Institute of Biomedical Science

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REGISTRATION TRAINING PORTFOLIO V5.0

Guidance

June 2025

ABOUT THIS VERSION

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Contents

1. Introduction

This document provides guidance on the completion and assessment of the Institute of Biomedical Science (IBMS) Registration Training Portfolio Version 5.0. Readers should also refer to the key IBMS documents associated with the V5.0 portfolio stated below.

'Biomedical scientist' is a protected title awarded by the Health and Care Professions Council (HCPC) to those who carry out a range of laboratory investigations and scientific techniques on tissue samples and fluids to assist in the diagnosis and monitoring of disease, evaluate the effectiveness of treatments and provide expert advice for the treatment of patients and prevention of disease.

The IBMS Registration Training Portfolio is a record of education and workplace training, aligned with the HCPC Standards of Proficiency (2022) for biomedical scientists. It demonstrates that individuals have achieved the knowledge, skills and professional competencies required for HCPC registration. Successful completion of the portfolio leads to the award of the IBMS Certificate of Competence and eligibility to apply for statutory registration with the HCPC. The portfolio is completed and assessed digitally using the digital platform, OneFile.

Regulatory Context
Individuals seeking to use the title 'Biomedical Scientist' must meet the HCPC Standards of Education and Training (SETs), the Standards of Proficiency (SoPs), and the Standards of Conduct, Performance and Ethics. Refer to the relevant information on the HCPC website.

External links

- Health and Care Professions Council (HCPC) www.hcpc-uk.org.
- HCPC Standards of Education and Training (SETs) and Standards of Proficiency
- HCPC standards of conduct, performance and ethics - the ethical framework within which HCPC registrants must work.

The Role of the IBMS

The role of the IBMS in this process is as the awarding body for the Certificate of Competence. The Certificate of Competence is awarded to individuals who have completed an appropriate BSc degree programme (either an IBMS-accredited programme, or a non-accredited BSc honours programme followed by supplementary education, identified by an IBMS degree assessment) **and** meet the competency requirements of the HCPC Standards of Proficiency for biomedical scientists by successful completion of the IBMS Registration Training Portfolio.

Key IBMS Registration Training Portfolio V5.0 Documents

- Registration Training Portfolio v5.0 – Module Descriptors
- OneFile User Guide for Candidates and Trainers
- OneFile User Guide for Verifiers
- Registration Training Portfolio v5.0 – Frequently Asked Questions

2. Purpose of the registration training portfolio

IBMS as an education provider

The Institute of Biomedical Science (IBMS) is approved as an education provider to deliver four Health and Care Professions Council (HCPC) routes to registration as a biomedical scientist. These are outlined below. The IBMS verifies competence to practice against the HCPC Standards of Proficiency once the Registration Training Portfolio has been completed by a process of independent assessment (the verification). Following successful verification and completion of their degree programme, the IBMS Certificate of Competence can be awarded to individuals who wish to apply to register as a biomedical scientist with the HCPC.

Routes to registration

Route 1: Certificate of Competence (Accredited Degree Containing the Registration Training Portfolio)

Approved: March 2010; Delivery: Full-time or Part-time

This route involves degrees that include mandatory placement(s) within an IBMS-approved pre-registration training laboratory. The placement forms an integral part of the degree programme, and the education provider is responsible for ensuring that appropriate arrangements are in place for the completion of the IBMS Registration Training Portfolio during during the degree

Graduates from these degrees are eligible for the award of the IBMS Certificate of Competence upon graduation, demonstrating that they meet the requirements to apply for HCPC registration as a biomedical scientist. These degrees may also undergo HCPC approval through assessment against the HCPC Standards of Education and Training (SETs).

This route includes Healthcare Science Practitioner Training Programme degrees, where discipline-specific pathways are followed in the final year, and Level 6-degree apprenticeship programmes. The subject benchmark statement must be achieved by all students or apprentices and must be met through modules core to all students, regardless of degree pathway.

Route 2. Certificate of Competence (accredited degree followed by the Registration Training Portfolio)

Approved: March 2010; Delivery: Full-time or Part-time

This route includes:

- Full-time or part-time degrees without placement opportunities.
- Full-time or part-time degree with an optional placement* in an IBMS-approved training laboratory or extended to include a research or industrial laboratory. Completion of the IBMS Registration Training Portfolio (which must be in an IBMS-approved training laboratory) is optional and not a requirement for the degree award.

Optional placements may take different forms. Where a degree includes a placement, it may be within an IBMS-approved training laboratory or other professional settings. The placement is recognised as part of the programme and remains under the responsibility of the education provider for learner welfare and placement arrangements.

Note: Routes 1 and 2 are considered standard entry routes into the profession, as both are based on IBMS-accredited degrees.

Route 3: Certificate of Competence (Non -accredited degree followed by the Registration Training Portfolio)

Flexible - approved March 2010

Route 3 is for graduates with a partially relevant science degree or a non-IBMS accredited biomedical science degree and provides a route of academic equivalence to the accredited degree. Individuals with these degrees are likely to require supplementary study of specified modules from an IBMS accredited degree to meet the equivalent of an accredited biomedical science degree and the academic content required by the HCPC standards of proficiency. A formal IBMS degree assessment is needed to identify any supplementary education necessary. Applicants should submit their completed BSc (Honours) degree and any relevant MSc qualifications.
Further information: IBMS Degree Assessment for HCPC Registration

Route 4: The Certificate of Competence by Equivalence (Biomedical Scientist)

Approved August 2015; Launched January 2016

Route 4 is for experienced practitioners working in the field of biomedical science and at a level equivalent to that of a biomedical scientist and for whom registration with the HCPC is desirable. This includes graduates with several years' experience in a clinical pathology laboratory who undertake tasks that biomedical scientists would also complete. Relevant disciplines may include genetics, genomics, andrology, or other specialised areas where HCPC registration, though not mandatory, is beneficial.

