is to be delivered, and the skills required for the effective delivery of demonstration and instruction. They will also need to know how to check the learner understands, providing constructive feedback to facilitate progress, and know how to review the effectiveness of the training.

SECTION 3: QUALITY

Module 2: Preparing and Maintaining Stock Solutions

This module has a broad application and relates to the preparation of a wide range of solutions, including stains, buffers, reagents and culture media. It includes monitoring stocks and maintaining records.

Module 3: Routine Maintenance and Calibration of Laboratory Equipment

This module relates to routine maintenance and first line calibration of equipment prior to use. Although the standards are generic individuals are expected to use these for each type of equipment within their scope of normal work activity.

Module 4: Planning and Monitoring Work

This module encompasses the understanding of the principles of setting team objectives, planning the work of the team and how to identity priorities or critical activities and resources available. The individual completing the module will know how to motivate, support and recognise the achievements of the team and also be able to address conflict or deal with unforeseen events.

SECTION 4: SPECIMEN HANDLING

Module 5: Specimen Packaging and Transport

This module covers the packaging of specimens to meet national legislation and local protocols. It also includes the completion of the necessary documentation required to accompany the specimen. The packaging can be anything from a simple specimen bag to a custom made transportation box. The individual will also know how to audit transport trails and instruct/supervise others in this area of work

Module 6: Preparation of Specimens Using Automated Equipment

This module requires an understanding of the current local policies, standard operating procedures and good practice guidelines for using automated equipment for processing specimens. The individual completing the module will need to be aware of basic scientific principles used by the automated equipment, know how and when to use it and be able to complete documentation associated with the use. Understanding the importance of accountability, reporting and referral structures for using automated equipment and when to seek advice or assistance is fundamental to this area of practice.

SECTION 5: PERFORMING STANDARD TESTS

Module 2: Use of an Automated Analyser

This module has a broad application and is relevant to all types of automated analyser. The analysers may be used in a variety of laboratory settings, including the provision of Point of Care Testing but it is expected that results are checked and authorised by the appropriately qualified individual.
Individuals completing this module are expected to demonstrate competence in using one automated analyser although the knowledge and skills acquired may be used for other similar equipment. This module is complementary to Point of Care Testing.

Module 3: Point of Care Testing

This module requires an understanding of local policies, protocols and good practice guidelines for obtaining samples from individuals and point of care testing (POCT). It is important to know one's own level of competence, authority and specialist knowledge based in relation to obtaining and testing specimens from individuals. The module will require individuals to understand the principles of the methods in use, how to carry out quality assurance checks and the importance of maintaining accurate information and records pertaining to the specimen and investigation. They must be able to report any findings that are outside of normal ranges and which may demand urgent attention.

Module 4: Staining Specimens

This module requires an understanding of the standard operating procedures and good practice guidelines when staining prepared slides of specimens and the importance of maintaining the link between specimen and documentation. Individuals will need to be aware of basic scientific principles used in simple staining techniques, different types of staining procedures, their purpose and how to identify the appropriate option. They will need to be able to stain slides correctly and know the factors that may influence the staining quality of the specimen.

Module 5: Investigating Specimens at a Microscopic Level

This module will demonstrate the knowledge of the principles, purpose and application of microscopes relevant to scope of practice and level of responsibility. Individuals will need to know the importance of how to set up and operate the microscope and associated systems to the required parameters for the investigation. They must be able to examine the preparation microscopically to guarantee accurate evaluation, and know how to recognise normal features, characteristics, structures, cellular components and artefacts or abnormal findings relevant to own specialism. They must understand the importance of accountability, reporting and referral structures and how to seek advice or assistance.

Module 6: Reading Bacteriological Culture Plates

This module will demonstrate knowledge of reading bacteriological culture plates and the ability to identify the target organisms and their significance in terms of follow-up reporting of infection. It includes knowledge of the constituents of the culture media in use, mode of operation of the culture media, assessment of its performance criteria and understanding of the hazards associated with handling inoculated culture media.

4. Assessment Process

Evidence of competence in the areas defined by the modules is all confirmed through internal assessment of the outcomes of training in the workplace or in conditions resembling the workplace. As each component of the Evidence of Achievement section is completed a date and signature is entered.

Once the portfolio has been completed the laboratory manager completes the form declaring the trainee has completed the portfolio and has demonstrated the necessary knowledge and skill. In so doing they are taking professional responsibility to make the recommendation to the Institute for the award of the Certificate of Achievement Part II. The candidate will then be issued with the Certificate of Achievement Part II. As a member of the IBMS they will also be eligible to apply to become a Registered Scientist.

Please note: The portfolio is NOT required for submission, although the Institute does reserve the right to request a copy of the Evidence of Achievement sections for the purpose of audit, review and standardisation.

5. Voluntary registration as a Registered Scientist (RSci)

Success in the Certificate of Achievement Part II confers eligibility for Institute members to apply for admittance to the nationally recognised RSci register. Further information is to be found on the IBMS website at:
http://www.ibms.org/go/practice-development/registered-scientist

6. Further Information

Further information regarding training, frequently asked questions (FAQ), etc can be found on the IBMS website. Alternatively queries can be sent to the following email address : **supportstaff@ibms.org**

About this document

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About IBMS Publications

The Institute publishes a wide range of professional and scientific publications and guidance. Further information and downloadable publications: **www.ibms.org/publications**

IBMS vision and purpose

About biomedical science

Biomedical science is the application of the natural sciences to the study of medicine. Although relating principally to the causes, consequences, diagnosis and treatment of human disease, biomedical science is used in other areas, such as academia, research and veterinary medicine.

It has been estimated that approximately 70% of medical decisions or interventions require the knowledge and expertise of biomedical science. This may range from the results of simple blood tests, the identification of disease causing organisms, the monitoring of chronic conditions (for example diabetes), through to more complex situations such as interpreting and reporting abnormal cervical cytology. Those who practice biomedical science must be competent and professional because lives may depend upon their knowledge and skills.

IBMS vision

The Institute of Biomedical Science (IBMS) is the professional body for those who work within the field of biomedical science. Its principal aims are to represent its members, set standards of behaviour for its members, enable career development, educate its members, promote biomedical science to the public and award qualifications appropriate to the collective knowledge and skill base of its members.

The Institute was founded in 1912 and represents over 19,000 members employed predominately within the healthcare arena, but also within university and veterinary laboratories, government agencies and other services. Other members also work in related commercial fields and academia. Although most Institute members live and work in the United Kingdom and the Republic of Ireland, many other members are employed throughout the world.

IBMS roles

- To aid and support the development of biomedical science, both nationally and internationally.
- Develop professional standards to guide those who practice biomedical science and to ensure patient safety.
- Assess competence to practise as Health and Care Professions Council (HCPC) registered biomedical scientists.
- Represent the interests of biomedical science, provide advice and work with UK governments, public & independent healthcare providers, media, universities, industry and commercial sector, professional organisations and all other partners.
- Provide professional support and benefits for members.
- Develop qualifications, training and diplomas for members to demonstrate levels of expertise and competency along a career pathway.
- To enable members to achieve their highest potential via continuing professional development and other professional activities.
- Inform and guide biomedical scientists through media, professional and scientific publications, meetings and events.
- Promote public awareness of biomedical science.
- Award the designations Registered Science Technician, Registered Scientist and Chartered Scientist to qualifying members.
- Fund research and support charitable causes in biomedical science.
- Maintain a historical archive of the Institute and biomedical science profession.

Contact details

Institute of Biomedical Science
12 Coldbath Square
London EC1R 5HL
United Kingdom

t: + 44 (0)20 7713 0214
f: + 44 (0)20 7837 9658
e: mail@ibms.org
w: www.ibms.org
www.ibms.org/followus

IBMS Institute of Biomedical Science

BIOMEDICAL SCIENCE SUPPORT STAFF

CERTIFICATE OF ACHIEVEMENT PART II

SECTION 1 | PROFESSIONAL ROLES

Module 1	**Core**	Personal Responsibility and Development
Module 2	**Core**	Equality and Diversity
Module 3	**Core**	Communication and Interpersonal Skills
Module 4	**Core**	Data Handling
Module 5	**Core**	Team Working
Module 6	**Optional**	Developing Others

SECTION 1 | PROFESSIONAL ROLES

CORE MODULE 1 : Personal Responsibility and Development

KNOWLEDGE

- Know the duties, responsibilities and expectations of own role.
- Understand how the Institute of Biomedical Science Code of Conduct and Guide to Good Professional Practice apply to own role.
- Know the minimum organisational standards required for the maintenance and development of own role.
- Recognise how own actions and attitudes may affect working practice of self and others.
- Know how to use reflective practice to improve working practices.

COMPETENCE

You must be able to:

- Describe the duties and responsibilities of own work role.
- Work within the limits of responsibility assigned to scope of practice.
- Work in accordance with the Institute of Biomedical Science Code of Conduct and Guide to Good Professional Practice applies to own role
- Work consistently in line with organisational standards.
- Appraise own knowledge and performance against relevant standards for scope of practice.
- Apply the principles of reflection to review own practice.
- Assist in the identification of own training needs and to help draw up own personal development plan (PDP).
- Maintain competence and evidence for a personal development portfolio.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Demonstrates productive working relationships and ability to resolve problems when performing the duties, responsibilities and expectations of own job role.				
Works in accordance with the Institute of Biomedical Science Code of Conduct and Guide to Good Professional Practice.				
Shows compliance with the organisational/ departmental Code of Conduct e.g. adheres to dress code, being punctual and reporting when late.				
Works autonomously while seeking advice when limit of responsibility has been reached and further action is required.				
Reflects upon own practice and uses it to improve the quality of service provided.				
Has demonstrated the ability to review and prioritise own learning needs.				
Has participated in own appraisal and demonstrated production of own PDP.				
Identifies negative and positive actions and their effect on working practice.				
Has identified where and how to get information and advice for planning and reviewing own development.				
Maintains competence and evidence for personal development portfolio.				
Has completed Evidence One				
Has completed Evidence Two				
Has completed Evidence Three				
Has completed Evidence Four				

Module 1: Evidence One

Think about your role. Identify three areas where you use different skills and knowledge. Provide an example where advice was sought when limit of responsibility was reached and further action was required.

