

Certificate of Expert Practice (CEP) Course Information Summary 2024

Introduction

This document provides a summary about the Certificate of Expert Practice (CEP) qualifications. The CEPs are currently available in:

- Laboratory Information Technology and Clinical Informatics
- Leadership and Management
- Molecular Pathology
- Point of Care Testing
- Quality Management
- Training

The eligibility criteria for these qualifications varies depending on the qualification. Please see the relevant page of the IBMS website for more details.

Outline of CEP Key Dates for 2024 and Structure

After the introductory two-week course orientation period, which is common across the different CEPs, each of the CEPs comprises of six modules. Study for each module is over a two-week period apart from the module where Easter falls which runs for three weeks. There is one-week break between modules three and four.

The content is delivered in a student-centred format with formative assessments, reflective exercises and tasks and a tutor-led discussion forum for each module. The qualification is assessed through an online examination covering all the modules and the submission of two pieces of assessment. The key dates for the courses in 2024 are:

Friday 5 January 2024	Course Orientation
Friday 19 January 2024	Module 1 is available for study
Friday 2 February 2024	Module 2 is available for study
Friday 16 February 2024	Module 3 is available for study
Friday 1 March 2024	Study Week
Thursday 7 March 2024	Deadline for submission of first assessment piece
Friday 8 March 2024	Module 4 is available for study
Friday 22 March 2024	Module 5 is available for study
Friday 12 April 2024	Module 6 is available for study
Thursday 25 April 2024	Conclusion of module delivery
Thursday 9 May 2024	MCQ and Short Answer Question Online Examination
Monday 3 June 2024	Candidates notified of result of online examination
Thursday 13 June 2024	Re-sits for MCQ and Short Answer Question online examination
Friday 14 June 2024	Deadline for submission of second assessment piece
Monday 8 July 2024	Examination Board
Tuesday 9 July 2024	Notification of results
W/C 15 July 2024	Certificates sent out

Studying Online

Studying online is very different from the 'traditional' classroom or lecture setting with the most obvious difference being the lack of direct face-to-face contact with the tutors on the course or your fellow participants (unless you work in the same lab!). As you don't have to attend classes, you will need to take personal responsibility for managing your own learning and study time.

The course is run on the Blackboard Virtual Learning Environment (VLE) which can be accessed via any computer, laptop or tablet which means you will have access to the course materials 24 hours a day, 7 days a week. This enables you to repeatedly review the module materials whenever you want. The CEP provides the opportunity to exchange experiences and knowledge with other biomedical scientists who will work in a variety of different settings via the discussion forums.

Engaging with the Learning Material – How much time is required?

During the course orientation period, you will be expected to work through the Blackboard Learn Student Orientation course to familiarise yourself with the features of the VLE and to use the 'Introduce Yourself' discussion thread to post a short introduction about yourself.

The course is divided up into six modules. The modules will be released as the course progresses on the dates stated above. It is recognised that participants are most likely to be undertaking this course in their own time away from their workplace although for some of the module tasks you may need to liaise with colleagues to get their experiences, views and opinions. Once module one has started whilst you are not expected to log in every day, and it is difficult to be precise on how much time should be spent on the course each week as this will depend on each individuals' personal circumstances, it is likely that that this will be minimum of around seven hours each week.

Once a module is made available it can be accessed at any time over the remaining duration of the course. This will enable you to catch up on any module that you may miss because of holidays or other personal reasons. If you know that you are going to be unable to log-in for a period of time, please let the Course Director know as your engagement in the CEP will be monitored.

Expectations Regarding Module Task, Discussion Forums and 'Live' Sessions

Key to success in the CEPs is engaging in discussion and dialogue with your tutors and fellow participants via the **discussion forums**. Each module will have a dedicated discussion forum section that will be moderated by the tutor(s) for that module and the Course Director.

There will be clearly titled discussion threads on the directed and/or reflective tasks within each module. These tasks are there to assist in your learning and development. They are **NOT** marked but posting your answers, thoughts on, or conclusions to them within the appropriate discussion threads will significantly aide knowledge transfer, learning and debate amongst your fellow participants. If you do post your response to the tasks the module tutor will, if appropriate, be able to give you feedback via the forum. The module tutor may also start other discussion threads to help further facilitate learning relating to that module and will also respond to questions or queries that are about the content of the module.

You are expected to access the course frequently and the Course Director will monitor how often you access the course and your level of engagement in the discussion forums. You are **not** expected to read and/or respond to every comment made by your fellow participants but you **must** contribute

to the discussions in **each** module. You are also expected to post a **minimum of once in at least half** of the discussion threads set up by the module tutors in **each module**. Failure to do so may lead to having your access to the course removed and will, potentially, make you ineligible for the award of the qualification.

During the course the Module Tutors or Course Director may organise Teams or Blackboard Collaborate sessions for participants. These sessions will be voluntary and will be an opportunity to discuss issues relevant to the module that is happening at the time. Details about these sessions will be announced via the Blackboard system.

Assessment

The course will be assessed in the following ways:

Two Short Pieces of Assessed Work

You are required to submit **two short pieces of work for assessment**. The first is a reflective learning piece in which you must describe how the discussion forums have assisted your learning during the course up until, and if you wish including, the Study Week and how you will modify your engagement with the discussion forums going forward.

In the second piece you must either explain what you would like to change in your own practice as a result of doing this course and the approach you will take to implement this change including an action plan for doing so or explain what aspect(s) of the CEP you would like to explore further and how you will go about doing so. You will also be asked to briefly reflect on the course.

More information on these assessed pieces will be provided within the course information at the start of the course.

Online Examination

The other part of the assessment for the course is a **90 minute** on-line examination which will take place on **Thursday 9 May 2024**. For all the CEPs apart from the CEP in Molecular Pathology the examination will be comprised of 36 multiple-choice and six short-answer questions that will test your understanding of all the material in the course. The CEP in Molecular Pathology examination is also 90 minutes but it is comprised solely of 50 multiple-choice questions. There are no short-answer questions for this CEP.

The pass mark for the examination is 65%. More details about the on-line exam will be made available during the course.