Most of the academic knowledge base a candidate will need is provided by their IBMS-accredited degree programme (or non-accredited degree supplemented by top-up modules from an IBMS accredited BSc programme). The IBMS Registration Training Portfolio provides the framework for the continued education and laboratory-based training of candidates that allows them to demonstrate that **all** HCPC standards of proficiency for biomedical scientists have been met. The candidate can demonstrate the HCPC standards of proficiency by training either within a single pathology discipline, or in more than one discipline.

The updated HCPC standards of proficiency and portfolio

Purpose and limitations of the portfolio

The HCPC Standards of Proficiency (SoPs) for biomedical scientists were updated in 2022. In response, the IBMS has developed Version 5.0 of the Registration Training Portfolio, now offered as a digital platform. The updated portfolio aligns with the 2022 HCPC SoPs and provides a consistent framework for evidencing both academic and workplace-based learning.

The academic foundation is typically delivered via an IBMS-accredited degree (or a non-accredited degree supplemented by required modules). The Registration Training Portfolio supports the structured development of workplace skills and competencies aligned to the SoPs, whether undertaken in a single pathology discipline or across multiple disciplines.

The IBMS Registration Training Portfolio Version 5.0 groups the HCPC Standards of Proficiency into relevant modules and identifies them as knowledge or competence standards. These standards ensure all individuals meet the threshold for safe, autonomous practice on Day 1 of HCPC registration.

The portfolio is not intended to evidence advanced or discipline-specific knowledge, nor to determine suitability for a specific role. Post-registration development is expected to further enhance professional knowledge and scope of practice. Higher and specialist IBMS qualifications are available to support this ongoing journey: IBMS Education Pathways

Threshold standards of competence

Individuals awarded the Certificate of Competence will, at the threshold level of fitness to practise, be able to:

- demonstrate professionalism by working in accordance with good professional practice in partnership with other professionals, support staff, patients and service users
- demonstrate a knowledge and application of health and safety requirements
- undertake the correct procedures for the handling of specimens, before, during and after analysis
- use the main laboratory computer system in accordance with service requirements
- operate equipment used in the preparation and analysis of samples
- perform a range of laboratory tests without the need for immediate supervision, and demonstrate knowledge of the scientific basis for tests and the disease processes under investigation
- demonstrate awareness of factors affecting sample integrity, risks associated with the sample reagents or method, and other tests indicated by the outcome of the analysis
- be able to apply principles of quality control and quality assurance
- demonstrate skills in troubleshooting and resolving typical problems in the clinical laboratory and be familiar laboratory safety, laboratory regulations, information systems and management.

Verification and award of the Certificate of Competence

Once the Registration Training Portfolio is completed, it is independently assessed via a verification process to confirm that all relevant HCPC Standards of Proficiency have been met. Upon successful verification, the IBMS Certificate of Competence is awarded. This confirms eligibility to apply for HCPC registration as a biomedical scientist.

3. Understanding the HCPC standards of proficiency

The HCPC standards of proficiency set out safe and effective practice in the professions that the HCPC regulates. They are the threshold standards considered necessary to protect members of the public. They set out what the candidate must know, understand and be able to do when they have completed their training. By demonstrating these standards, the individual will be able to apply to register with the HCPC as a biomedical scientist. Once on the register, the individual must continue to meet the standards of proficiency which relate to the areas in which they work and record CPD (continuing professional development) activities regularly to evidence to the HCPC if selected to be audited.

It is important for the candidate to understand the implications of the standards of proficiency and how they relate to professional practice, as failure to work to these standards could lead to exclusion from the register. To be eligible to apply for registration as a biomedical scientist, the candidate must evidence how they meet **all** HCPC standards of proficiency for a biomedical scientist.

Due to the natural groupings of some HCPC standards of proficiency (SoPs), they have been organised into two sections in the IBMS Registration Training Portfolio as shown below:

Section 1: Professional Conduct - This section is core to the principles of fitness to practise and is defined by standards that relate to professional roles and conduct.	**Section 2: Professional Practice -** This section is core to the principle of applicants being able to demonstrate that they have the knowledge and skills required to practise as biomedical scientists.
Module 1: Personal Responsibility and Development	**Module 1:** Professional Knowledge
Module 2: Equality, Diversity and Inclusion	**Module 2**: Health and Safety and Wellbeing
Module 3: Communication	**Module 3**: Quality
Module 4: Patient Records and Data Handling	**Module 4**: Performing Standard Investigations
M**odule 5**: Professional Relationships	**Module 5:** Research and Development

The HCPC SoPs have been grouped together in modules in the IBMS Registration Training Portfolio so that it is more obvious where knowledge and skills overlap. This enables the candidate to demonstrate that several standards have been met in each piece of evidence. Each piece of evidence in the portfolio should be clearly mapped to the standards of proficiency that the candidate and trainer agree the evidence demonstrates. As a result, the standards are not listed in numerical order throughout the portfolio when compared to the HCPC full list of standards of proficiency but are instead listed in the module where they will be demonstrated. Please see the document *Registration Portfolio V5.0 Module Descriptors* for further information.

For example, registrants must abide by the standards of conduct, performance and ethics as this relates to standards of proficiency in Section 1 Module 1 (Professional Responsibility and Development) of the Registration Training Portfolio. Evidence in this module must demonstrate that the individual seeking registration understands the implication of these standards to their practice. Monitoring during training must confirm that the candidate applies them to their practice.