Trainee Signature		Date	
Trainer Signature		Date	

Module 1: Evidence Two

Describe an example 'reflective practice' and how it improved the way you worked and benefited colleagues or service users.

The trainee may need to have the term "reflective practice" explained.
We all practise it but don't necessarily recognise it as such.

Trainee Signature		Date	
Trainer Signature		Date	

Module 1: Evidence Three

Identify an area where you feel your work could be improved. Suggest ways of achieving this.

This is not a form of criticism but a way of improving your performance to an even higher level.

Trainee Signature		Date	
Trainer Signature		Date	

Module 1: Evidence Four

Select three statements from the IBMS Code of Conduct and describe how you apply them in your own role.

The IBMS Code of Conduct is available at **www.ibms.org**

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module One to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 1 | PROFESSIONAL ROLES

CORE MODULE 2 : Equality and Diversity

KNOWLEDGE

- Understand local policies on diversity and equal opportunities.
- Understands how equality and diversity legislation, policies and procedures apply to own scope of practice.
- Know how to report an incidence of discrimination.
- Understand the importance of acting as a role model for equality and inclusion.

COMPETENCE

You must be able to:

- Promote equality and inclusion by practising in a non-discriminatory manner.
- Treat all work colleagues and service users with equality, dignity and respect.
- Interact with staff and service users in ways which respect other people's cultures and beliefs.
- Report an incidence of discrimination in the work place to support an inclusive society.
- Act as a role model for equality and inclusion.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Has read and can summarise local policy on diversity and equal opportunities.				
Has explained what is meant by: • diversity • equality • inclusion				
Works in a way which demonstrates equal opportunities and diversity when interacting with colleagues and service users in the work place.				
Has described the potential effects of discrimination.				
Has described how to challenge discrimination in a way that promotes change.				
Has described how to report discrimination and implications of not doing so.				
Demonstrates how to support others to promote equality and inclusion.				
Has completed Evidence One				
Has completed Evidence Two				

Module 2: Evidence One

Write a short paragraph on your understanding of local policy on Diversity and Equal Opportunities and how it affects you in the work place.

Trainee Signature		Date	
Trainer Signature		Date	

Module 2: Evidence Two

Think about your role, the working environment and the people you interact with. Identify potential situations where there could be a failure to provide 'equal opportunities and diversity'. What action could you take to overcome this?

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Two to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 1 | PROFESSIONAL ROLES

CORE MODULE 3 : Communication and Interpersonal Skills

KNOWLEDGE

- Understand how the policies and procedures for customer care apply to own scope of practice.
- Know the principles of verbal and non-verbal communication.
- Understand how different forms of communication can impact on working relationships within the team and with service users.
- Understand how barriers to effective communication could impact on your work.
- Understand how to use standard operating procedures for dealing with enquiries and giving advice to service users.

COMPETENCE

You must be able to:

- Describe the principles of verbal and non-verbal communication.
- Explain how barriers to effective communication could impact on your work.
- Correctly apply a range of communication styles within the work-place setting.
- Correctly respond to routine and non-routine requests with the appropriate level of detail.
- Use the laboratory information management system to input and retrieve data in response to enquiries.
- Act as a role model when communicating with colleagues and other professional groups.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Has completed courses and summarised how the policies and procedures relevant to communicating information and customer care can apply to job role.				
Has demonstrated methods of checking that information is understood by the recipient.				
Can adapt style of communication to the situation to ensure understanding by the recipient.				
Has reflected on difficult situations that may affect future communication and proposed a way they could resolve them.				
Has identified what action to take if they have a request for sensitive information.				
Has explained where to go to seek advice regarding communication issues.				
Has completed Evidence One				
Has completed Evidence Two				
Has completed Evidence Three				
Has completed Evidence Four				
Has completed Evidence Five				

Module 3: Evidence One

Create a table listing 6 different communication tools you may use in your scope of practice, when to use them and the advantages and disadvantages of each.

Communication	When used	Advantages	Disadvantages

Trainee Signature		Date	
Trainer Signature		Date	

Module 3: Evidence Two

Think of a situation when you experienced a communication problem with someone outside of your department. Describe how you overcame the problem and how successful you were.

Description of Situation

How did you overcome it?

How successful were you?

Trainee Signature		Date	
Trainer Signature		Date	

Module 3: Evidence Three

Give 3 examples from your work where you have access to information that should not be passed on to others. For each example explain why it should not be passed on.

Trainee Signature		Date	
Trainer Signature		Date	

Module 3: Evidence Four

Simulated task: A team member misunderstood your request and is angry as they missed their break in order to complete unnecessary work. Describe the different communication skills you would employ when dealing with this situation and how you would prevent this from happening again.

Trainee Signature		Date	
Trainer Signature		Date	

Module 3: Evidence Five

Provide a personal statement on how to present a positive image when communicating with organisational staff and service users.

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Three to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 1 | PROFESSIONAL ROLES

CORE MODULE 4 : Data Handling

KNOWLEDGE

- Know how information governance relates to own scope of practice within job role.
- Know the local guidelines and procedures for handling and recording laboratory data.
- Know a range of terminology used in relation to specimen test requests.
- Understand the need to maintain accurate data.

COMPETENCE

You must be able to:

- Correctly input and retrieve data from the laboratory information system.
- Demonstrate compliance in respect to confidentiality in accordance with local procedures.
- Apply knowledge of terminology (medical, biological, scientific, technical) in relation to data entry for laboratory test requests.
- Train and supervise others to ensure that the correct procedures for handling information are followed.
- Contribute positively to the review of data handling procedures.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Has completed courses where appropriate and fed back how information governance policies relate to handling information in own job role.				
Identifies various forms of confidential data found within working environment and treats accordingly.				
Has successfully participated in the following simulated task: An employee from another department arrives in the laboratory and asks for information to which they are not entitled.				
Applies the correct security measures when using computers to access and retrieve data.				
Has demonstrated how they would successfully train other staff in the correct procedures for handling data in the laboratory.				
Can input and retrieve data accurately and amend data handling errors.				
Has explained the procedure for alerting senior staff to breaches of confidentiality and non-compliance with information governance.				
Contributes positively to the review of local standard operating procedures with regard to data handling and compliance with information governance.				
Can interpret medical, biological, scientific, technical terminology relevant to their scope of practice.				
Has completed Evidence One				
Has completed Evidence Two				
Has completed Evidence Three				
Has completed Evidence Four				

Module 4: Evidence One

Summarise the purpose of information governance and consequences of not following the requirements of it.

Trainee Signature		Date	
Trainer Signature		Date	

Module 4: Evidence Two

List the checks you would make when training an inexperienced member of staff in the procedure for data entry.

Think of basic training principles and when you were trained. How do you check understanding? What documentation do you complete?

Trainee Signature		Date	
Trainer Signature		Date	

Module 4: Evidence Three

List 10 terms and abbreviations that are commonly used in your scope of practice and define each one. Provide an example where each is used in your workplace.

Term/Abbreviation	Definition	Example of use

Trainee Signature		Date	
Trainer Signature		Date	

Module 4: Evidence Four

You have been asked to help with a review of data handling procedures. Think about your role and summarise some key areas the areas you could contribute to.

It may be helpful to conduct a mini-review of your data handling process.
What would you identify?

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Four to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 1 | PROFESSIONAL ROLES

CORE MODULE 5 : Team Working

KNOWLEDGE

- Know the Human Resources key local policies and practices that contribute to successful teamwork.
- Understand how different professional groups in your department contribute to customer care.
- Understand the importance of creating and supporting an effective team.
- Understand how to communicate effectively to ensure effective teamwork.
- Understand the importance of teamwork to ensure an efficient quality service.
- Understand how people contribute to the team differently.

COMPETENCE

You must be able to:

- Explain the principles of team working and the requirements for supervising a small team of support staff.
- Provide support to members of the team and users of the team's services.
- Identify team priorities and the action required to address them.
- Clarify and resolve issues affecting team performance and pass the information on to those in authority if unable to solve the problem.
- Provide constructive feedback to other members of the team to help maintain effective teamwork and contribute to the development of the team.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Has completed courses where appropriate and summarised key elements of local policies and practices that contribute to effective team working.				
Recognises the importance of their own role and that of others within the team, and how each contributes to achieving the team objectives.				
Has demonstrated understanding of their responsibilities to their line manager.				
Can identify negative behaviours in a team and ways of overcoming them.				
Maintains confidentiality of information on other team members.				
Provides constructive feedback to support and help develop members of the team.				
Takes responsibility to help the team work effectively.				
Identifies team priorities and actions to address them.				
Has completed Evidence One				
Has completed Evidence Two				
Has completed Evidence Three				
Has completed Evidence Four				

Module 5: Evidence One

Briefly summarise how policies for harassment, bullying, grievance, whistle blowing and incident reporting contribute to effective team-working.

Would a team work well if bullying etc. occurred?

Trainee Signature		Date	
Trainer Signature		Date	

Module 5: Evidence Two

Describe your own role in the team, outlining your areas of responsibility. Pick one area that is critical to the team performance and explain why.

Trainee Signature		Date	
Trainer Signature		Date	

Module 5: Evidence Three

Provide a personal statement to explain how you might encourage effective team working to meet the team objectives. Suggest 2 actions or behaviours from any team members that may affect team performance and what corrective action you would take. What would you do if you were unable to solve the problem?

Start by identifying your team objectives. How would you achieve them? What would prevent you achieving them?

Trainee Signature		Date	
Trainer Signature		Date	

Module 5: Evidence Four

Give an example of when the work of the team had to be prioritised. Briefly describe your own role and if it was successful. Suggest what might have been done differently?

