

Version 5.0 electronic Registration Training Portfolio

An introduction to OneFile

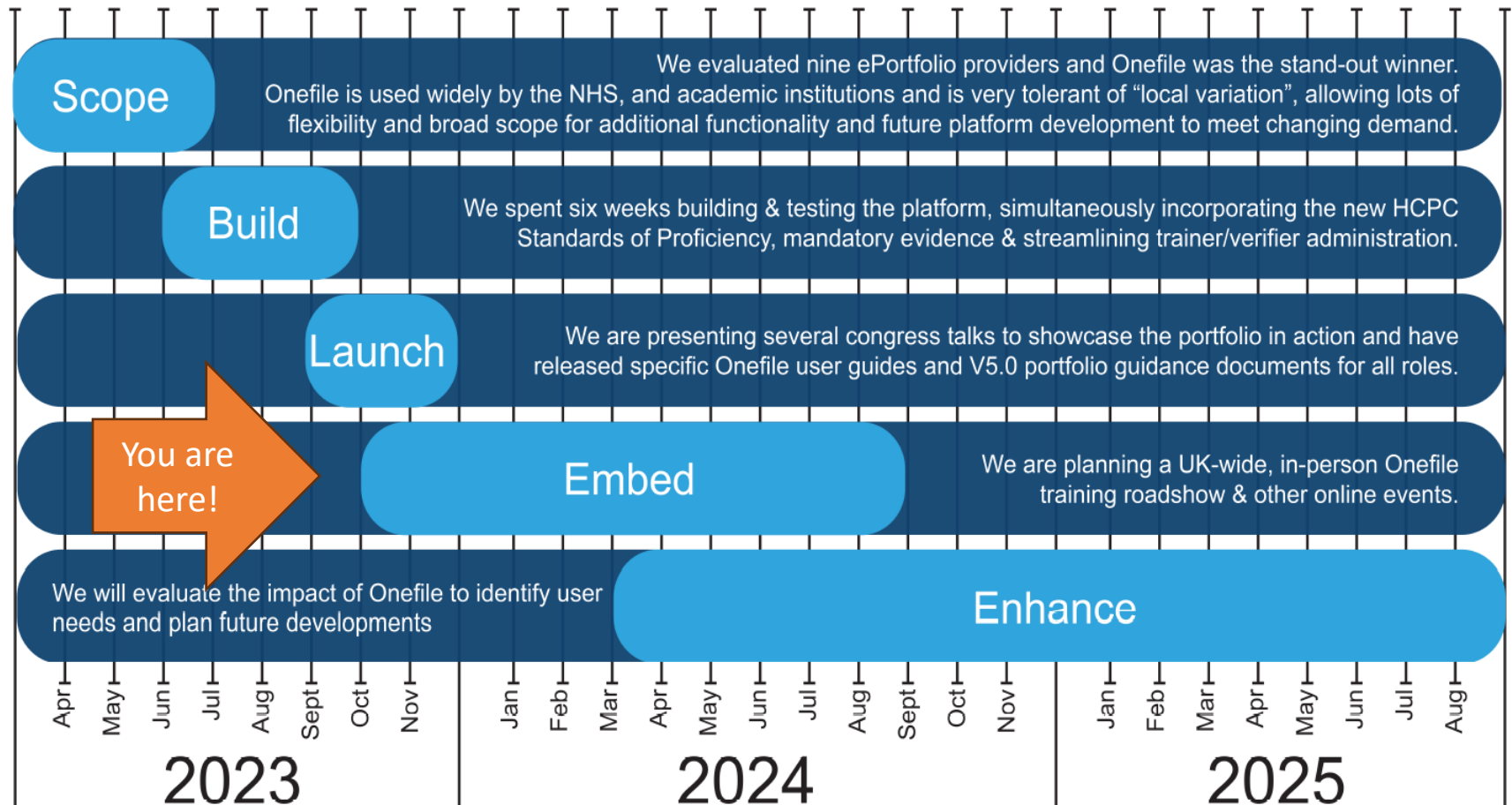
Jim Taylor

PhD, FIBMS, SFHEA, MRSB CSciTeach

IBMS Head of Digital Education



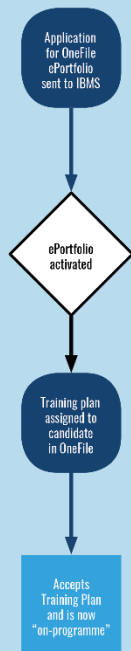
Why OneFile – Scoping & Due diligence



Version 5.0 – Workflow

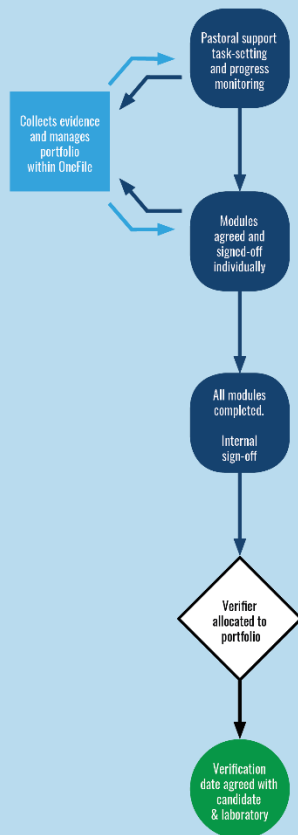
Registration Training Portfolio - Version: 5