4. Laboratory training

The IBMS Registration Training Portfolio can only be completed in laboratories that hold IBMS pre-registration training approval. This ensures that the laboratory has the necessary training plans, support and resources in place to ensure that the candidate can undertake the necessary training to complete the portfolio.

Information on how to achieve IBMS laboratory training approval can be found in the document *IBMS Laboratory Training Standards*, which is available on the Institute website (www.ibms.org).

Each candidate must have a **training plan** that sets out the:

- sections of the laboratory they will rotate through
- expected duration in each area
- standards to be covered
- how the standards will be covered

The training rotation is an intended programme. The IBMS recognises that service pressures can affect its delivery.

While the IBMS encourages rotation around multiple departments to gain broad experience of pathology, this is not compulsory, and the portfolio can be completed successfully within a single discipline or department.

Progress meetings

There should be regular (typically monthly) meetings between the candidate and their allocated trainer/mentor.

The aims of these meetings are to:

- set training targets in line with the training programme
- review previous work and evidence
- highlight any issues or concerns
- ensure the portfolio is on target for completion.

Progress review meetings may be recorded on the digital portfolio platform, OneFile.

Changing employment

If an employee wishes to seek alternative employment while completing the Registration Training Portfolio and can transfer to another IBMS-approved laboratory, then their portfolio is transferrable. However, the laboratory that applies for the verification is responsible for ensuring that the candidate has achieved all the standards of proficiency and has completed the required evidence to the appropriate standard. The laboratory may therefore wish to re-assess the individual's competence and/or require certain pieces of evidence to be re-done and signed off.

In such circumstances, any relevant sections of the portfolio already completed in the previous laboratory must be identified, updated and countersigned by the trainer responsible in the new laboratory.

5. Completing the portfolio

Overview

- The digital portfolio is hosted on the OneFile platform https://login.onefile.co.uk/
- The portfolio comprises 10 units divided across two sections
- Each unit contains three pieces of evidence: Evidence 1 (Mandatory) and Evidence 2 and 3 (Candidate Choice)
- The candidate choice evidence is selected by the individual in agreement with their Trainer and clearly mapped to the remaining HCPC Standards of Proficiency.
- Each piece of evidence must be uploaded, reviewed, annotated, and signed off on OneFile. SoPs should be signed off as they are achieved, not retrospectively.
- Responsibilities lie with the candidate to ensure they only work within the limits of their practice, and with the trainer to ensure that they are satisfied that **each** standard of proficiency has been met
- When all evidence is complete and signed off, the trainer contacts the IBMS to request portfolio verification. The verifier assesses the portfolio against the HCPC Standards of Proficiency and confirms that the individual is fit to practise. In integrated degree or apprenticeship programmes, the university is responsible for coordinating verification.

Role	Main Responsibilities
Candidate	Completes the IBMS Registration Training Portfolio by gathering and uploading 30 pieces of mapped evidence. Works closely with the Trainer to develop and reflect on learning, and ensures all HCPC Standards of Proficiency are met and signed off.
Training Officer / Trainer	Supports and supervises the candidate through their structured training programme. Reviews and signs off evidence, holds regular review meetings, and ensures all standards are achieved in an IBMS-approved training laboratory.
Verifier	Independently assesses the completed portfolio to confirm it meets the HCPC Standards of Proficiency. Verifies that the candidate is ready for professional registration by evaluating the quality, relevance, and completeness of evidence submitted.
University Tutor / Programme Lead (where applicable)	Coordinates training and verification for candidates on integrated degree programmes or apprenticeships. Ensures communication between the institution, candidate, and IBMS.

Portfolio identification

The IBMS Registration Training Portfolio is issued to the candidate (using a unique case number) and cannot be transferred to another individual. This case number should be quoted in any communication with the IBMS Education Team or the verifier about the IBMS Registration Training Portfolio Version 5.0 (ideally in the subject line of any email).

Completion timeline and currency of evidence

The length of time to complete the Registration Training Portfolio will vary but is typically expected to take approximately 9–12 months.

There is a requirement for evidence to be current (within three years of the verification). Evidence older than three years should not be included unless, in exceptional circumstances, currency can be confirmed by the trainer and the piece of evidence has been updated appropriately.

Evidence of achievement overview

Each piece of evidence in the portfolio should be clearly mapped to the standards of proficiency that the candidate and trainer agree the evidence demonstrates. The candidate is required to produce three separate pieces of evidence for each module, resulting in a total of 30 pieces of evidence for the entire portfolio. The selection of each piece of evidence is the responsibility of the candidate, but choices should be guided by the training officer and informed by the training plan.

Evidence 1 (Mandatory Evidence)

Each module contains one piece of mandatory evidence. Each mandatory piece of evidence has been mapped to specified HCPC SoPs and must be completed as instructed in each module of the portfolio. More information on evidence types that must be used for the mandatory pieces of evidence is given in the document *Registration Training Portfolio v5.0 – Module Descriptors*. This piece of evidence must be completed as described.

Evidence 2 and 3 (Candidate Choice)

Evidence 2 and 3 for each module of the portfolio are a free choice for the candidate and trainer to agree and must evidence the remaining HCPC SoPs for the module.

Example types of evidence that may be generated during training that could be used to demonstrate the remaining HCPC standards of proficiency per module are given in the document *Registration Training Portfolio v5.0 – Module Descriptors*.

Note: the examples of evidence types given for evidence 2 and 3 are neither definitive nor comprehensive and trainers and candidates do not have to follow them. The pieces of evidence chosen do, however, have to map clearly to the remaining HCPC SoPs for the module.