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Five to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 1 | PROFESSIONAL ROLES

OPTIONAL MODULE 6 : Developing Others

KNOWLEDGE

- Understand how to deliver training through demonstration and instruction.
- Understand how the key policies, guidelines and standard operating procedures are relevant to the subject area in which training is to be delivered.
- Understand the skills required for the effective delivery of demonstration and instruction.
- Know how to check the learner understands and provide constructive feedback to facilitate progress.
- Know how to review the effectiveness of the training.

COMPETENCE

You must be able to:

- Identify key areas of knowledge and skill relevant to the subject area and scope of practice of the learner.
- Identify the resources required to deliver training or instruction.
- Deliver a training programme to learners through demonstration and instruction.
- Check learner understanding and encourage two-way communication.
- Overcome barriers to difficulties that arise in the training/learning experience.
- Evaluate the success of the training programme and modify accordingly.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Clearly explains the learning aims and objectives of the training session.				
Maintains communication with learners throughout the demonstration and instruction.				
Checks the learner understands at regular intervals and provides constructive feedback.				
Encourages the learner to actively engage in the training experience.				
Can adapt style of training to meet individual needs of the learner.				
Has demonstrated the ability to deliver training and instruction to the required standard in an area of their practice.				
Can gather feedback from the learners and review the effectiveness of the training.				
Has identified ways to improve or adapt the training.				
Has completed Evidence One				
Has completed Evidence Two				
Has completed Evidence Three				

Module 6: Evidence One

Draw a simple diagram to summarise the key stages of learning.

You start by identifying your learning needs.

Trainee Signature		Date	
Trainer Signature		Date	

Module 6: Evidence Two

Think about a situation when you were trained. Identify what worked well and what could have been better.

Everyone has a different learning style. What suits one person may not suit another. What suits you?

Trainee Signature		Date	
Trainer Signature		Date	

Module 6: Evidence Three

Reflect on a situation where you were providing instruction to a less qualified member of staff and it did not go according to plan. What could you have done differently to provide a more worthwhile experience for yourself and for them?

This builds from evidence 2.

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Six to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

IBMS Institute of Biomedical Science

BIOMEDICAL SCIENCE SUPPORT STAFF

CERTIFICATE OF ACHIEVEMENT PART II

SECTION 2 | HEALTH AND SAFETY

Module 1	**Core**	Safety at Work
Module 2	**Core**	Prevention and Control of Infection in the Laboratory
Module 3	**Core**	Cleaning, Decontamination and Waste Management

SECTION 2 | HEALTH AND SAFETY

CORE MODULE 1 : Safety at Work

KNOWLEDGE

- Understand the need to check staff have undertaken mandatory organisational and departmental induction courses at start of employment.
- Understand how health, safety and security legislation, policies and procedures apply to own scope of practice and that of others.
- Understand the procedures for responding to and reporting untoward incidents, including biological or chemical spillages.

COMPETENCE

You must be able to:

- Take responsibility for safe working practices in accordance with organisational and departmental induction policies on health and safety.
- Help ensure team works in accordance with health and safety policies and procedures when handling hazardous substances.
- Supervise responses to untoward incidents and take appropriate action in accordance with local procedures.
- Contribute to the evaluation and improvement of safe working practices.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Can list the employer's, other staff and own responsibilities for health, safety and security within the laboratory.				
Has demonstrated where to locate relevant health and safety documents in the department.				
Has demonstrated they consistently apply health and safety policies to their own role and responsibilities.				
Has described the roles and responsibilities of named representatives and their deputies in the department for: a) H&S b) First Aid c) Fire				
Has explained the procedure for dealing with security issues.				
Has described the meaning of COSHH and its relevance in the workplace.				
Can explain where personal protective equipment (PPE) is available in the department, when it is used and what its limitations are.				
Can identify when others in the department are not using protective equipment correctly and take corrective action.				
Can recognise stressful situations in the workplace that are applicable to own scope of practice and that of colleagues and suggest ways to resolve them.				
Has explained how to deal with an extensive spillage of biological material on the floor by listing the steps they would take.				
Demonstrates they know how to follow the correct procedure to report: a) faults, b) problems and c) incidents				
Can advise on health and safety problems within the scope of their practice and seek advice if limits of knowledge exceeded.				

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Can identify situations when staff may be referred to Occupational Health within the workplace.				
Can explain the procedure when a member of staff has a work related accident or sudden illness and who needs to be informed within the organisation.				
Has attended statutory and mandatory training for:				
i) Fire				
ii) Health and Safety Awareness				
iii) Manual handling				
iv) Others relevant to scope of practice				
Correctly identifies the following warning signage:				
i) 				
ii) 				
iii) 				
iv) 				
v) 				
vi)  and 				
vii) Others if applicable				

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Has described the correct methods for identification of highly infectious biological material at reception and immediate action to take if procedures have not been followed.				
Has performed a risk assessment in two areas of the department and identified further action to take, if required.				
Has explained how hazardous substances can be stored and used safely and why they must be disposed of correctly.				
Has explained the purpose of documentation (e.g. maintenance logs, service reports) required for health and safety practices when using laboratory equipment or following laboratory procedures relevant to their scope of practice.				
Correctly completes the documentation required for health and safety practices when using laboratory equipment or following laboratory procedures relevant to their scope of practice.				
Follows and can explain the correct procedures for allowing visitors into the department.				
Has contributed to the evaluation and improvement of safe working.				
Has completed Evidence One				
Has completed Evidence Two				
Has completed Evidence Three				
Has completed Evidence Four				

Module 1: Evidence One

Identify within your scope of practice five areas where you could take responsibility to ensure your working environment is safe for yourself and colleagues.

Trainee Signature		Date	
Trainer Signature		Date	

Module 1: Evidence Two

Describe where an untoward incident occurred in your workplace and the action you took. Reflect on whether you would do anything differently.

Trainee Signature		Date	
Trainer Signature		Date	

Module 1: Evidence Three

Give an example where you could contribute to the evaluation of safe working practices. Describe the steps you would take to check whether or not there was room for improvement.

Trainee Signature		Date	
Trainer Signature		Date	

Module 1: Evidence Four

Summarise what is meant by COSHH and identify areas where it applies to your scope of practice.

The trainee may require some education regarding COSHH, and identifying it in their daily practice.

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module One to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 2 | HEALTH AND SAFETY

CORE MODULE 2 : Prevention and Control of Infection in the Laboratory

KNOWLEDGE

- Understand the application of local policies and procedures to prevent the contact and spread of infection.
- Know of different agents that cause infections.
- Know how infection may be transmitted in a laboratory environment.
- Understand the importance of risk assessment in relation to the prevention and control of infections.
- Understand the need for good personal hygiene in the prevention and control of infections.

COMPETENCE

You must be able to:

- Outline where local policies and procedures are used to prevent contact and spread of infection.
- Describe the main agents that cause infection.
- Describe how disease may be spread within the laboratory environment and become a hazard for other staff in the organisation.
- Demonstrate the application of good personal hygiene and correct use of Personal Protective Equipment (PPE) in accordance with local policy and procedures.
- Carry out a risk assessment in relation to scope of practice.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Has described local and organisational policies that apply to prevent contact and spread of infection.				
Has identified reasons for environmental cleaning.				
Has described what is meant by "infection" and identified the main categories of infectious agent in the laboratory.				
Has named common sources of infection in a laboratory and outlined how they spread, the method of entry into the body to cause infection and how this may be prevented.				
Has evaluated ways of working to help minimise the spread of infection within working environment.				
Follows the correct procedures for the use of PPE and disposal of used PPE.				
Has described when and why hand washing should be carried out and what type of products should be used.				
Consistently applies good standards of personal hygiene.				
Has performed a risk assessment in an area in which they work.				
Has completed Evidence One				
Has completed Evidence Two				
Has completed Evidence Three				
Has completed Evidence Four				

Module 2: Evidence One

A colleague in your team has turned up for work with a heavy cold and is repeatedly sneezing. Explain why and how they could transmit the infection to you or other staff and what could be done to avoid it.

Trainee Signature		Date	
Trainer Signature		Date	

Module 2: Evidence Two

In a table list 3 common sources of infection in a laboratory. State how the organisms could be spread, the method of entry into the body to cause infection and how to prevent spread.

You do not need specialist knowledge to complete this.
Do not over think it!

Source of Infection	Mode of Spread	Method of entry	Prevention

Trainee Signature		Date	
Trainer Signature		Date	

Module 2: Evidence Three

Describe the key principles of good personal hygiene and the importance of it in the prevention and control of infections.

Trainee Signature		Date	
Trainer Signature		Date	

Module 2: Evidence Four

Describe the process for carrying out a risk assessment and explain the importance of doing this relative to your scope of practice.

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Two to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 2 | HEALTH AND SAFETY

CORE MODULE 3 : Cleaning, Decontamination and Waste Management

KNOWLEDGE

- Understand how the application of local policies and procedures regarding cleaning, decontamination and waste management apply to own scope of practice.
- Know the hazards and risks associated with cleaning, decontamination and waste management.
- Know the health and safety precautions for cleaning and decontamination of laboratory surfaces and equipment.
- Know the appropriate containment requirements for waste disposal within scope of practice.
- Know the hazards and risks associated with the disposal of waste products and how to handle/store them safely.
- Recognise personal and employer responsibilities for cleaning, decontamination and waste management.

COMPETENCE

You must be able to:

- Demonstrate how to clean and decontaminate laboratory equipment in accordance with local departmental procedure and explain the reasons for each part of the process.
- Correctly apply local policies for disposal of the different streams of waste within the laboratory.
- Confirm suitability of containers provided for the disposal of biological specimens/samples and waste products.
- Work in a safe manner when carrying out procedures for disposal of the different streams of waste management within the laboratory.
- Complete records of waste disposal in accordance with local procedures.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Consistently applies cleaning and decontamination procedures in accordance with local policy and has explained the reasons for each part of the process.				
Has listed different disinfectants and cleaning agents used within the laboratory, their strengths where applicable, when they are used and how to ensure they are active.				
Correctly prepares the different disinfectants used within the department to the correct strengths.				
Has identified reasons for a national policy for dealing with waste products.				
Has listed different waste products that are generated from the laboratory and the methods used for its disposal.				
Correctly follows procedures within their scope of practice when dealing with waste management.				
Has explained where to go to seek advice with waste management.				
Has explained how to correctly store and dispose of a range of waste material.				
Identifies when there might be a failure to conform to waste disposal requirements and what action to take.				
Has completed Evidence One				
Has completed Evidence Two				
Has completed Evidence Three				

Module 3: Evidence One

Write down the different disinfectants and cleaning agents used within the laboratory, their strengths where applicable, when they are used and how to ensure they are active.