Stage: 1 Enrolment



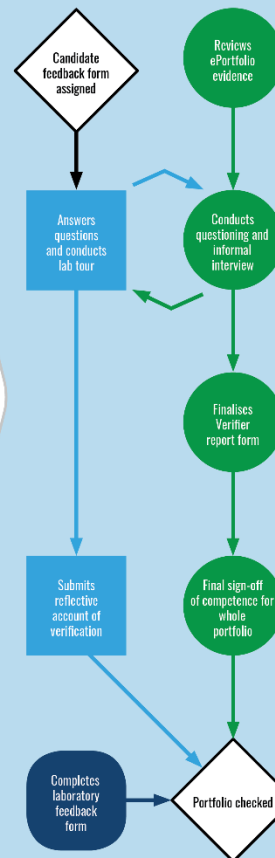
Go to Stage: 2

Stage: 2 On-programme



Go to Stage: 3

Stage: 3 Verification



Register with the HCPC as a Biomedical Scientist

Workplace Roles & Responsibilities

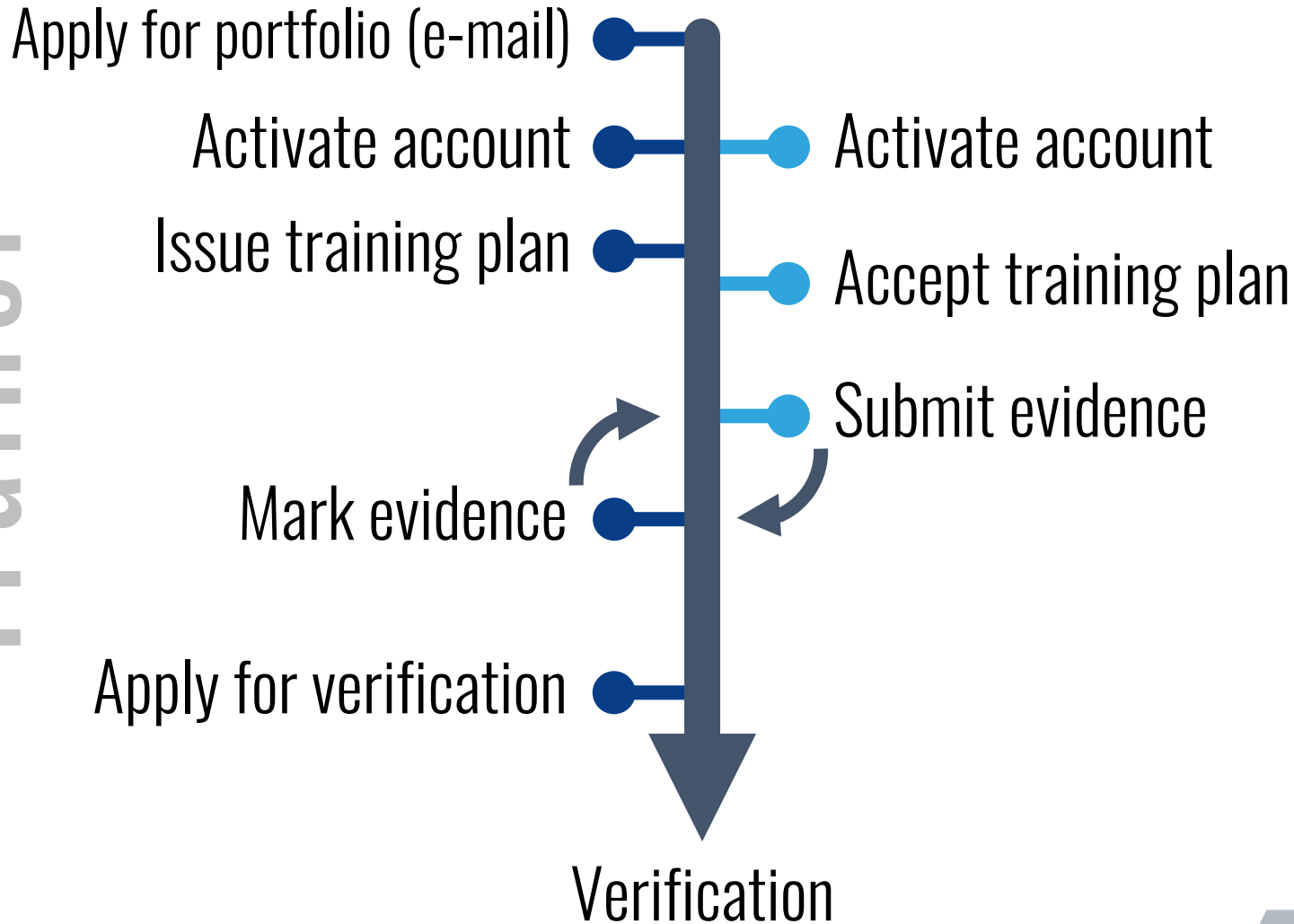
- Very little “on the ground” has changed
 - We’re using a different tool - the training isn’t different!
 - Your candidates still need the same support and guidance
- This is a new system for everyone, but remember when:
 - You first used a mobile phone...
 - You got your first social media account...
 - You got Sky TV...