Evidence types and expectations

The portfolio is expected to contain a range of different types of evidence and not a limited selection of evidence types. Some common evidence types include reflective statements, audits, feedback from presentations, annotated documents/laboratory results and question and answer tutorials. The candidate is expected to select pieces of evidence that cover several standards of proficiency. The generic nature of the standards of proficiency permits different types of evidence to be acceptable. The best examples of evidence will demonstrate the candidate's knowledge and understanding, plus their application of this knowledge and understanding in a laboratory-based activity.

Justification and feedback

The candidate is required to justify the selection of each piece of evidence and identify the standards of proficiency it demonstrates. The verification visit will be used to review the justification for the selected pieces of evidence, in addition to how well the evidence demonstrates the stated HCPC SoPs.

The justification for each mandatory piece of evidence is given in the summary tables in Appendix A. The candidate and trainer are responsible for writing clear justifications for evidence 2 and 3 per module.

Annotation and presentation of evidence

Evidence of the Trainer's review, annotation and inclusion of constructive feedback is expected on each piece of evidence. The use of feedback is very important, and improvement should be seen in evidence throughout the portfolio in response to the feedback given. An example of good evidence would be where a candidate undertakes a task, receives constructive feedback, responds to this, and progress can be seen in the final version of the piece of evidence. Evidence of this feedback loop demonstrates a good relationship between trainer and candidate and is useful to the verifier in assessing the quality of the training experience.

- The candidate should annotate any evidence that is not their original work (e.g. printout of results)
- Every page of evidence should be annotated; if the candidate cannot comment on it to show how it has enhanced their practice, then it should not be in the portfolio.
- Highlighting and underlining text in a piece of evidence alone is insufficient; it must be obvious why it has been offered as evidence
- The candidate needs to demonstrate their knowledge and understanding and apply this to the laboratory context
- Each piece of evidence should be clearly linked back to the SoPs it demonstrates
- Lack of annotation can result in that piece of evidence being discounted or require updating

Final sign-off and verification

The portfolio is owned by the candidate, who is responsible for ensuring that each piece of evidence is appropriate and meets the required standard for external verification. It's important to confirm this with the designated training officer. All evidence submitted in OneFile must be signed off by both the candidate and the training officer. This dual sign-off confirms that the candidate takes ownership of the work and that it has been reviewed and assessed accordingly.

Plagiarism

A plagiarism declaration confirms that the portfolio is the candidate's **own original work**. It is essential that the candidate acknowledges all resources used throughout their training and within their submitted evidence. **Any evidence of plagiarism will result in failure of the portfolio, and the candidate will be required to complete a new Registration Training Portfolio.**

If a trainer (or verifier) suspects that plagiarism has occurred during the preparation of evidence, this should be addressed with the candidate (or trainer) immediately. All evidence must be original and not simply reproduced from other materials/sources or cut and pasted "word for word" without re-writing in the candidate's own words.

All written pieces of work that use information from published sources (published journal articles, textbooks, web pages, manufacturer's instructions etc) must contain an intext citation and the full reference must also be provided in a reference list.

Formatting references

It is important that the candidate's training team agree in advance with the candidate on the referencing style to be used in their portfolio. When referencing, it is common to reference in the Harvard style, i.e., including the name of the author or organisation, the year of publication, the title of the article or book chapter, and page numbers. If the source is from the internet, it should be referenced using the name of the author or organisation, the year of publication, the title of the piece, the unique URL and the date on which the website was accessed.

Example 1 – A website reference

In-text citation example:

The five essential steps for efficient PCR are DNA isolation, primer design, enzyme selection, thermal cycling, and amplicon analysis, each critical for achieving fast and reliable DNA amplification results (ThermoFisher, 2023).

Reference format in the Reference List:

ThermoFisher (2025) 5 Steps to efficient PCR. Available at: https://www.thermofisher.com/uk/en/home/life-science/pcr/5-steps-pcr.html (Accessed: 1st June 2025).

Example 2 - journal article reference

In-text citation example:

These finding have been explored by others (Salvi, Michielli and Molinari (2020)).

Reference format in the Reference List:

Salvi, M., Michielli, N. and Molinari, F., 2020. Stain Color Adaptive Normalization (SCAN) algorithm: Separation and standardization of histological stains in digital pathology. Computer Methods and Programs in Biomedicine, 193, p.105506. https://doi.org/10.1016/j.cmpb.2020.105506

Plagiarism statements

Every time a candidate or trainer signs an assessment or unit summary in OneFile, they must make a clear declaration that the work is authentic and a true representation of the candidate's own knowledge and competence. Additionally, candidates declare that external sources of information have been appropriately referenced.

The following declarations are made when signing:

Signed by	Assessment sign off	Unit sign off
Candidate	"I confirm that the evidence presented for this assessment is authentic and a true presentation of my own work. Any external sources I have used have been appropriately cited/referenced."	"I confirm that the evidence presented for this unit is authentic and a true presentation of my own work. I am satisfied with the way the assessment(s) was conducted and with the outcome(s)."
Trainer	"Knowledge and competence have been demonstrated by the Candidate in this assessment. I am satisfied that the evidence meets the mapped SoPs and is a true representation of the Candidate's own work."	"Knowledge and competence have been demonstrated by the Candidate in all of the elements of this module using the required assessment procedures and any special conditions/contexts. I am satisfied that the evidence meets the threshold requirements for HCPC registration as a Biomedical Scientist."

6. Learning outcomes

This section summarises the learning outcomes for each module.

Refer also to the *Registration Portfolio V5.0 Module Descriptors* document for more detailed information, comprising:

- the wording / content of mandatory evidence tasks
- suggested tasks for candidate choice evidence
- SoP descriptions by module and evidence type
- SoP matrix mapping differentiated between knowledge-based and competence-based standards.