Disinfectant/Cleaning Agent	Strength	Usage	Activity

Trainee Signature		Date	
Trainer Signature		Date	

Module 3: Evidence Two

Complete the table below identifying the type of container/method used for disposal and whether there are any special precautions.

Type of Waste	Method of Disposal	Special Precautions
Hazardous waste (includes high risk)		
Sharps waste		
Confidential waste		
Cardboard non-hazardous waste		
Plastic non-hazardous waste		
Chemical waste		
Paper waste		

Trainee Signature		Date	
Trainer Signature		Date	

Module 3: Evidence Three

Choose one area where health and safety precautions are applied in the workplace. Evaluate how successful these are and suggest ways of making them more effective.

If you work in a clinical laboratory identifying health and safety precautions should be easy.

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Three to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

IBMS Institute of Biomedical Science

BIOMEDICAL SCIENCE SUPPORT STAFF

CERTIFICATE OF ACHIEVEMENT PART II

SECTION 3 | QUALITY

Module 1	**Core**	Maintaining Standards of Performance
Module 2	**Optional**	Preparing and Maintaining Stock Solutions
Module 3	**Optional**	Routine Maintenance and Calibration of Laboratory Equipment
Module 4	**Optional**	Planning and Monitoring Work

SECTION 3 | QUALITY

CORE MODULE 1 : Maintaining Standards of Performance

KNOWLEDGE

- Understand the importance of providing a quality service to users.
- Understand how professional standards and codes of practice apply to own scope of practice and the working relationship with others.
- Know the principles of quality assurance and quality performance indicators and relevance within own scope of practice.
- Understand the importance of monitoring quality assurance and procedures to record quality indicators.
- Know how deviations from agreed working procedures may influence the quality outcomes and reliability of the work.
- Know the actions required when quality results are below accepted performance limits.
- Understand why it is important to complete all documentation accurately in accordance with local policies.

COMPETENCE

You must be able to:

- Describe how professional standards and key quality terms relevant to own work activities relate to that of others.
- Ensure quality management systems are maintained and contribute to the promotion of continual quality improvement.
- Monitor quality indicators and correctly identify where work has deviated from them.
- Recognise the importance and consequences of poor results or performance within your working practices.
- Report incidences of non-conformance and variances, identifying factors which may have caused them.
- Maintain full and accurate records of quality performance checks.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Can explain the department's need to comply with organisational governance and quality management systems.				
Has read and understood quality documents that are used within scope of practice and how they relate to the activities of others.				
Can list quality indicators used to monitor quality assurance within scope of practice.				
Contributes to maintaining the quality management system in relation to their scope of practice.				
Has undertaken an audit in the laboratory and explained how to raise non-conformities or variances.				
Can recognise poor performance within their scope of practice, explain the consequences and suggest appropriate action.				
Makes recommendations to improve performance and quality outcomes, seeking advice if outside level of responsibility.				
Maintains full, accurate and legible records of the quality performance checks within area of responsibility.				
Has completed Evidence One				
Has completed Evidence Two				
Has completed Evidence Three				
Has completed Evidence Four				

Module 1: Evidence One

Complete the following table defining the terms and their relevance to performance.

Term	Definition	Relevance
Quality Management System		
Horizontal Audit		
Vertical Audit		
Internal Quality Control		
External Quality Assurance		
Non-conformance or variance		
Document Control System		

Trainee Signature		Date	
Trainer Signature		Date	

Module 1: Evidence Two

List 6 'quality' documents that are used within your scope of practice. Outline the purpose of each document.

Consider all the documents you use in your job.

Quality Document	Purpose

Trainee Signature		Date	
Trainer Signature		Date	

Module 1: Evidence Three

Describe an audit you have undertaken in the laboratory where you identified non-conformities. What was the significance of them and what action did you take? How would you check that they have been remedied?

Trainee Signature		Date	
Trainer Signature		Date	

Module 1 - Evidence Four

Think about an area of your work you would like to improve. Identify what action you could take and the outcomes you would like to see. What would the benefits be?

You should do this as part of a regular appraisal process.

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module One to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 3 | QUALITY

OPTIONAL MODULE 2 : Preparing and Maintaining Stock Solutions

KNOWLEDGE

- Understand the local policies and standard operating procedures for preparing a range of stock solutions.
- Understand the factors influencing the preparation of stock solutions and implications of failing to recognise them or take corrective action.
- Understand the hazards and risks associated with the preparation of stock solutions and how to assess and manage these.
- Understand the safe use of protective cabinets, extraction hoods and personal protective equipment.
- Understand how to operate relevant equipment used for the preparation of stock solutions in accordance with manufacturers instructions.
- Understand the correct storage conditions for each product and how to monitor stocks.
- Understand why it is important to complete all necessary documentation accurately and in accordance with standard operation procedures.

COMPETENCE

You must be able to:

- Follow procedures and protocols correctly and to the required standard.
- Demonstrate how to weigh, measure and dispense powders and solutions accurately.
- Adhere to specific health and safety or handling procedures during the preparation process.
- Demonstrate how to use all relevant equipment in a safe and correct manner.
- Record batch information and complete documentation accurately in accordance with standard operating procedures.
- Demonstrate how to store products correctly and maintain rotation of stock as necessary.
- Take appropriate action to respond to an unexpected problem or situation.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Has read and understood the standard operating procedures and related documents.				
Can explain how to follow procedures and protocols correctly and to the required standard.				
Demonstrates how to use all relevant equipment in a safe and correct manner.				
Demonstrates how to weigh, measure and dispense powders and solutions accurately.				
Follows specific health and safety or handling procedures during the preparation process.				
Records all batch information accurately.				
Stores and monitors stocks, taking action if supplies are running low.				
Completes documentation accurately in accordance with standard operating procedures.				
Does not exceed limits of knowledge and scope of practice with regard to preparation of stock solutions.				
Has completed Evidence One				
Has completed Evidence Two				

Module 2: Evidence One

Using brief notes outline the key stages in the preparation of a named stock solution used in your laboratory. Identify one consequence of not preparing the solution correctly.

Name of Stock Solution	
Purpose	
Equipment Used	
Key stages of preparation	
Consequence of not preparing correctly	

Trainee Signature		Date	
Trainer Signature		Date	

Module 2: Evidence Two

Reflect on a situation where you demonstrated the preparation of two different stock solutions. Contrast the difference between them and what you learned from the experience.

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Two to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 3 | QUALITY

OPTIONAL MODULE 3 : Routine Maintenance and Calibration of Laboratory Equipment

KNOWLEDGE

- Understand the principles and policies for routine maintenance and first line calibration of equipment within scope of practice.
- Know the procedures for routine maintenance and first line calibration of equipment within scope of practice.
- Understand the implications of not performing routine maintenance or calibration of equipment.
- Know how to check for validity and reliability when maintaining and calibrating equipment.
- Know why it is important to complete all necessary documentation accurately and in accordance with standard operation procedures.
- Understand own level of competence, authority and knowledge base with respect to routine maintenance and calibration of equipment.

COMPETENCE

You must be able to:

- Describe the importance of routine maintenance and calibration of equipment.
- Perform routine maintenance and first line calibration of equipment in accordance with standard operating procedures.
- Recognise factors which could affect safety or pose a risk associated with the use of the equipment.
- Undertake checks to confirm the accuracy, precision and operational status of the equipment.
- Complete documentation in accordance with standard operating procedures.
- Notify appropriate person of the status of the equipment, seeking advice if necessary.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Has read and understood the standard operating procedures and related documents.				
Has described a range of quality aspects of a named example of equipment used within their scope of practice, including: • its purpose • H&S implications (PPE, COSHH) • frequency of maintenance procedure • consequences of not performing maintenance checks • records kept • quality assurance checks • dealing with problems				
Correctly assesses the decontamination status and requirements of the equipment to be maintained.				
Has explained the importance of accuracy and precision when calibrating equipment.				
Correctly performs daily, weekly and monthly maintenance and calibration on named equipment.				
Uses standards to undertake calibration of equipment for the intended purpose.				
Undertakes checks to confirm the operational status of the equipment and its suitability for use.				
Identifies minor errors and takes corrective action within scope of practice.				
Can demonstrate how to carry out routine maintenance and calibration checks on a piece of equipment.				
Does not exceed limits of knowledge and scope of practice with regard to repair of equipment.				
Has completed Evidence One				
Has completed Evidence Two				
Has completed Evidence Three				

Module 3: Evidence One

Complete the following table.

Sometimes putting the term into context helps with writing a definition.
You could provide an example to aid your definition.

Term	Definition
Sensitivity	
Specificity	
Accuracy	
Precision	

Trainee Signature		Date	
Trainer Signature		Date	

Module 3: Evidence Two

Complete the following table with reference to a piece of equipment that you use.

Analyser Name	
Purpose	
Maintenance ■ Routine Checks (including frequency)	
■ Health and safety considerations	
■ Reagents used and PPE required	
■ Documentation	
■ Quality Assurance	
■ Consequences of not performing routine maintenance and calibration checks.	

Trainee Signature		Date	
Trainer Signature		Date	

Module 3: Evidence Three

Think about how you would train a member of staff on the maintenance of a piece of equipment. Summarise the key steps in the maintenance procedure and highlight the checks you would make.

Trainee Signature		Date	
Trainer Signature		Date	

Module 3: Evidence Four

Reflect on the steps taken if/when a minor equipment error or failure has been brought to your attention and how you dealt with the problem. Explain how you would decide that you have reached your scope of practice.

It is not always possible to fix everything by yourself, but think of the basic steps you follow. Are there checks you always make?