Getting started...

Trainer

Candidate



Getting started...

1

IBMS OneFile Training Series



Setting
Preferences

Candidate · Trainer · Verifier

2

IBMS OneFile Training Series



Assigning/Accepting
Training Plans

Candidate · Trainer · Verifier

3

IBMS OneFile Training Series



Submitting Evidence
for Assessment

Candidate · Trainer · Verifier

4

IBMS OneFile Training Series



Marking
Submitted Work

Candidate · Trainer · Verifier

5

IBMS OneFile Training Series



Reviewing
Progress

Candidate · Trainer · Verifier

6

IBMS OneFile Training Series



Identifying and
Correcting errors

Candidate · Trainer · Verifier

www.ibms.org/education/onefile/user-videos/



Perspectives on OneFile

The Roles



Functionality as a Trainer

Onefile

[Eportfolio](#) [Eforms](#) [CPD](#)

Username or Keychain Email

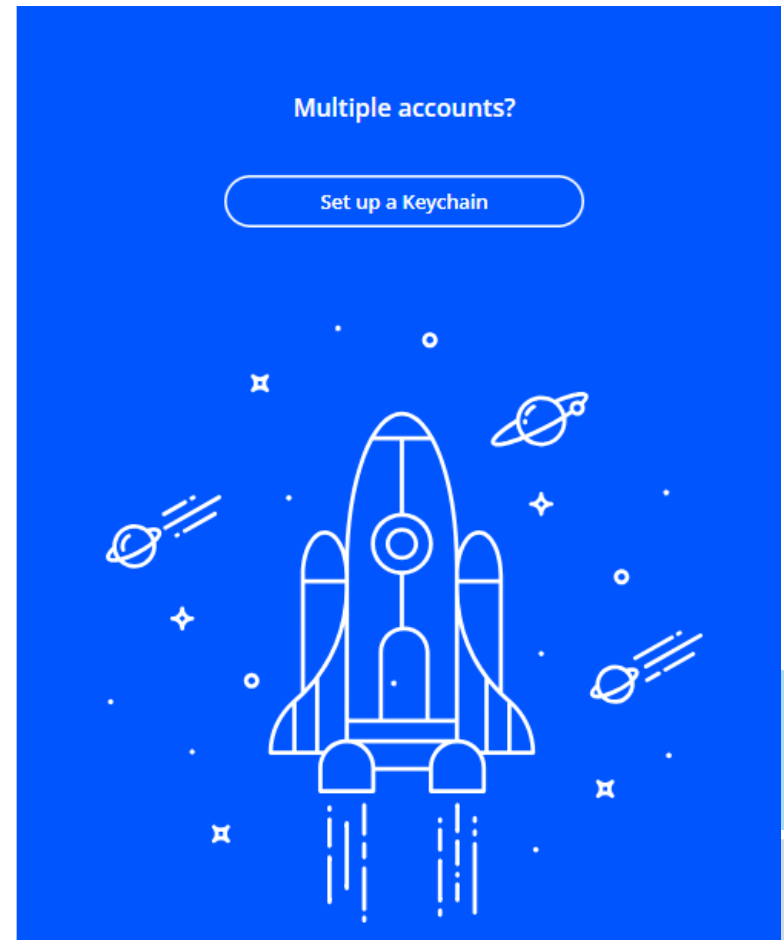
Password

[Forgot password?](#)

Login

Login area [Eportfolio](#)

SSO Microsoft



Functionality as a Trainer

My Accounts

[Edit account details](#)
[+ Add account](#)

All Eportfolio Practice Enrol



A Centre Manager (IBMS)

Eportfolio

Last activity on 06/03/2024 13:04:57

Keychain protected ✓



B Trainer (IBMS)

Eportfolio

Last activity on 06/03/2024 13:18:58

Keychain protected ✓



C Candidate (IBMS)

Eportfolio

Last activity on 06/03/2024 13:21:48

Keychain protected ✓



D Internal Verifier (IBMS)