Section 1: Professional Conduct

Section 1 – Module 1: Personal Responsibility and Development

By successfully completing this module, the candidate will be able to:

- Demonstrate transferable skills required for effective practice, including high standards of personal and professional conduct, personal responsibility, justifying their decisions and actions, and exercising appropriate personal initiative.
- Understand what is required of them by the Health and Care Professions Council, including their ability to apply legislation, policies and guidance relevant to biomedical scientists within their scope of practice.
- Justify the importance of continuing professional development throughout their career; be able to identify the limits of their practice and know when to seek advice.

Section 1 – Module 2: Equality, Diversity and Inclusion

By successfully completing this module, the candidate will be able to:

- Apply equality legislation to their practice and understand how their own values, beliefs and personal biases (which may be unconscious) could impact on their practice.
- Acknowledge the rights, dignity and values of others and actively challenge barriers to inclusion in their practice.
- Take personal action to ensure colleagues, service users and carers are treated appropriately with respect and dignity.

Section 1 – Module 3: Communication

By successfully completing this module, the candidate will be able to:

- Communicate the outcomes of clinical laboratory investigations accurately and reliably to service users, carers, colleagues and others.
- Use information, communication and digital technologies competently in their practice.
- Demonstrate an ability to adapt their communication methods to ensure clear communication with a variety of audiences.

Section 1 – Module 4: Patient Records and Data Handling

By successfully completing this module, the candidate will be able to:

- Maintain confidentiality and comply with data governance requirements
- Manage and keep clear, accurate and detailed records in accordance with applicable legislation, protocols and guidelines.
- Adhere to specimen identification protocols, use systems for the accurate and correct identification of laboratory specimens and recognise the importance of backup storage of electronic data.

Section 1 – Module 5: Professional Relationships

- By successfully completing this module, the candidate will be able to: Build and sustain professional relationships that enable autonomous and collaborative working, using a range of personal transferable skills.
- Actively participate in training that supports high standards of practice, professional conduct and positive interpersonal relationships.
- Recognise the qualities, behaviours and benefits of effective leadership and demonstrate leadership behaviours appropriate to their practice.

Section 2: Professional Practice

Section 2 – Module 1: Professional Knowledge

By successfully completing this module, the candidate will be able to:

- Understand in detail, the role of clinical specialisms in the diagnosis, treatment and management of disease: cellular science, blood science, infection science, molecular and genetic science and reproductive science.
- Apply their knowledge of the scientific principles underpinning clinical laboratory investigations used to investigate human diseases, disorders and dysfunction.
- Clearly articulate the causes of named disorders, including the molecular, cellular and / or genetic changes associated with disease progression.

Section 2 – Module 2: Health and Safety and Wellbeing

By successfully completing this module, the candidate will be able to:

- Identify hazards and mitigate risks by complying with local operational procedures, policies and relevant health and safety legislation.
- Establish safe environments for practice and apply principles of good laboratory practice to maintain the safety of themself and others.
- Recognise the potential impact of their own mental and physical health on their ability to practise safely and effectively, including how to seek help and support when necessary.

Section 2 – Module 3: Quality

By successfully completing this module, the candidate will be able to:

- Recognise the value of quality control, quality assurance and clinical governance to ensure continual improvement.
- Identify and respond appropriately to abnormal outcomes from quality indicators.
- Accurately and precisely perform calibration and quality control checks appropriate to their role.

Section 2 – Module 4: Performing Standard Investigations

By successfully completing this module, the candidate will be able to:

- Apply their knowledge and understanding of standard laboratory investigations to select, review and appraise appropriate techniques.
- Prepare, process, analyse and interpret clinical laboratory data and present the data in a suitable format.
- Conform with standard operating procedures when working with specific laboratory equipment and demonstrate relevant practical skills.

Section 2 – Module 5: Research and Development

By successfully completing this module, the candidate will be able to:

- Analyse qualitative and quantitative data and demonstrate a logical and systematic approach to problem solving.
- Critically evaluate research articles and other evidence to inform their own practice.
- Use current research in their discipline to generate hypotheses, design experiments and analyse novel data to develop their knowledge and expertise.

7. The portfolio verification process

The purpose of verification is to confirm that the candidate has achieved the required level of knowledge and competence to be eligible for registration as a biomedical scientist. A successful verification outcome indicates that the candidate is considered fit to practise and may apply to the HCPC for registration.

If, after reviewing the digital portfolio, it is determined that the candidate has not yet met the necessary standard, the verification visit may be postponed. The candidate and Training Officer can then be asked to revise and strengthen specific pieces of evidence. A new verification date can be arranged once these updates are complete.

Following the laboratory tour, if there are still concerns about the candidate's knowledge, understanding, or competence, a repeat verification visit—either in person or online—can be recommended. Areas requiring further development should be clearly identified, and a suggested timeframe for the second visit should be provided after the candidate has received additional training.

General points about verification

- An in-depth knowledge of a single discipline is not needed as the Registration Portfolio is generic.
- Rotation around all disciplines is not required but does provide a wider experience. Evidence of some departmental collaboration in respect of training does complement the biomedical science degree and is recommended by the IBMS, as it gives the student a more complete experience of the profession.
- The trainer should be satisfied that the candidate is able to demonstrate consistency in their achievement of competence.
- All pieces of evidence must be authenticated as originating from the candidate, accomplished using module sign-off in your OneFile portfolio, which replaces traditional signatures and dates.
- Beyond the specified 30 pieces of evidence, the candidate should not provide any additional documentation.
- Evidence should be valid, authentic and linked to the standards of proficiency and competencies being evidenced.
- The candidate should be aware of good professional practise. For example, laboratory reports or patient data must be fully anonymised, and any hand-written annotation needs to belegible.
- It is important to see that a holistic approach to training has been taken (i.e. evidence to demonstrate that the candidate has integrated into the team working of the laboratory and that they attend meetings where appropriate).
- If some evidence does not demonstrate the standards of proficiency very well, there may be an opportunity on the laboratory tour to explore this in more depth and confirm that the required HCPC standards have been met.
- **Any evidence of plagiarism will result in failure.** The candidate will be required to complete a new portfolio of evidence and apply for a new Registration Training Portfolio.
- If the candidate plagiarises any evidence when completing their portfolio as part of an integrated degree award, they may also be subject to appropriate disciplinary action from their University, for example an academic misconduct hearing or a fitness-to-practise panel.

