

## **IBMS Registration Training Portfolio Version 5.0 FAQs**

### **Q: Which version of the registration training portfolio will I receive?**

If you apply for an IBMS registration training portfolio in August 2023, you will follow the normal application process (submitting an application form to [registration@ibms.org](mailto:registration@ibms.org)) and the version 4.3 will be issued and your current training plans used.

If you apply for an IBMS registration training portfolio after 1<sup>st</sup> September 2023, you will complete an application form as normal (submitting an application form to [registration@ibms.org](mailto:registration@ibms.org)) but will be issued the digital version of the portfolio (version 5.0) using the OneFile platform. Information on how to access the digital portfolio will be included in the response to your application.

### **Q: How long will Version 4.3 of the IBMS registration training portfolio be valid?**

Version 4.3 of the IBMS registration training portfolio can be issued up to and including 31<sup>st</sup> August 2023. Candidates will have the normal maximum of 3 years to complete their evidence and have their verification.

It is anticipated that most candidates will complete their IBMS registration training portfolio within 1-2 years based on past data. The latest date that any Version 4.3 portfolios can be verified will be August 2026.

### **Q: I have colleagues / placement students / apprentices who have already started the version 4.3 IBMS registration training portfolio. Do they need to swap to version 5.0?**

No, anyone who has already started to complete version 4.3 of the IBMS registration training portfolio (before 1<sup>st</sup> September 2023) will continue to gather evidence to demonstrate that they meet the current HCPC SoPs.

For those who have their verification of the version 4.3 IBMS registration training portfolio after 1<sup>st</sup> September 2023, the candidate will be asked some questions about the updated HCPC SoPs, to check that they understand what has changed or been expanded.

The old and new HCPC SoPs for biomedical scientists can be found here:

[Revisions to the standards of proficiency | \(hcpc-uk.org\)](https://www.hcpc-uk.org/standards-of-proficiency-revisions)

**Q: What if my colleagues / placement students / apprentices want to swap to version 5.0?**

If they have completed a lot of evidence for the version 4.3 IBMS registration training portfolio that maps to the sections and modules of the portfolio well, they should continue to complete version 4.3.

If they have only just started to complete version 4.3 IBMS registration training portfolio and you agree (as the training officer or training laboratory) that you would like to swap to version 5.0 of the IBMS registration training portfolio, you should contact [registration@ibms.org](mailto:registration@ibms.org). You will be asked to complete an application form for the version 5.0 portfolio to be issued the digital version of the portfolio using the OneFile platform. Information on how to access the digital portfolio will be included in the response to your application.

**Q: I am a verifier, what do I need to know about completing verifications after September 2023?**

If the candidate has completed the version 4.3 IBMS registration training portfolio, the verification should be completed as currently. You will liaise with the training officer to receive the portfolio evidence as before (usually by sharing files or by email attachments) and review the evidence (approximately 90 minutes) in advance of the verification. You will then complete the initial meeting with the training officer and candidate, followed by the laboratory tour and verification discussion with the candidate. You will assess if they have demonstrated that they meet the threshold standards for the current HCPC SoPs mapped to the version 4.3 IBMS registration training portfolio. If version 4.3 of the portfolio has been completed, the candidate will be expected to answer some questions about the new HCPC SoPs that come into place from 1<sup>st</sup> September 2023 at their verification to check they understand what has changed or been expanded.

The old and new HCPC SoPs for biomedical scientists can be found here:

[Revisions to the standards of proficiency | \(hcpc-uk.org\)](https://www.hcpc-uk.org/revisions-to-the-standards-of-proficiency)

Candidates who complete the version 5.0 IBMS registration training portfolio will upload their evidence directly to the OneFile platform to be signed off by their training officer. At the point of verification, the assigned verifier will be given access to the digital portfolio to review. The rest of the verification process will be the same (initial meeting with the training officer and candidate, followed by the laboratory tour and verification discussion with the candidate). You will assess if they have demonstrated that they meet the threshold standards for the updated HCPC SoPs mapped to the version 5.0 IBMS registration training portfolio.

The verifications can take place either face to face or online. You will only require access to Wi-Fi to be able to access the OneFile platform. OneFile integrates with Teams, enabling easy online verifications to be completed, with everything in one place. For face-to-face verifications, the laboratory will need to secure access to a

networked computer for the verifier so that they can access the portfolio contents to refer to.