Eportfolio

Last activity on 01/03/2024 14:54:38

Keychain protected ✓



Donald Duck (Candidate)

Eportfolio

Last activity on 06/03/2024 13:21:44

Unprotected account



Functionality as a Trainer



Functionality as a Trainer

Onefile

Home

Tasks 0

Reports 0

Reports

Resources

IBMS Homepage

Help centre

Candidate Dashboard

Filter Candidates

Route: 2. [REG] Accredited BSc

Name:

☐ Show my candidates only

☐ Show archived candidates

Candidates last logged in






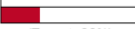


Candidates on target




Upload

Upload files and manage files from mobile devices

Candidate	Main Learning Aim	Progress (Target)%	Anticipated Completion Date	Target Deviation	Next Progress Review Date	Units Signed Off	Tasks	Portfolio Options
 Programme Of Training Name: JTAYLOF 2. [REG] Accredited BSc followed by por Offline	Registration Training Portfolio (V5)	Progress: 100%  (Target: 40%)	10/10/2024	60%	None scheduled	5/5	15	Assessments Plans Gap Analysis
 Programme Of Training Name: DDUCK! 2. [REG] Accredited BSc followed by por Offline	Registration Training Portfolio (V5)	Progress: 0%  (Target: 28%)	05/04/2025	-28%	28/12/2023	0/11	8	Assessments Plans Gap Analysis
 Programme Of Training Name: DDUCK! 2. [REG] Accredited BSc followed by por Offline	Registration Training Portfolio (V5)	Progress: 0%  (Target: 28%)	05/04/2025	-28%	28/12/2023	0/11	2	Assessments Plans Gap Analysis

Functionality as a Trainer




Filter by: Route: Show all tasks Candidate: Everyone Period: Show all Status: Pending tasks


There are 6 pending tasks


Date Set	Task (click to open)	Date Due	Date Completed	Options
06/03/2024 12:24	Please sign Assessment [MER1] 'S1 : M1 – Evidence: 1' by Donald Duck	30/11/2026 12:24		Reassign Task Hide
06/03/2024 12:43	Please sign Assessment [CCR1] 'S1 : M1 – Evidence: 2' by Donald Duck	30/11/2026 12:43		Reassign Task Hide
06/03/2024 12:44	Please sign Assessment [CCR2] 'S1 : M1 – Evidence: 3' by Donald Duck	30/11/2026 12:44		Reassign Task Hide
06/03/2024 12:44	Please sign Assessment [CCR4] 'S1 : M2 – Evidence: 3' by Donald Duck	30/11/2026 12:44		Reassign Task Hide
06/03/2024 12:45	Please sign Assessment [CCR3] 'S1 : M2 – Evidence: 2' by Donald Duck	30/11/2026 12:45		Reassign Task Hide
06/03/2024 12:45	Please sign Assessment [MER2] 'S1 : M2 – Evidence: 1' by Donald Duck	30/11/2026 12:45		Reassign Task Hide


[Terms & Conditions](#)
[Accessibility Statement](#)


powered by Onefile Eportfolio ©Onefile Ltd. 2005-2024. All Rights Reserved. | Page served on WS-FARAMIR