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Three to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 3 | QUALITY

OPTIONAL MODULE 4 : Planning and Monitoring Work

KNOWLEDGE

- Understand the local policies on workload and standards of performance.
- Understands the principles of setting SMART objectives.
- Understand how to confirm and clarify the work required of the team.
- Know how to plan the work of the team and how to identity priorities or critical activities and resources available.
- Know how to brief team members on the work allocated, standard of expected performance and clarify expectations.
- Know how to effectively check the progress and quality of work.
- Know how to motivate, support and recognise the achievements of the team.
- Know how to address conflict or deal with unforeseen events.

COMPETENCE

You must be able to:

- Confirm the work required of the team and seek clarification on outstanding points or issues.
- Plan how the team will undertake the work, identifying any priorities or critical activities and making the optimum use of available resources.
- Allocate work to team members on a fair basis, taking into account skills, knowledge and experience.
- Brief team members on the work allocated and expected standard of performance.
- Ensure team members understand the work required.
- Check on progress and quality of work on a regular and fair basis, providing prompt and constructive as required to motivate the team members to complete the work.
- Deal with any conflict and poor performance promptly and effectively.
- Use information collected to inform any formal appraisal of performance.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Has demonstrated they can receive instructions and prioritise work accordingly to achieve performance objectives.				
Can describe the principles of SMART objective setting.				
Works within the resources available and identifies potential shortfalls.				
Communicates effectively to the team to explain the work plan, priorities and any critical issues.				
Ensures individual members of the team understand what is required of them and acceptable standards of performance.				
Monitors the team fairly and checks standards of performance.				
Identifies unacceptable or poor performance and agrees a way for improvement or seeks advice if required.				
Identifies potential sources of conflict and how to resolve them.				
Provides constructive feedback and support for the team promptly and fairly.				
Provides feedback on team performance to line manager.				
Has completed Evidence One				
Has completed Evidence Two				
Has completed Evidence Three				
Has completed Evidence Four				

Module 4: Evidence One

Describe why you think it is important to have SMART objective setting. Give an example for each principle.

Trainee Signature		Date	
Trainer Signature		Date	

Module 4: Evidence Two

Why is it important to allocate work across the team on a fair basis? Identify four areas that you need to consider?

Trainee Signature		Date	
Trainer Signature		Date	

Module 4: Evidence Three

Identify 3 examples of positive and negative feedback that could motivate or demoralise the team.

What kind of feedback would you like to hear and what wouldn't you like to hear?

Positive Feedback	Negative Feedback

Trainee Signature		Date	
Trainer Signature		Date	

Module 4: Evidence Four

Your team is struggling to meet its objectives and you are worried standard of performance may fall. Describe what action you might take to resolve this.

Start by identifying the cause. Then you can start thinking of a solution.

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Four to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

IBMS Institute of Biomedical Science

BIOMEDICAL SCIENCE SUPPORT STAFF

CERTIFICATE OF ACHIEVEMENT PART II

SECTION 4 | SPECIMEN HANDLING

Module 1	**Core**	Receiving Specimens
Module 2	**Core**	Storage and Retrieval
Module 3	**Core**	Sample Disposal
Module 4	**Core**	Preparation of Specimens for Investigation
Module 5	**Optional**	Specimen Packaging and Transport
Module 6	**Optional**	Preparation of Specimens using Automated Equipment

SECTION 4 | SPECIMEN HANDLING

CORE MODULE 1 : Receiving Specimens

KNOWLEDGE

- Know how statutory, regulatory and legislative requirements and guidance for receipt of biological specimens apply within own scope of practice.
- Understand the health and safety precautions regarding the receipt of biological specimens.
- Understand the importance of correctly identifying biological specimens for direct receipt and those for referral.
- Know the different requirements for acceptance and rejection of biological specimens in accordance with standard operating procedures.
- Know how to deal with incorrectly labelled or mismatched specimens.
- Understand the importance on ensuring specimens are received and maintained in optimum conditions.
- Understand the importance of maintaining an audit trail and completing all records accurately.

COMPETENCE

You must be able to:

- Work with due regard to health and safety considerations when receiving and handling biological specimens.
- Confirm that specimens accepted meet minimum requirements for further handling and processing.
- Recognise indications of damage or unsuitability of specimens that do not meet acceptable criteria or need referral elsewhere.
- Maintain specimens in optimum conditions.
- Work within scope of practice to complete all records accurately and in accordance with protocols.
- Manage workload effectively to make efficient use of resources and meet prioritisation needs of the department.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Can describe the appropriate container, any additive or special requirements for the analysis of specimens received in the laboratory.				
Correctly checks specimen details and integrity against documentation and test request and takes appropriate action to deal with inadequate or incomplete labelling or documentation.				
Takes appropriate action to deal with specimens that: 1) cannot be accepted 2) are high risk 3) are insufficient for testing 4) are urgent 5) are labile 6) are to be referred				
Takes appropriate action to deal with leakage, spillage, breakage of specimens.				
Responds to changes in workload to maintain efficiency and identifies priority needs within scope of practice.				
Takes appropriate actions to respond to an unexpected situation or event that is outside their scope of practice.				
Completes documentation correctly within scope of practice.				
Can monitor the use of standard operating procedures for the receipt of biological specimens and take appropriate action if not followed correctly.				
Has reviewed standard operating procedures regarding the handling of biological samples and specimens and contributed to their improvement.				
Participates in the implementation of audits that apply to the receipt of biological specimens.				
Has completed Evidence One				
Has completed Evidence Two				
Has completed Evidence Three				
Has completed Evidence Four				

Module 1: Evidence One

In a table describe the factors that allow acceptance and rejection of specimens at the time of receipt and what happens to those not tested.

What is your department's policy on sample acceptance and rejection?

Trainee Signature		Date	
Trainer Signature		Date	

Module 1: Evidence Two

Describe the pattern of workflow for the receipt of specimens to your laboratory. Identify peaks and troughs and comment on how this affects the deployment of staff. Is there anything that could be done differently?

You could use a flow chart to demonstrate workflow.

Trainee Signature		Date	
Trainer Signature		Date	

Module 1: Evidence Three

Reflect on an untoward incident during sample handling that was brought to your attention. Describe what happened, the action you took and the changes made for the future.

Trainee Signature		Date	
Trainer Signature		Date	

Module 1: Evidence Four

Complete an audit on one aspect of specimen reception. Comment on your findings and consider whether they were expected or unexpected. Why do you think this was?

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module One to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 4 | SPECIMEN HANDLING

CORE MODULE 2 : Storage and Retrieval

KNOWLEDGE

- Know how the policies and procedures regarding storage and retrieval of biological specimens apply to own scope of practice.
- Understand the health and safety precautions regarding the storage and retrieval of biological specimens.
- Understand the basic principles of specimen storage and consequences of failing to maintain optimum conditions.
- Understand the storage and retrieval requirements for a wide and varied range of specimens received into the department.
- Understand the importance of selecting appropriate containers for the safe and secure storage of different types of specimens.
- Know the correct location for storage of a wide and varied range of specimens in the department.
- Know what action to take if specimen integrity has been compromised due to systems failure.
- Understand the importance of maintaining an audit trail and completing all records accurately.

COMPETENCE

You must be able to:

- Correctly apply local policies for storage and retrieval of biological specimens within the department.
- Work with due regard to basic principles that maintain specimen integrity when storing and retrieving biological specimens.
- Store, retrieve and monitor specimens stored within the department and maintain documentation correctly.
- Take appropriate action when specimen integrity has been or is thought to have been compromised.
- Train and supervise others to correctly monitor and record specimens stored within the department.
- Audit specimen storage and retrieval to check standard operating procedures are followed.
- Review and make recommendations regarding good practice for the storage, retrieval and monitoring of specimens.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Has described the storage and retention requirements for specimens in the department with regard to local policies and procedures.				
Has identified any special considerations to ensure correct storage at a range of temperatures.				
Has demonstrated how the monitoring and recording of specimens in the department enables them to be easily traced.				
Has listed the stages necessary to maintain correct storage conditions for specimens.				
Has described the stages for de-frosting a freezer and what considerations need to be made to ensure specimen quality is maintained.				
Has explained the potential consequences of failing to store specimens correctly and where to seek advice if a failure in the storage conditions is suspected or has occurred.				
Demonstrates they can be proactive in ensuring the correct procedure for the storage and retrieval of specimens are followed.				
Assists in the development of standard operating procedures with regard to the storage and retrieval of biological specimens.				
Has undertaken an audit of specimen storage and retrieval to check standard operating procedures are followed.				
Completed Evidence One				
Completed Evidence Two				
Completed Evidence Three				

Module 2: Evidence One

Create a table listing 6 different specimen types, their storage requirements and length of storage used within the department. Explain any special considerations that must be met to ensure correct storage at that temperature.

Specimen Type	Storage Requirement	Length of Storage	Special Considerations

Trainee Signature		Date	
Trainer Signature		Date	

Module 2: Evidence Two

List the stages necessary to maintain correct storage conditions for specimens. Describe what considerations need to be made if you are responsible for defrosting a freezer.

If you are defrosting a freezer what do you do with the samples/reagents which are kept in it?

Trainee Signature		Date	
Trainer Signature		Date	

Module 2: Evidence Three

Complete the audit template below.

Name of Storage Facility		Location	
Indication of purpose and specimens stored			
Required temperature		Current Temperature	
Date of last check			
Date of next check			
Outcome	Pass / Fail		
Actions			
Date of Next audit			

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Two to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 4 | SPECIMEN HANDLING

CORE MODULE 3 : Sample Disposal

KNOWLEDGE

- Know the organisational and departmental policies regarding the disposal of biological specimens.
- Know the health and safety precautions for the disposal of biological specimens and procedures for reporting accidents, spillages and contamination involving waste products.
- Know the methods for the disposal of biological specimens and their waste products in the department.
- Know what records must be kept for waste disposal of biological specimens and how to complete them.