Arranging a verification

Once the Registration Training Portfolio has been completed to a level where the Training Officer reasonably believes the candidate capable of a pass, the verification can be organised.

The named Training Officer must ensure that the portfolio has been completed fully and that all the standards of proficiency have been signed off against the pieces of evidence in the portfolio before applying for the verification visit.

The training officer is responsible for applying for a verification visit (unless the portfolio was issued by the university as part of an integrated degree, in which case the verification will be organised by the university). Applications from candidates cannot be considered.

To apply for the IBMS Registration Training Portfolio Version 5.0 verification, the Training Officer should submit an "Application for Verification" form to registration@ibms.org for individual sandwich students, or colleagues in practice. This will contain the candidate and training officer names and contact details. The Education Team will source a verifier from the IBMS pool of verifiers. Once allocated to the verification the verifier will automatically have access to the candidate's portfolio on OneFile. The Training Officer and verifier will then liaise by email to confirm the date of the verification. Refer to the *OneFile User Guide for Verifiers* and *OneFile User Guide for Candidates and Trainers* for detailed instructions on completing the verification using OneFile.

For students from an integrated degree programme (integrated placement on a BSc Applied Biomedical Science programme), or apprentices completing a Level 6 degree apprenticeship programme, the university Placement Tutor or Programme Leader will coordinate the application for verification for the cohort. They will submit a summary spreadsheet containing the candidate, training officer and verifier names and contact details to registration@ibms.org This will allow the Education Team to permit each verifier access to the required OneFile digital portfolio. The Training Officer and verifier will then liaise by email to confirm the date of the verification.

As the standards of proficiency are generic to all disciplines, it is not necessary to appoint discipline-specific verifiers. This will not disadvantage either the verifier or the candidate, as an in-depth knowledge of the pathology discipline is not required (this is assessed at the end of Specialist Portfolio training), and the focus is on obtaining minimum standards applicable to the scope of practice of a biomedical scientist rather than the in-depth role of a specialist.

The format of the verification visit/meeting

Informal Interview with Candidate and Training Officer (15–20 mins)

This is an opportunity for everyone to be put at ease. The verifier will ask questions that give them a feel for the routine work of the laboratory (DGH, teaching or specialist, such as National Blood Service) and the day-to-day workload. These questions are generated from a need for the IBMS to have an awareness of the environment in which the training is taking place, to meet the HCPC standards of education and training.

It is important that the candidate is encouraged to talk about their training experience and give their views on the training provided. A judgement is made of the quality of the training support to see if it was effective (i.e. Was it one to one? Was there one trainer, designated trainers, rotation and secondment if needed?). The verifier will discuss the production of the portfolio evidence with the candidate and the training officer, including whether there were any difficulties or issues.

Verifiers will also confirm there was inter-professional learning with other learners and that candidates can demonstrate what to do if they feel that they may have been discriminated against.

The candidate will also be asked to confirm whether they felt there is effective support if they have concerns about the safety and well-being of service users that they wish to raise and how to ensure action has been taken in response to the concerns.

Portfolio verification (maximum 90 mins)

The external verifier will complete their scrutiny of the portfolio evidence in OneFile. To do this, the verifier will require access to a PC or laptop connected to WiFi for a face-to-face verification or will have completed their portfolio review online prior to the on-site verification visit.

Alternatively, the portfolio review and the verification laboratory tour can both be completed entirely online using OneFile and a Teams meeting with the candidate and trainer.

The following documents will be made available to the external verifier using OneFile:

- Registration Portfolio Training Plan for the candidate.
- Completed portfolio containing the 30 pieces of evidence mapped to the HCPC Standards of Proficiency for biomedical scientists.
- Verification report form template

Tour of laboratory (40 mins)

The laboratory tour will typically take 40 minutes. The laboratory tour must be conducted by the verifier and the candidate **only**. The candidate may be asked to grant permission for an additional person to accompany the verifier on the tour for training and audit purposes only (their role should be as an observer and play no part in the decision-making process). The laboratory tour can be completed face to face during an in-person visit, or entirely online, as agreed between the trainer and verifier.

This part of the verification gives the candidate the opportunity to show their fitness to practise by demonstrating the knowledge and competence they have achieved during their training. An overview of facilities, equipment and the laboratory environment should be given, and they must be able to articulate their knowledge of the procedures and discuss laboratory scenarios. This is a proactive question-and- answer session where the verifier will ensure that the candidate has the threshold knowledge and skill required for the role of a biomedical scientist. It will also provide an opportunity for the verifier to probe any areas they feel may need further clarification following their review of the portfolio evidence.

An assessment of the training culture can also be made; for example, are there up-to-date noticeboards for training? Does the laboratory have a positive attitude towards training? All these help to build up a picture of the training experience.

For virtual verifications, the laboratory tour can be done using a PowerPoint presentation with the candidate explaining the images on the slides, or a virtual walk-through tour (the candidate and trainer should check the Wi-Fi signal is strong enough in the laboratory to support this type of tour in advance). The virtual laboratory tour should still be in interactive discussion and not just a pre-prepared slide presentation.