 Home

 Tasks 0

 Resources

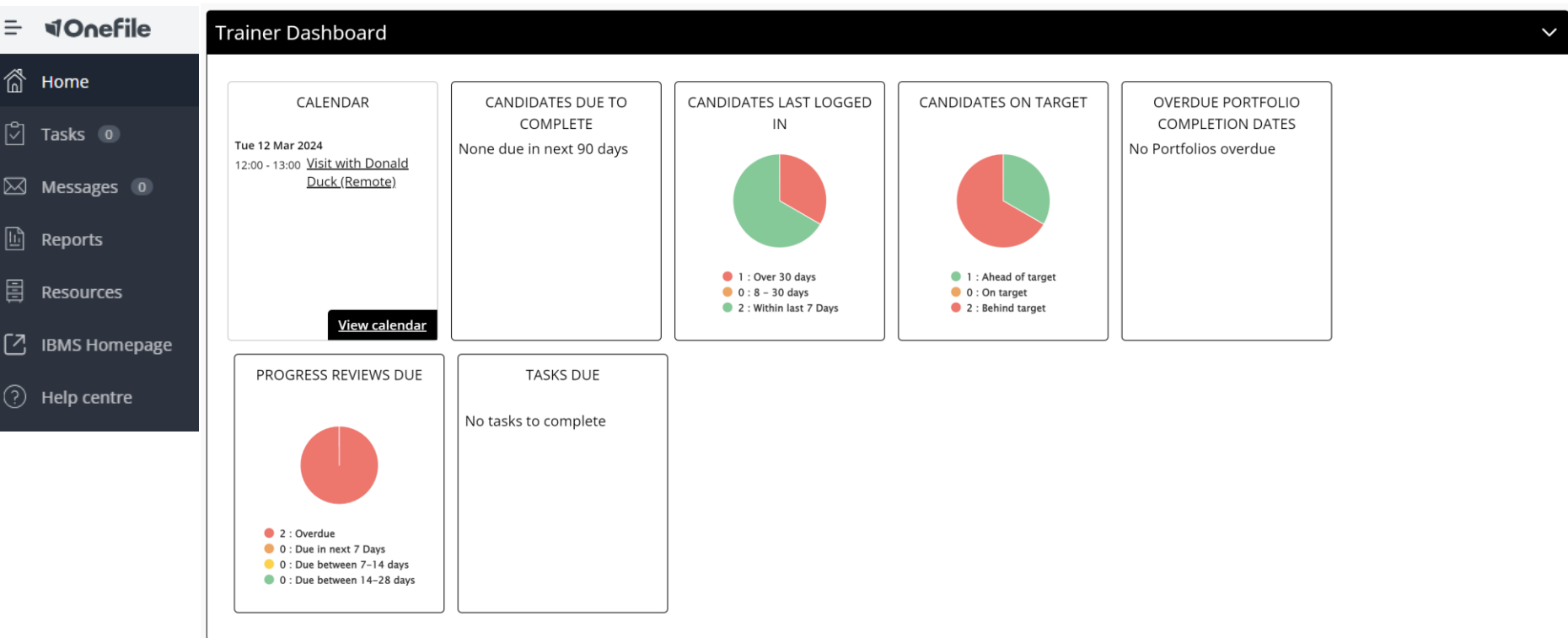
 IBMS Homepage

 Help centre

Issuing a Training Plan

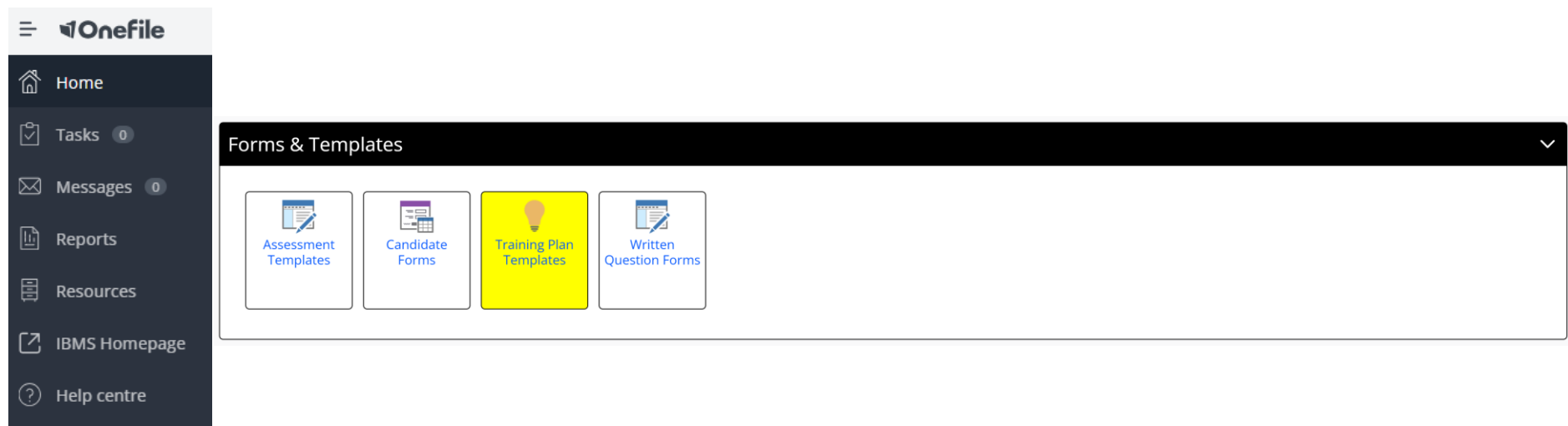


Functionality as a Trainer



- Starting from the trainer dashboard...

Functionality as a Trainer



The screenshot displays the Onefile application interface. On the left is a dark sidebar with a menu containing: Home, Tasks (0), Messages (0), Reports, Resources, IBMS Homepage, and Help centre. The main content area is titled 'Forms & Templates' and contains four tiles: 'Assessment Templates', 'Candidate Forms', 'Training Plan Templates' (highlighted in yellow), and 'Written Question Forms'.