COMPETENCE

You must be able to:

- Correctly apply local policies to the disposal of biological specimens within scope of practice.
- Differentiate between specimens which should or should not be retained.
- Determine the most appropriate disposal method for a specimen type and associated risks.
- Describe different methods for the disposal of biological specimens in order to instruct others.
- Complete records for the disposal of specimens and waste products in accordance with local procedures.
- Recognise when a situation for the disposal of specimens has been compromised and take appropriate action within area of responsibility.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Has identified the most appropriate method of disposal of biological specimens in the laboratory and associated risks.				
Works in accordance with health and safety precautions when handling and disposing of biological specimens and waste products.				
Can identify circumstances where it is inappropriate to discard a specimen.				
Takes prompt action to deal with adverse incidents regarding the disposal of specimens within the area of their responsibility.				
Has demonstrated the ability to instruct others how to correctly dispose of specimens in accordance with local procedures.				
Has demonstrated the ability to instruct others in the correct procedure to monitor and record the disposal of specimens.				
Seeks advice regarding the disposal of biological specimens if limit of knowledge or area of responsibility is exceeded.				
Has completed Evidence One				
Has completed Evidence Two				
Has completed Evidence Three				

Module 3: Evidence One

Create a table to show the different methods of disposal of biological specimens in your laboratory and associated risk.

Look around. How many different bins can you see?

Type of Specimen	Method of Disposal	Associated Risk

Trainee Signature		Date	
Trainer Signature		Date	

Module 3: Evidence Two

Reflect on an adverse incident regarding the disposal of specimen with reference to what happened, the action taken and what measures were put in place to avoid its recurrence.

Trainee Signature		Date	
Trainer Signature		Date	

Module 3: Evidence Three

List the key points you would wish to make if instructing someone in how to dispose safely of specimens in your laboratory.

Are there any rules and regulations that must be followed?

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Three to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 4 | SPECIMEN HANDLING

CORE MODULE 4 : Preparation of Specimens for Investigation

KNOWLEDGE

- Understand the importance of correctly identifying biological specimens for further preparation.
- Know the different requirements for preparation of a range of biological specimens prior to laboratory analysis in accordance with standard operating procedures.
- Know the basic principles underpinning the preparation of the specimen.
- Know how to correctly use the equipment and procedures used in the preparation of a limited range of specimens.
- Know the implications of leakage, spillage, and damage to the specimens during preparation and action to take.
- Know the limits of scope of practice.

COMPETENCE

You must be able to:

- Confirm the specimen accepted meets minimum requirements for further handling and processing.
- Outline the basic principles underpinning the specimen preparation.
- Undertake processes for the pre-analytical preparation of a limited range of specimens in line with standard operating procedures.
- Take appropriate action if the specimen is adversely affected during preparation.
- Work within scope of practice to complete all records accurately and in accordance with protocols.
- Manage workload effectively to make efficient use of resources and meet prioritisation needs.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Correctly checks specimen details and integrity against documentation and test request.				
Can describe the reasons for selection of appropriate container, any additive or special requirements for the preparation of two different types of specimen for analysis.				
Can describe the reasons for selection of appropriate container, any additive or special requirements for the preparation of a specimen for two different types of analysis.				
Performs pre-analytical processes in accordance with the standard operating procedures for two different specimen types or for two different types of analysis.				
Places the prepared specimen in the correct environment and location for analysis.				
Takes appropriate action to deal with leakage, spillage, or damage to specimens during preparation.				
Reports any factors which may influence the effective preparation of a specimen to the relevant individual.				
Takes appropriate actions to respond to an unexpected situation or event or one that is outside their scope of practice.				
Manages workload efficiently and can meet priority needs.				
Has completed Evidence One				
Has completed Evidence Two				
Has completed Evidence Three				

Module 4: Evidence One

Using bullet points indicate the steps you take for two different examples of specimens that require preparation prior to analysis.

Example 1

Example 2

Trainee Signature		Date	
Trainer Signature		Date	

Module 4: Evidence Two

Briefly describe the basic principles that underpin the preparation of one specimen for analysis. Identify what could go wrong and why it would affect the final outcome.

Trainee Signature		Date	
Trainer Signature		Date	

Module 4: Evidence Three

Briefly outline what you would need to consider if you have a large number of samples to prepare.

When dealing with large numbers how do you stop them getting mixed up?

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Four to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 4 | SPECIMEN HANDLING

OPTIONAL MODULE 5 : Specimen Packaging and Transport

KNOWLEDGE

- Know the national guidelines that apply to the transportation of biological specimens.
- Know the local policies that apply to the transportation of biological specimens.
- Know the risks and hazards associated with the handling, storing and transporting of different biological specimens.
- Know the factors that may affect the quality of biological specimens with regard to follow-up procedures.
- Know the range of packaging available for biological specimens and how to access them.
- Understand the importance of maintaining documentation and records associated with specimen transportation.

COMPETENCE

You must be able to:

- Confirm biological specimens are of a suitable quality for transportation.
- Select the appropriate packaging for the transport of a range of biological specimens.
- Prepare and despatch biological specimens in accordance with standard operating procedures when:
    - transporting within the organisation.
    - sending to external organisations.
- Ensure correct documentation is included with the specimens.
- Ensure the specimens are accessible to authorised individuals for transportation.
- Prepare and update relevant records as appropriate to scope of practice.
- Describe processes specimen packaging and transportation sufficient to be able to instruct others.
- Conduct an audit of the processes for specimen packaging and transportation.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Has listed the risks, hazards and safety precautions associated with the handling and transporting of biological specimens.				
Has explained the differences between transporting within the department, within the organisation and when sending to external organisations.				
Knows which tests have different transport requirements and can describe factors which may affect the quality of the specimens, problems that may occur and any corrective action needed when dealing with their despatch and transport.				
Chooses the correct labelling, packaging and transport methods for biological specimens within the department and organisation relevant to specimen type and urgency.				
Checks that the correct documentation is included with specimen prior to transport.				
Checks that documentation and records are maintained up to date in accordance with local policy and procedures.				
Checks that specimens for transport are placed in the correct location and in a timely manner.				
Knows how to track a specimen that has specific requirements from when it was received for despatch to the point of receipt at the external organisation, providing evidence at the various stages of the process.				
Has demonstrated the knowledge to supervise and train others in the correct procedures for transporting biological specimens relative to the work of the department.				
Has completed Evidence One				
Has completed Evidence Two				
Has completed Evidence Three				
Has completed Evidence Four				

Module 5: Evidence One

Provide examples of 3 specimens which have different transport requirements. Indicate factors which may affect the quality of the specimen, problems that may occur and any corrective action needed when dealing with their despatch and transport.

If you only deal with one type of specimen, provide 3 different examples of specimen transport. This can be within or external to your organisation.

Specimen	Transport Requirements	Factors affecting quality of specimen during transport	Problems which may occur	Possible Corrective Action

Trainee Signature		Date	
Trainer Signature		Date	

Module 5: Evidence Two

List the various stages of the process from when you receive a specimen to the point of despatch from your department.

Trainee Signature		Date	
Trainer Signature		Date	

Module 5: Evidence Three

Reflect on an untoward incident regarding the despatch of a specimen referred to another department or external organisation. Explain what happened and what action you took.

Trainee Signature		Date	
Trainer Signature		Date	

Module 5: Evidence Four

Complete the template to audit the time it takes to despatch a specimen to another department for analysis and receipt of results.

Test	
Sample Type	
Expected Turnaround time	
Transport Mode e.g. courier/post	
Date sample received	
Date sample sent	
Date results received	
Turnaround time	
Outcome	Pass / Fail
Action	

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Five to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 4 | SPECIMEN HANDLING

OPTIONAL MODULE 6 : Preparation of Specimens Using Automated Equipment

KNOWLEDGE

- Understand the importance of accountability, reporting and referral structures for using automated equipment and how to seek advice or assistance.
- Understand the current local policies and standard operating procedures and good practice guidelines for using automated equipment for processing specimens.
- Be aware of basic scientific principles used by the automated equipment.
- Know how and when to use an automated equipment and confirm its readiness for use.
- Know the importance of quality control for standard processing of specimens on automated equipment.
- Know the procedure for monitoring and replenishing stocks of consumables used on the automated equipment.
- Know how to complete documentation associated with the use of the automated equipment and processing procedure.

COMPETENCE

You must be able to:

- Apply policies, protocols and good practice related to the use of the automated equipment.
- Describe the basis scientific principles that apply to the processing procedure.
- Confirm that routine checks have been carried out and the equipment is ready for use.
- Identify any problem that may affect processing.
- Identify when samples are processed successfully according to standard operating procedures.
- Monitor and replenish stocks of consumables used on the automated equipment.
- Complete documentation in accordance with local procedures.
- Demonstrate and assess the ability of others to correctly perform the basic procedures for processing specimens using automated equipment.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Has read, understood and works in accordance with the standard operating procedures and good practice guidelines for an automated equipment.				
Has described the basic scientific principles that apply to the processing procedure.				
Works within the limits of practice and responsibility when using automated equipment for processing specimens and seeks advice when exceeded.				
Checks specimens are correctly identified before processing and that their quality has not been compromised.				
Performs standard maintenance and checks prior to processing and suggests remedial action to basic problems.				
Correctly prepares samples prior to processing if applicable.				
Identifies when the analyser has not processed a specimen correctly ands takes appropriate action.				
Completes records of processing following standard operating procedures.				
Correctly disposes of waste products according to policies and procedures.				
Monitors consumables and replenishes stock according to protocol.				
Demonstrates the ability to train and supervise others within limits of responsibility.				
Has completed Evidence One				
Has completed Evidence Two				

Module 6: Evidence One

Using bullet points define the sequence of events from start to finish, including all the sample and equipment checks you must make prior to the processing. Identify the problems that would occur at each stage if there was an inadequate supply of consumables.

Sequence of Events	Problem caused by lack of consumables

Trainee Signature		Date	
Trainer Signature		Date	

Module 6: Evidence Two

List some advantages and disadvantages of using automated equipment to process specimens compared to a manual method.

Hint: Machine versus human!