Meeting with Trainer (15 mins)

This is an opportunity to discuss any good practice identified in the training plan or innovative pieces of evidence used in the portfolio. The verifier can also raise any issues or concerns identified during the verification visit and make constructive suggestions for how these might be tackled going forwards. This is also an opportunity to discuss laboratory training in the laboratory in general, in the

context of IBMS training approval.

If no issues have been identified, the verifier may choose to proceed directly to the next stage.

Feedback Comments to Trainer and Candidate (15 mins)

The verifier will communicate the outcome of the verification visit to the candidate and trainer and clarify the recommendation they will make to the IBMS in their report (i.e. if the candidate has passed or failed).

This is also an opportunity for the verifier to give constructive feedback. For example, the portfolio evidence or training strategy could be improved by encouraging candidates to spend a day in other laboratories, or by developing a collaborative and coordinated approach to training across the disciplines. Maximising the use of resources can avoid the same training being replicated unnecessarily to a number of pre-registration training candidates.

Possible outcomes of the verification:

Successful (pass)

- The candidate has demonstrated the minimum competence required across their portfolio evidence and the laboratory tour against each standard of proficiency.
- The verifier recommends that the candidate should be awarded the Institute Certificate of Competence

Unsuccessful (fail)

- The candidate has not demonstrated the minimum competence for several standards of proficiency.
- The verifier will provide feedback and guidance regarding how the candidate can address the identified deficiencies.
- The verifier will determine whether submission of additional documentation will address the deficiencies, or a further full verification is required.
- The verifier will agree a reasonable deadline to provide any updated evidence (if appropriate) with the candidate and training officer.
- If a full verification is required, the verifier will inform the Education Team to note this decision and the training officer will liaise with the Education Team via the registration@ibms.org inbox to organise a verification when the candidate has updated their evidence for the portfolio as advised by the verifier.

Verification 'paperwork'

Verifier Report Form

- The verifier report form is completed in OneFile by the verifier **within one week of the visit.**
- The report should be completed in detail and indicate examples of good practice and areas which could be improved, comments on the range of evidence and summary topics covered in the laboratory tour.
- Reports which merely confirm the standards were met (though use of check boxes or inadequate comments) will be returned to the verifier for further detail.

Please do not just list the types of evidence submitted. Short descriptive sentences which include the type of evidence, whether it met the standards and if so, how, are required for the IBMS to document what was presented. For example: '*a short reflective statement detailing the candidate's role in investigating an incident. This statement clearly described the incident itself and what role the candidate played in the investigation. The reflection was detailed and the candidate was able to demonstrate what they had taken from it. There was clear evidence that they met the required HCPC standards mapped to this piece of evidence.'*

Laboratory Feedback Report

- The laboratory feedback report must be completed on OneFile by the training officer/manager **within one week of the visit.**
- The laboratory feedback report provides an opportunity to communicate the training officer and the candidate's experience of the verification process.
- It also provides feedback on the performance of the verifier.
- Completion of this form is a mandatory requirement for continued approval of the laboratory for training and enables the IBMS to audit all aspects of the verification process to maintain consistency and parity of verifiers on a national level. It is designed to be constructive.

While the expectation is that minor concerns are documented in this form, the IBMS appreciates that it may not be appropriate to mention some more serious concerns in this way. In such circumstances, the external verifier or training officer should contact the IBMS Education Team directly using the registration@ibms.org inbox to discuss the issue/s.

Candidate post-verification feedback report

This optional form can be completed by the candidate on OneFile to give confidential feedback. It is visible to the candidate and the IBMS only.

Issuing the Certificate of Competence

When both the verifier's report and laboratory feedback form have been uploaded to OneFile and logged (in addition to the completion of an appropriate IBMS accredited BSc programme) the IBMS Education Team be able to process the Certificate of Competence and pass the candidate's details to the HCPC.

Please note: if the verification was completed prior to completion of an accredited degree (i.e. sandwich placement or an integrated placement / apprenticeship) the candidate will not receive their Certificate of Competence until they (or their University liaison person) have provided a copy of their degree certificate (or transcript) to the IBMS Education Team via registration@ibms.org following the final exam board.

The candidate will receive an email letting them know that their details have been passed to the HCPC and that they can begin the application process to join the register. It is important that the candidate keeps their contact details up to date with the IBMS to ensure they receive this information.