- Scroll to the bottom and click “Training plan templates”

Functionality as a Trainer

≡ Onefile

Home

Tasks 0

Messages 0

Reports

Resources

IBMS Homepage

Help centre

Centre Templates

1

Training Plan Template Name (Centre Ref)	Training Plan Name (Candidate Ref)	Options
[EQUIV] Equivalence Route	Registration Training Portfolio by Equivalence	View Template Assign to Candidate(s)
[REG] [INT] [NADA] Section 1 – Professional Conduct	Section 1 – Professional Conduct	View Template Assign to Candidate(s)
[REG] [INT] [NADA] Section 2 – Professional Practice	Section 2 – Professional Practice	View Template Assign to Candidate(s)

1

Trainer Templates

Create new template


1


Training Plan Template Name (Trainer Ref)	Training Plan Name (Candidate Ref)	Options
User Training - One Module	User Training - One Module	Edit Template Assign to Candidate(s)


1


- A list of prepared templates is presented


Functionality as a Trainer


 Onefile


 Home


 Tasks 0

 Messages 0

 Reports

 Resources

 IBMS Homepage

 Help centre

Assign Training Plan to Candidate (s)

All routes  Only routes that use the assessment method(s) set in this Training Plan are shown

☐ Show candidates studying at least one unit set in this Training Plan (remove tick to show all candidates)

☐ Only show candidates who have not been set any of the Written Questions or Assessment Templates set in this Training Plan

☐ Hide candidates already assigned to this Training Plan.

Select All Deselect All

☐ Duck, Daffy ☐ Duck, Donald ☐ Taylor (for testing), Jim

- Choose who you want to release the training plan to...

Functionality as a Trainer

≡ Onefile

Home

Tasks 0

Messages 0

Reports

Resources


IBMS Homepage

Help centre



Training Plan



This Training Plan Visit

Title: Section 1 – Professional Conduct

Date: 08/03/2024  Type: ☐ Remote session ☒ Face-to-face visit

☒ Set Next Planned Visit

Start Date:  Start Time:  Type: ☐ Remote session ☒ Face-to-face visit Location:




End Date:  End Time: 

- Select “remote session” and uncheck “Set planned visit”

Functionality as a Trainer

Tasks

Tasks listed here will be created after the candidate signs the plan, but will only be visible on or after the "Start date".

Task Overview	Start Date	Due Date	Options
<p>Candidate Instructions Section: 1 - Module: 1 (Personal Responsibility and Development) Mandatory Evidence 1</p> <p>Task Produce a personal statement that demonstrates your understanding of the limits of your practice and how you act accordingly.</p> <p>You may type into the evidence box provided or upload attachment(s), making sure your evidence covers the following HCPC Standards of Proficiency (SoP): 4.1, 4.5, 10.1</p> <p>Guidance</p> <ul style="list-style-type: none"> Candidates are expected to upload evidence that complies with the principles of information governance and standards of professional practice. The Candidate and Trainer are jointly responsible for ensuring that Onefile submissions do not contain identifiable patient information, redacting information where necessary to ensure it is not retained in files uploaded to OneFile. Candidates are reminded that work must be produced in accordance with the plagiarism declaration signed at the start of portfolio completion. Each piece of evidence is expected to include annotation by the trainer and show a process of discursive, constructive feedback. <p>Resources HCPC Standards of Proficiency - Biomedical Scientists [2022] implemented from 1st Sept 2023 Section 1 : Module 1 - Module descriptor Anonymisation: Managing data protection risk code of practice - ICO</p> <p>Learning Resources</p> <div>  Anonymisation: Managing dat... .url (0.00 KB)  HCPC Standards of Proficiency....url (0.00 KB)  Section 1 : Module 1 - Module... .pdf (122.62 KB) </div> <p>Learning Outcomes [Section 1 - Module 1 - 2 outcomes, 3 criteria]</p> <p>Assessment Method: Mandatory Evidence Start by: Candidate Map Evidence: Holistically</p>	04/03/2024	30/08/2024	<div>Edit Dates</div>

- This will be a loooong list! You can edit dates here, but that's it!

Functionality as a Trainer

≡ Onefile

Home

Tasks 0

Messages 0

Reports

Resources

IBMS Homepage

Help centre

Signatures

Signed in agreement	Name	Signed	Date
Trainer	Jim Taylor (for testing)	<input type="checkbox"/>	08/03/2024 09:40:36

Assign

Cancel

➡ Training Plans were successfully created for the following candidate(s):

Candidate	Training Plan
Duck, Daffy	User Training - One Module

Continue

- Sign the plan (tick the box!) and hit “Assign”
- OneFile will confirm what you have just done!