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Six to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

IBMS Institute of Biomedical Science

BIOMEDICAL SCIENCE SUPPORT STAFF

CERTIFICATE OF ACHIEVEMENT PART II

SECTION 5 | PERFORMING STANDARD TESTS

Module 1	**Core**	Manual Method or Commercial Kit
Module 2	**Optional**	Use of an Automated Analyser
Module 3	**Optional**	Point of Care Testing
Module 4	**Optional**	Staining Specimens
Module 5	**Optional**	Investigating Specimens at a Microscopic Level
Module 6	**Optional**	Reading Bacteriological Culture Plates

SECTION 5 | PERFORMING STANDARD TESTS

CORE MODULE 1 : Manual Method or Commercial Kit

KNOWLEDGE

- Know how the policies, protocols and good practice guidelines apply to their scope of practice.
- Understand the importance of accountability, reporting and referral structures for standard investigations and how to seek advice or assistance.
- Know how and when to use the manual method or commercial kit.
- Be aware of the basic principles of the procedure.
- Know factors which may influence the quality of the sample and their significance.
- Understand the importance of urgent samples.
- Know the method of sample preparation prior to investigation.
- Know when the procedure has been satisfactory completed with due regard to quality assurance.
- Know how to complete any documentation related to the procedure.

COMPETENCE

You must be able to:

- Outline the basic scientific principles of the procedure.
- Check specimens are suitable for investigation by the chosen method.
- Perform investigation using manual methodologies and/or commercial kits according to standard operating procedures.
- Follow the correct health and safety procedures and preserve sample integrity.
- Confirm that the investigation has been successful.
- Complete documentation in accordance with standard operating procedures.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Has summarised the method, basic principles, and sample requirements of the manual method or kit.				
Has shown they understand how errors may occur whilst using the manual method or commercial kit.				
Checks sample to ensure it is suitable for investigation in accordance with policy and procedures.				
Takes action if there is a problem with the identity of the specimen and/or if is not suitable for analysis.				
Performs quality control in accordance with the requirements of the standard operating procedure.				
Performs basic troubleshooting of any discrepancies under direction and supervision of a qualified person if outside of scope of practice.				
Performs the investigation to agreed turnaround times, identifying priority specimens.				
Identifies and processes samples that may need retesting and/or additional testing.				
Confirms investigation has been completed in accordance with standard procedures and quality assurance requirements.				
Completes laboratory records to agreed protocols and standards.				
Has completed Evidence One				
Has completed Evidence Two				
Has completed Evidence Three				

Module 1: Evidence One

Complete the following table.

Method or Kit Identification
Overview of Method
Basic Principle
Sample type / Preparation
Other Considerations

Trainee Signature		Date	
Trainer Signature		Date	

Module 1: Evidence Two

List 3 advantages and disadvantages of using a manual method or commercial kit to carry out an investigative procedure.

Advantages	Disadvantages

Trainee Signature		Date	
Trainer Signature		Date	

Module 1: Evidence Three

Reflect on an error that has occurred whilst using your chosen manual method or commercial kit. Explain what action you took and what you would do differently in the future.

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module One to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 5 | PERFORMING STANDARD TESTS

OPTIONAL MODULE 2 : Use of an Automated Analyser

KNOWLEDGE

- Understand the importance of accountability, reporting and referral structures for using an automated analyser and how to seek advice or assistance.
- Understand the current local policies and standard operating procedures and good practice guidelines for using an automated analyser.
- Be aware of basic scientific principles used by the automated analyser.
- Know how and when to use an automated analyser and confirm its readiness for use.
- Know the importance of calibration and quality control for standard tests on an automated analyser.
- Know procedure for performing standard tests on an automated analyser and limits of responsibility.
- Know the procedure for monitoring and replenishing stocks of consumables used on the automated analyser.
- Know how to complete documentation associated with the automated analyser and investigative procedure.

COMPETENCE

You must be able to:

- Apply policies, protocols and good practice related to the use of the automated analyser.
- Describe the basis scientific principles that apply to the use of the analyser.
- Confirm that routine checks have been carried out and the analyser is ready for use.
- Process standard tests and quality control specimens using an automated analyser.
- Identify any problem that may affect sampling on an automated analyser.
- Identify when samples are processed successfully according to standard operating procedures.
- Monitor and replenish stocks of consumables used on the automated analyser.
- Complete documentation in accordance with local procedures.
- Demonstrate and assess the ability of others to correctly perform the basic procedures for testing specimens using an automated analyser.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Has read, understood and works in accordance with the standard operating procedures and good practice guidelines for an automated analyser.				
Has described the basis scientific principles that apply to the use of the analyser.				
Has listed the tests performed within scope of practice, and highlighted any special issues that must be considered.				
Works within the limits of practice and responsibility when using an automated analyser and seeks advice before it is exceeded.				
Checks specimens are correctly identified before processing and that their quality has not been compromised.				
Performs standard maintenance and checks prior to testing and suggests remedial action to basic problems.				
Correctly prepares specimens prior to testing if applicable.				
Performs a range of tests on the automated analyser to meet agreed turnaround times and identifies priority specimens.				
Identifies when the analyser has not 'sampled' a specimen correctly ands takes appropriate action.				
Completes records of analysis following standard operating procedures.				
Correctly stores and disposes of specimens according to policies and procedures.				
Monitors available consumables and replenishes stock according to protocol.				
Demonstrates the ability to train and supervise others within limits of responsibility.				
Completed Evidence One				
Completed Evidence Two				
Completed Evidence Three				

Module 2: Evidence One

Use the following table to compare and contrast two different automated analysers that are used within your department.

Analyser	1.	2.
Sample Type		
Test		
Basic Principal		
Maintenance		
Health & Safety Consideration		

Trainee Signature		Date	
Trainer Signature		Date	

Module 2: Evidence Two

Using bullet points define the sequence of events from start to finish covering the automated analysis of a specimen, including all the sample and analyser checks you must make prior to the investigation. Describe what action to take if there is a problem at each stage including inadequate supplies of consumables.

Sequence of Events	Action to take if there is a problem

Trainee Signature		Date	
Trainer Signature		Date	

Module 2: Evidence Three

Reflect on an occasion went something went wrong whilst working on an analyser. Explain what action you took and what you would do differently in the future.

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Two to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 5 | PERFORMING STANDARD TESTS

OPTIONAL MODULE 3 : Point of Care Testing

KNOWLEDGE

- Understand the local policies, protocols and good practice guidelines for obtaining samples from individuals and for point of care testing (POCT).
- Know your own level of competence, authority and specialist knowledge based in relation to obtaining and testing specimens from individuals.
- Know the required preparation for individuals prior to the type of specimen collection, including the importance of giving clear instructions.
- Know how to use the material and equipment required to collecting specimens and carrying out the investigation.
- Understand the principles of the methods in use and how to carry out quality assurance checks.
- Understand the importance of maintaining accurate information and records pertaining to the specimen and investigation.
- Understand the importance of reporting any findings that are outside of normal ranges and which may demand urgent attention.

COMPETENCE

You must be able to:

- Apply national guidelines, policies, protocols and good practice related to point of care testing (POCT) procedures.
- Describe the principles of the method to be used for POCT.
- Perform point of care testing in accordance with standard operating procedures.
- Check test results are within accepted performance limits and take appropriate action if not.
- Record results of POCT in accordance with standard operating procedures.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Has described the importance of correctly identifying the individual and/or specimen and the need for confirming valid consent as appropriate.				
Gives clear instructions to ensure the individual is fully prepared for the type of specimen collection or investigation to be performed.				
Maintains the confidentiality, privacy and dignity of the individual at all times relative to the test procedure.				
Applies appropriate health and safety measures and standard precautions for preventing the spread of infection.				
Has described the principle of the POCT method in use.				
Uses the correct container for the type of specimen and planned investigation.				
Checks specimen integrity to ensure it is of suitable quality for testing in accordance with policy and procedures.				
Correctly prepares the POCT equipment and resources for testing and confirms their readiness for use.				
Checks quality control results from the POCT equipment are within expected parameters.				
Correctly identifies possible causes of erroneous quality control results and take remedial action within scope of practice.				
Performs POCT testing to agreed protocols.				
Checks test results are within accepted performance limits.				
Takes appropriate action if test results are outside accepted performance limits within scope of practice.				
Follows standard protocols to dispose of waste material and decontaminate equipment as required.				
Completes all documentation in accordance with standard operating procedures.				
Has completed Evidence One				
Has completed Evidence Two				

Module 3: Evidence One

Using bullet points define the sequence of events from start to finish of conducting a POCT procedure.

Trainee Signature		Date	
Trainer Signature		Date	

Module 3: Evidence Two

Reflect on an occasion went something went wrong whilst conducting a POCT procedure. Explain what action you took and what you would do differently in the future.

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Three to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 5 | PERFORMING STANDARD TESTS

OPTIONAL MODULE 4 : Staining Specimens

KNOWLEDGE

- Understand the importance of accountability, reporting and referral structures and how to seek advice or assistance.
- Understand the standard operating procedures and good practice guidelines when staining prepared slides of specimens and the importance of maintaining the link between specimen and documentation.
- Be aware of basic scientific principles used in simple staining techniques.
- Be aware of different types of staining procedures, their purpose and how to identify the appropriate option.
- Know how to prepare and store staining solutions.
- Know the factors that may influence the staining quality of the specimen.
- Know how to complete documentation associated with the staining procedure.