Appendix A – Example justifications

Section 1 – Professional Conduct	HCPC SoPs demonstrated	Example justification
Module 1 - Personal Responsibility and Development		
Mandatory Evidence 1 - Personal statement that demonstrates your understanding of the limits of your practice and how you act accordingly.	4.1, 4.5 and 10.1	This evidence demonstrates my ability to operate laboratory equipment, troubleshoot (where it is within my ability to do so) and to seek assistance when it is not. It also demonstrates my ability to reflect and learn from my own actions and those of others.
Evidence 2 and 3 – candidate and Training Officer choices.	1.1, 1.3, 2.1, 2.2, 2.4, 2.8, 2.9, 2.10 and 2.12	Candidate to add a suitable justification for both evidence 2 and 3 in their digital portfolio
Module 2 – Equality, Diversity and Inclusion		
Mandatory Evidence 1 – Using specific examples, demonstrate how you apply the principles of equality, diversity and inclusion in your practice.	5.1, 5.2, 5.3 and 5.7	This evidence demonstrates my knowledge of equality legislation in the UK and how this applies to me and my practice. It demonstrates my ability respond to different groups, to recognise my own biases and ensure they do not negatively impact my practice
Evidence 2 and 3 – candidate and Training Officer choices.	2.3, 2.5, 2.6, 2.11, 5.4, 5.5, 5.6, 7.4 and 8.8	Candidate to add a suitable justification for both evidence 2 and 3 in their digital portfolio
Module 3 – Communication		
Mandatory Evidence 1 – Explain the different methods you use to communicate effectively within your department and with service users.	7.7, 7.8 and 7.9	This [insert evidence type] demonstrates the range of communication methods I use within my laboratory and with other service users. It evidences how I have successfully communicated with colleagues and service users, as well as my understanding of the importance in providing accurate information in a timely manner.
Evidence 2 and 3 – candidate and Training Officer choices.	2.7, 7.1, 7.2, 7.3, 7.5 and 7.6	Candidate to add a suitable justification for both evidence 2 and 3 in their digital portfolio
Module 4 – Patient Records and Data Handling		
Mandatory Evidence 1 – Review a specific sample pathway, from receipt to result, explaining the importance of consent and confidentiality.	6.2, 6.5 and 9.3, plus 6.1 (partially)	This [insert evidence type] demonstrates my knowledge of confidentiality principles and consent relevant to my work. It demonstrates my application of these principles and my responsibility for ensuring information is stored and maintained appropriately from the point of sample entry into the lab to when results are released.
Evidence 2 and 3 – candidate and Training Officer choices	5.4, 6.3, 6.4, 6.5 9.1, 9.2, 9.4, 9.5, 9.6 and 9.7	Candidate to add a suitable justification for both evidence 2 and 3 in their digital portfolio
Module 5 – Professional Relationships		
Mandatory Evidence 1 – Reflective Statement describing how your engagement with service users and colleagues has positively contributed to your professional development.	8.1, 8.12 and 8.13	This reflection demonstrates that I understand how my interactions with a variety of service users has helped my personal development, improved my practice and impacted on patient care.
Evidence 2 and 3 – candidate and Training Officer choices	4.8, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.9, 8.10, 8.11, 10.2, 12.3 and 12.4	Candidate to add a suitable justification for both evidence 2 and 3 in their digital portfolio

Section 2 – Professional Practice	HCPC SoPs Demonstrated	Example justification
Module 1 - Professional Knowledge		
Mandatory Evidence 1 – Case study based on a test that your laboratory performs, showing your understanding of normal physiology and disease progression for a specific disorder associated with this test.	12.1 and 13.27	This evidence demonstrates my theoretical knowledge and understanding of normal physiology and disease progression. It shows how I apply my theoretical knowledge in my practice to assist in the diagnosis of [insert disease] using [specific test]. This evidence also shows my awareness of follow up tests in other disciplines and potential treatment plans.
Evidence 2 and 3 – candidate and Training Officer choices	12.6 and 12.7	Candidate to add a suitable justification for both evidence 2 and 3 in their digital portfolio
Module 2 – Health and Safety and Wellbeing		
Mandatory Evidence 1 – Produce an example risk assessment that demonstrates how you work in accordance with health and safety legislation, including appropriate use of PPE, hazard controls and risk management strategies.	14.2 (partially), 14.3 and 14.4	This risk assessment demonstrates my awareness of health and safety legislation and how it relates to my laboratory. It shows how I apply appropriate health and safety procedures to work safely, identify issues and minimise risks.
Evidence 2 and 3 – candidate and Training Officer choices	3.1, 3.2, 3.3, 3.4, 12.10, 14.1, 14.5, 4.6, 15.1, 15.2, 15.3 and 15.4	Candidate to add a suitable justification for both evidence 2 and 3 in their digital portfolio
Module 3 – Quality		
Mandatory Evidence 1 - Participate in a scheduled quality audit in your laboratory and review the audit outcomes to identify any impact on service and potential improvements.	11.1, 11.4 and 11.6	This evidence demonstrates my participation in [insert activity] to improve laboratory quality management. I collected and assessed information about [insert here] to establish if there were issues to address. This audit demonstrates my understanding of how quality issues are tracked and managed, and why this is important.
Evidence 2 and 3 – candidate and Training Officer choices	11.2, 11.3, 11.5, 11.7, 11.8, 13.19 and 13.20	Candidate to add a suitable justification for both evidence 2 and 3 in their digital portfolio
Module 4 – Performing Standard Investigations		
Mandatory Evidence 1 - Personal statement that demonstrates your experience of performing standard investigations, including your analysis of the data produced and evaluation of the decisions and/or referrals made.	4.2, 4.3, 4.4, 12.8, 13.2, 13.3, 13.4 and 13.5	This personal statement demonstrates my ability to perform [specific standard investigation example] using standard analytical procedures, to select and run appropriate tests and ensure that equipment is fit for purpose prior to analysis. This evidence shows that I can identify when quality control or sample results require further investigation and can perform these as necessary.
Evidence 2 and 3 – candidate and Training Officer choices	1.2, 12.5, 12.9, 13.6, 13.7, 13.12, 13.13, 13.14, 13.15, 13.16, 13.17, 13.18, 13.21, 13.22, 13.23, 13.25, 13.26, 13.28 and 13.31	Candidate to add a suitable justification for both evidence 2 and 3 in their digital portfolio

Section 2 – Professional Practice	HCPC SoPs Demonstrated	Example justification
Module 5 – Research and Development		
Mandatory Evidence 1 – Written report on a workplace-based activity (or summary of final year university research project) that includes statistical analysis, data interpretation and evaluation of the study design.	13.9, 13.29 and 13.30	This [workplace-based activity OR summary of my final year project] demonstrates my ability to design and set up experiments relevant to biomedical science, interpretate data and perform statistical analysis to support my findings. This summary report also shows that I understand the importance of translating research into practice by my evaluation of the study design and data produced.
Evidence 2 and 3 – candidate and Training Officer choices	4.6, 4.7, 12.2, 13.1, 13.8, 13.10 and 13.11	Candidate to add a suitable justification for both evidence 2 and 3 in their digital portfolio