Functionality as a Candidate

Onefile

[Eportfolio](#) [Eforms](#) [CPD](#)

Username or Keychain Email

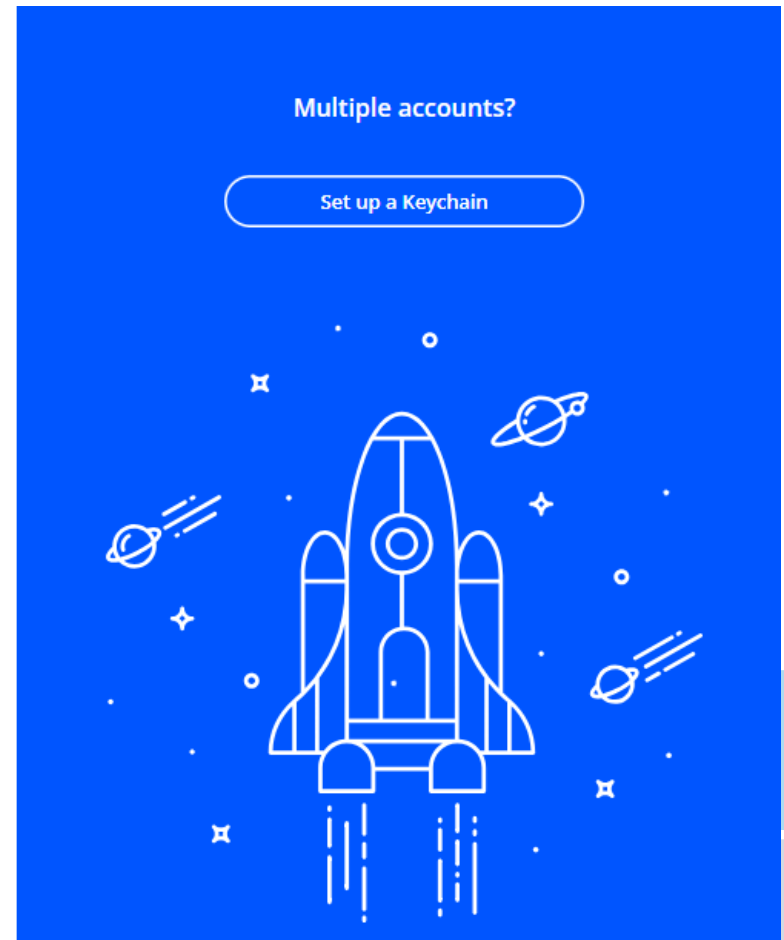
Password

[Forgot password?](#)

Login

Login area [Eportfolio](#)

SSO Microsoft



Functionality as a Candidate

≡ Onefile

- Home
- Portfolio
- Assessments
- Timesheets
- Learning Journal
- Scorecard
- Courses 0
- Messages 3
- Progress 0%
- Resources
- IBMS Homepage
- Help centre

Portfolio Dashboard

You are working towards:

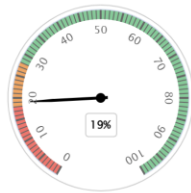
➔ Registration Training Portfolio (V5)

CALENDAR

Tue 12 Mar 2024
12:00 - 13:00 [Visit with Jim Taylor \(for testing\) \(Remote\)](#)

[View calendar](#)

OVERALL AND TARGET PROGRESS



TASKS DUE

No tasks to complete



My Portfolio

Access your assessments, training plans and progress.



Upload Evidence

Upload evidence and link to assessments later.



Courses

You have no new courses.



Tasks

You have 8 new tasks.



Messages

You have 20 unread messages.



Witness Status

Complete the witness status list.



Resources

Access online resources uploaded by your centre.

Assessment Team



Jim Taylor (for testing)
Primary Trainer

Online



Jim Taylor (for testing)
Primary Internal Verifier

Offline



Jim Taylor (for testing)
Employer

Offline



Jim Taylor (for testing)
Observer

Offline

Functionality as a Candidate

≡ Onefile

Home

Portfolio

Tasks 15

Assessments

Meetings

Learning Journal

Scorecard

Courses 0

Messages 3

Progress 0%

Resources

IBMS Homepage

Help centre

Filter by: Period: Status:

There are 13 pending tasks

Date Set	Task (click to open)	Date Due	Date Completed	Options
06/03/2024 12:17	<p>Please complete your new assessment CCR1: Section: 1 – Module: 1 (Personal Responsibility and Development) Candidate Choice Evidence 2</p> <p>Task</p> <p>Meet with your Training Officer to discuss and agree the second piece of evidence for Module 1 – Personal Responsi...</p>	22/03/2024 00:00		Hide
06/03/2024 12:17	<p>Please complete your new assessment CCR2: Section: 1 – Module: 1 (Personal Responsibility and Development) Candidate Choice Evidence 3</p> <p>Task</p> <p>Meet with your Training Officer to discuss and agree the second piece of evidence for Module 1 – Personal Responsi...</p>	05/04/2024 00:00		Hide
06/03/2024 12:17	<p>Please complete your new assessment MER2: Section: 1 – Module: 2 (Equality, Diversity and Inclusion) Mandatory Evidence 1</p> <p>Task</p> <p>Using specific examples, demonstrate how you apply the principles of equality, diversity and inclusion in your practice.</p> <p>You m...</p>	19/04/2024 00:00		Hide
06/03/2024 12:17	<p>Please complete your new assessment CCR3: Section: 1 – Module: 2 (Equality, Diversity and Inclusion) Candidate Choice Evidence 2</p> <p>Task</p> <p>Meet with your Training Officer to discuss and agree the second piece of evidence for Module 2 – Equality, Diversity and...</p>	14/03/2024 00:00		Hide
06/03/2024 12:17	<p>Please complete your new assessment CCR4: Section: 1 – Module: 2 (Equality, Diversity and Inclusion) Candidate Choice Evidence 3</p> <p>Task</p> <p>Meet with your Training Officer to discuss and agree the second piece of evidence for Module 2 – Equality, Diversity and...</p>	14/03/2024 00:00		Hide