COMPETENCE

You must be able to:

- Apply policies, protocols and good practice related to staining procedures used within scope of practice.
- Describe the basic scientific principles that apply to staining procedure.
- Confirm that the appropriate preparation for the staining technique has been undertaken and the staining solutions are ready for use.
- Select, use and monitor quality control methods to ensure accuracy and precision of results.
- Identify when specimens are stained successfully according to standard operating procedures.
- Monitor and replenish stocks of consumable as appropriate.
- Complete documentation in accordance with local procedures.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Has read, understood and works in accordance with the standard operating procedures and good practice guidelines for performing staining of prepared slides of specimens.				
Has described the basic scientific principles that apply to the staining technique.				
Has listed the staining techniques performed within scope of practice, and highlighted any special issues that must be considered.				
Works within the limits of practice and responsibility when staining prepared slides of specimens and seeks advice before exceeded.				
Checks slides of specimens are correctly identified and prepared before staining and that their quality has not been compromised.				
Selects the appropriate quality control for the method to be performed.				
Identifies when specimens are stained successfully according to standard operating procedures.				
Takes appropriate action to respond to an unexpected event or outcome.				
Completes records following standard operating procedures.				
Correctly disposes of waste products of the procedure according to policies and procedures.				
Monitors available consumables and replenishes stock according to protocols.				
Has completed Evidence One				
Has completed Evidence Two				

Module 4: Evidence One

Use the following table to compare and contrast two different automated analysers that are used within your department.

Staining Method	1.	2.
Sample Type		
Basic principal of method		
Health & Safety Consideration		
Expected results		

Trainee Signature		Date	
Trainer Signature		Date	

Module 4: Evidence Two

Using bullet points define the key stages of performing a staining technique. Identify a potential problem that could arise at each stage and describe what action to take.

Sequence of Events	Problem and Action to take

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Four to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 5 | PERFORMING STANDARD TESTS

OPTIONAL MODULE 5 : Investigating Specimens at a Microscopic Level

KNOWLEDGE

- Understand the importance of accountability, reporting and referral structures and how to seek advice or assistance.
- Understand the standard operating procedures and good practice guidelines when reviewing specimens and the importance of maintaining the link between specimen and documentation.
- Knows the principles, purpose and application of microscopes relevant to scope of practice and level of responsibility.
- Know the importance of how to set up and operate the microscope and associated systems to the required parameters for the investigation.
- Know the importance of checking for deficiencies in the quality of the specimen or equipment operations and how to resolve them.
- Know how to examine the preparation microscopically to guarantee accurate evaluation.
- Know how to recognise normal features, characteristics, structures, cellular components and artefacts or abnormal findings relevant to own specialism.
- Know how to record microscopic findings in the appropriate format and take advice when issues arise.
- Know the importance of ensuring equipment and preparation are left in the appropriate condition and location once investigation is complete.

COMPETENCE

You must be able to:

- Apply policies, protocols and good practice related to microscopy procedures used within scope of practice.
- Describe the basis scientific principles that apply to use of the microscope.
- Ensure the microscope system is operating correctly for the preparation being viewed.
- Confirm that the appropriate preparation for the specimen has been undertaken.
- Position the prepared specimen correctly for examination and confirm suitability and quality for further investigation.
- Scan methodically to ensure full examination and record findings to the required level of detail.
- Complete documentation in accordance with local procedures.
- Work within limits of capability and seek advice if these are exceeded.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Has read, understood and works in accordance with the standard operating procedures and good practice guidelines for the microscopic investigation of specimens.				
Has described the basis scientific principles that apply to the use of the microscope.				
Works within the limits of practice and responsibility when investigating specimens at the microscopic level and seeks advice when exceeded.				
Checks specimens are correctly identified and prepared for microscopic investigation and that their quality has not been compromised.				
Sets the microscope up correctly to guarantee accurate evaluation.				
Recognises normal features, characteristics, structures, cellular components and artefacts or abnormal findings relevant to own scope of practice.				
Scans methodically to ensure full examination and records findings to the required level of detail.				
Takes appropriate action to respond to an unexpected finding.				
Records the findings of the microscopic examination in accordance with standard operating procedures.				
Leaves the microscope in a suitable condition for future use.				
Has completed Evidence One				
Has completed Evidence Two				
Has completed Evidence Three				

Module 5: Evidence One

Identify the key components of the microscope and describe the purpose of each.

Component	Purpose

Trainee Signature		Date	
Trainer Signature		Date	

Module 5: Evidence Two

List the checks you would make when setting up a microscope. Identify a potential problem that could arise at each stage and describe what action to take.

Sequence of Checks	Problem and Action to take

Trainee Signature		Date	
Trainer Signature		Date	

Module 5: Evidence Three

Briefly describe how the microscope is used in your scope of practice. Identify some typical normal and abnormal findings.

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Five to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

SECTION 5 | PERFORMING STANDARD TESTS

OPTIONAL MODULE 6 : Reading Bacteriological Culture Plates

KNOWLEDGE

- Understand the importance of accountability, reporting and referral structures and how to seek advice or assistance.
- Understand how the legislation, policies and procedures for reading bacteriology culture plates apply to own scope of practice.
- Understand the importance of maintaining the link between culture plate and documentation.
- Know the constituents of the culture media in use and the mode of operation of that media.
- Know how to assess the performance criteria of culture media.
- Understand the hazards associated with handling inoculated culture media.
- Know how to identify the target organisms and their significance in terms of follow-up reporting of infection.

COMPETENCE

You must be able to:

- Work in accordance with agreed policies and procedures.
- Accurately identify results and record findings to the required level of detail.
- Refer findings outside of scope of practice to the appropriate person.
- Work within limits of capability and seek advice if likely to be exceeded.
- Complete documentation in accordance with local procedures.
- Store and safely dispose of inoculated plates after reading.

Evidence of Achievement				
Performance Indicators	**Trainee**		**Trainer**	
	Date	**Signed**	**Date**	**Signed**
Has described how the current national and local guidelines, policies, protocols relate to preparation and reading of bacteriology culture plates.				
Has correctly identified the hazards and risks associated with reading bacteriology culture plates.				
Recognises role limitations of self and others when reading bacteriology culture plates.				
Has identified the basic ingredients of culture media and the purpose of specific supplements. This includes: • Basic agar • Chromogenic agar • Other Indicator agar • Differential agar • Enrichment agar				
Has described the appearance of target organisms on the culture plates being read and action to be taken in accordance with policies and procedures.				
Can describe the factors that can influence culture results.				
Demonstrates correct procedures for reading bacteriology culture plates including reading of appropriate quality controls.				
Takes appropriate action to respond to an unexpected finding.				
Correctly records culture results in accordance with policies and procedures, including those for quality control.				
Has completed Evidence One				
Has completed Evidence Two				
Has completed Evidence Three				

Module 6: Evidence One

Describe the purpose each of the following constituents used on a culture medium.

Component	Purpose
Water	
Protein Derivatives	
Yeast Extract	
Gelling Agents	
Buffers	
Blood and Serum	
Charcoal	

Trainee Signature		Date	
Trainer Signature		Date	

Module 6: Evidence Two

Describe the purpose of each of the following and give an example of its use.

Component	Purpose
Basic agar	
Enrichment Media	
Chromogenic media	
Differential media	
Other	

Trainee Signature		Date	
Trainer Signature		Date	

Module 6: Evidence Three

Briefly describe the procedures for assessing the performance of culture media on your laboratory relevant to your scope of practice. What action do you take if batches of media fail quality control tests?

Trainee Signature		Date	
Trainer Signature		Date	

Line Manager's comments:

Declaration:

I declare that the trainee has completed Module Six to the necessary standard to demonstrate competence in this area of their practice.

All requested pieces of evidence have been completed and checked by the training officer.

Laboratory Manager		Date	
Signature			

DECLARATION OF COMPLETION OF IBMS TRAINING PORTFOLIO FOR THE CERTIFICATE OF ACHIEVEMENT PART II AND PROPOSAL FOR AWARD

Candidate Details

Surname:		Title:	
Forename(s):			
Date of Birth:		IBMS Number:	
Telephone No:			
E-mail Address:			
Home Address:			

Laboratory Details

Department:			
CPA Ref (if applicable):			
Organisation Name:			
Hospital Name:			
Laboratory Address:			
		Postcode:	

Training Officer Contact Details*

* The Institute defines a training officer for the purposes of completing the portfolio, as the individual whose responsibility it is to ensure that the delivery of training, assessment of competence, and verification of knowledge and skill against each individual statement is signed off.

Surname:		Title:	
Forename(s):		HCPC No:	
IBMS No:		Telephone No:	
Email Address:			

Laboratory Manager Contact Details

Surname:		Title:	
Forename(s):		HCPC No:	
IBMS No:		Telephone No:	
Email Address:			

Module Selection

Please select which Optional modules have been completed. (NB a minimum of 4 must be completed)

Professional Roles	
Developing Others	☐
Quality	
Preparing Stock Solutions	☐
Routine Maintenance and Calibration of Laboratory Equipment	☐
Planning and Monitoring Work	☐
Specimen Handling	
Specimen Packaging and Transport	☐
Preparation of Specimens using Automated Equipment	☐
Performing Standard Tests	
Use of Automated Analyser	☐
Point of Care Testing	☐
Staining Specimens	☐
Investigating Specimens at a Microscopic Level	☐
Reading Bacteriological Culture Plates	☐

Laboratory Manager Declaration

The Declaration **must** be signed by the Laboratory Manager as detailed above.

I declare that the aforementioned candidate has completed the IBMS training portfolio for the Certificate of Achievement Part II.

All necessary modules and evidence sections have been completed.

The Candidate works in accordance with the IBMS Code of Conduct.

The candidate has demonstrated the necessary knowledge and competence to recommend the award of this qualification.

Full Name	
Signature	
Date	

Candidate Declaration

The Declaration **must** be signed by the Candidate as detailed above.

I have completed the IBMS training portfolio for the Certificate of Achievement Part II.

All necessary modules and evidence sections have been completed.

I work in accordance with the IBMS Code of Conduct.

I have demonstrated the necessary knowledge and competence for the award of this qualification.

Full Name	
Signature	
Date	

Institute of Biomedical Science
12 Coldbath Square
London EC1R 5HL
United Kingdom

t: + 44 (0)20 7713 0214
f: + 44 (0)20 7837 9658
e: registration@ibms.org
w: www.ibms.org
www.ibms.org/followus

Institute of Biomedical Science
12 Coldbath Square
London EC1R 5HL
United Kingdom

t: + 44 (0)20 7713 0214
f: + 44 (0)20 7837 9658
e: mail@ibms.org
w: www.ibms.org
www.ibms.org/followus