**Q: How will I complete the laboratory feedback form and / or verifier report form?**

If the candidate has completed the version 4.3 IBMS registration training portfolio, the verification should be completed as currently. You will complete the verifier report form and laboratory feedback form within 1 week of the verification and email the forms to [registration@ibms.org](mailto:registration@ibms.org)

Candidates who complete the version 5.0 IBMS registration training portfolio will upload their evidence directly to the OneFile platform to be signed off by their training officer. The verifier report form and laboratory feedback form will be hosted and completed on OneFile. The platform will send automatic notifications when forms need to be completed and also reminders if they have not been completed. This will help to improve the efficiency of the process by reducing the number of emails that need to be sent between the laboratory, verifier, and Education Team.

**Q: I lead a BSc Biomedical Science degree with an integrated placement. Which version of the registration training portfolio should I issue to my training laboratories?**

If you issue the IBMS registration training portfolio in August 2023, you will follow your normal process of issuing the version 4.3 portfolio as a PDF file to your laboratory colleagues and training officers. Version 4.3 of the portfolio will be completed but students will be expected to answer some questions about the new HCPC SoPs that come into place from 1<sup>st</sup> September 2023 at their verification to check they understand what has changed or been expanded.

The old and new HCPC SoPs for biomedical scientists can be found here:

[Revisions to the standards of proficiency | \(hcpc-uk.org\)](https://www.hcpc-uk.org/revisions-to-the-standards-of-proficiency)

Please inform the Education Team at the IBMS of the names of your students who are going on placement in 2023/24 and have been issued version 4.3 of the portfolio by sending a summary spreadsheet (containing to the name of the student and contact email address, the training officer and contact email address, plus the hospital laboratory details) to [registration@ibms.org](mailto:registration@ibms.org)

If you plan to issue the IBMS registration training portfolio after 1<sup>st</sup> September 2023, when the students are at the placement laboratory, you should inform the Education Team at the IBMS of the names of your students who are going on placement in 2023/24. Please send a summary spreadsheet (containing to the name of the student and contact email address, the training officer and contact email address, plus the hospital laboratory details) to [registration@ibms.org](mailto:registration@ibms.org) and we will issue version 5.0 of the portfolio. The digital version of the portfolio (version 5.0) will be

issued using the OneFile platform. Information on how to access the digital portfolio will be emailed to the student, their training officer and placement tutor.

**Q: I have placement students due to start their placement in September 2023, what should I do?**

You should follow your normal process of applying for the IBMS registration training portfolio. If you normally apply for the portfolio to be issued in August, submit an application form to [registration@ibms.org](mailto:registration@ibms.org)) and the version 4.3 will be issued, and your current training plans used.

If you plan to apply for the IBMS registration training portfolio after the placement student starts their placement, this will be after 1<sup>st</sup> September 2023. You will complete an application form as normal (submitting an application form to [registration@ibms.org](mailto:registration@ibms.org)) and will be issued the digital version of the portfolio (version 5.0) using the OneFile platform. Information on how to access the digital portfolio will be emailed to the student, their training officer and placement tutor.

**Q: What help and training will we receive on how to use OneFile?**

The Version 5.0 3 IBMS registration training portfolio will be launched formally at Congress in September 2023. The IBMS will be offering training sessions (both online and face to face) throughout the autumn of 2023.

We are also planning to create some short videos on how to use the platform to support all users.

OneFile is the platform used for the STP route and some apprenticeships, so some colleagues may already be familiar with it.

**Q: Do I need to update my Training for Trainers / Verifier Training sessions?**

Yes, you should include information on the Version 5.0 IBMS registration training portfolio, including the new HCPC SoPs, the updated modules, and the mandatory pieces of evidence for each module. You should also include information on the expectation that verifiers will ask candidates who complete the version 4.3 IBMS registration training portfolio about the updated HCPC SoPs from September 2023 onwards to ensure they understand what the changes are.

The IBMS will be delivering online Training for Trainers sessions in the autumn of 2023 that colleagues can attend. We can also share the slides for these sessions with colleagues who deliver their own Training for Trainers events.