IBMS Institute of Biomedical Science

Support • Progress • Promote

REGISTRATION TRAINING PORTFOLIO - VERSION 5

STAGE 1: ENROLMENT

STAGE 2: PROGRAMME

STAGE 3: VERIFICATION

Application for ePortfolio sent by email to IBMS

The existing forms will be used at launch, but will slowly be phased out and built into Onefile

Enrolment link emailed to candidate

Enrolment form completed and sent to IBMS for approval

Enrolment confirmed and ePortfolio activated

The portfolio is now active and the candidate can start logging evidence

Candidate is now "on-programme"

Go to Stage 2

Pastoral support, task-setting and progress monitoring

Collects evidence and manages this within their portfolio

This cycle of training will take the most time to complete

Modules agreed and signed off individually

Onefile licenses are valid for two years from issue. Protracted periods of absence likely to exceed three months (e.g. long-term sickness, maternity/paternity leave etc.) should be reported to the IBMS (details not required) to 'stop the clock' and prevent license expiry

All modules completed

Internal sign off

The current email process for requesting verification will slowly be phased-out and automated through Onefile

Allocation of a verifier triggers the release of one final module called "verification"

Verifier allocated

Events via MS Teams are organised within Onefile. Face-to-face requires local co-ordination

Verification date agreed with candidate and laboratory

Go to Stage 3

Face-to-face verification events require PC/laptop access

Reviews evidence before visit and starts report

Answers questions and conducts laboratory tour

Conducts questioning and informal interview

Submits reflective account of verification

Completes verification report form

Completes laboratory feedback form

Final sign-off of competence for whole portfolio

Automatically triggers the IBMS final checks and certificate issuing process

Certificate of Competence issued

Register with the HCPC as a biomedical scientist

Candidate — The individual completing their portfolio, either during a University placement year; as part of their integrated degree/apprenticeship; or after completing their University studies.

Trainer — Most likely a training officer, training manager etc; they are in the same laboratory/hospital as the candidate and responsible for signing-off completed modules in Onefile.

Verifier — External to the candidate's laboratory and cannot have trained them. Access is provided to the portfolio after internal sign-off from trainer. Verification completed within Onefile.

IBMS — Co-ordinates, administers and manages the enrolment and verification processes. Issues certificate of competence upon completion.

Arrow colour denotes responsibility - progress will be blocked by Onefile until the responsible person completes their action