Functionality as a Candidate

≡ Onefile

- Home
- Portfolio
- Tasks 15
- Assessments
- Timesheets
- Learning Journal
- Scorecard
- Courses 0
- Messages 3
- Progress 0%
- Resources
- IBMS Homepage
- Help centre

Please complete your new assessment MER1

Task Overview

Candidate Instructions

[View Training Plan](#)



Section: 1 – Module: 1 (Personal Responsibility and Development) Mandatory Evidence 1

Task

Produce a personal statement that demonstrates your understanding of the limits of your practice and how you act accordingly.

You may type into the evidence box provided or upload attachment(s), making sure your evidence covers the following HCPC Standards of Proficiency (SoP): 4.1, 4.5, 10.1

Guidance

- Candidates are expected to upload evidence that complies with the principles of information governance and standards of professional practice.
- The Candidate and Trainer are jointly responsible for ensuring that Onefile submissions do not contain identifiable patient information, redacting information where necessary to ensure it is not retained in files uploaded to OneFile.
- Candidates are reminded that work must be produced in accordance with the plagiarism declaration signed at the start of portfolio completion.
- Each piece of evidence is expected to include annotation by the trainer and show a process of discursive, constructive feedback.

Resources

HCPC Standards of Proficiency – Biomedical Scientists [2022] implemented from 1st Sept 2023

Section 1 : Module 1 - Module descriptor

Anonymisation: Managing data protection risk code of practice - ICO

Learning Resources



Anonymisation: Managing data protection risk code of practice - ICO
(0.00 KB)



HCPC Standards of Proficiency – Biomedical Scientists [2022] implemented from 1st Sept 2023
(0.00 KB)



Section 1 : Module 1 - Module descriptor.pdf
(122.62 KB)

Section 1 : Module 1 - Module descriptor.pdf

Functionality as a Candidate

≡ Onefile

- Home
- Portfolio
- Tasks 15
- Assessments
- Timesheets
- Learning Journal
- Scorecard
- Courses 0
- Messages 3
- Progress 0%
- Resources
- IBMS Homepage
- Help centre

Criteria

Hide Descriptions

[Section 1 - Module 1] Personal Responsibility and Development

[Outcome 01] Knowledge

Standards
of
Proficiency

[SoP 10.1] Understand the value of reflective practice and the need to record the outcome of such reflection to support continuous improvement

[Outcome 02] Competency

Standards
of
Proficiency

[SoP 4.1] Recognise that they are personally responsible for and must be able to justify their decisions and actions
[SoP 4.5] Exercise personal initiative

Functionality as a Candidate

≡ Onefile

- Home
- Portfolio
- Tasks 15
- Assessments
- Timesheets
- Learning Journal
- Scorecard
- Courses 0
- Messages 3
- Progress 0%
- Resources
- IBMS Homepage
- Help centre

Evidence

Arial, Helv... Normal 16px A B I U abc [text alignment icons] [list icons] [table icon] [undo] [redo] [import Word Document]

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet con magna eros quis urna nc viverra imperdiet enim. Fusce est.

Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut n

Words: 141 Characters: 967

Evidence Attachments

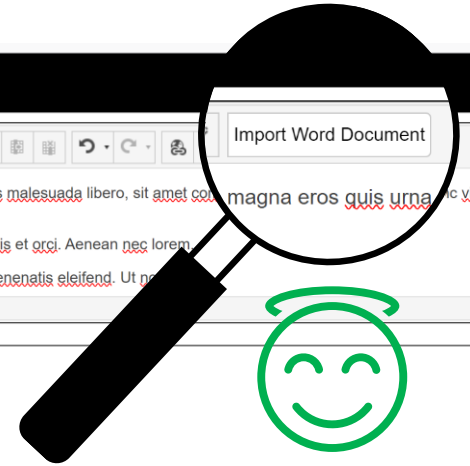
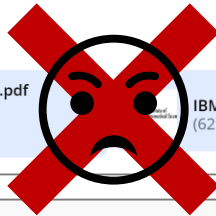
 Add Attachment



HCPC to Reg mapping.pdf
(365.80 KB)

Turnitin Checker

IBMS Logo for OneFile.png
(62.59 KB)



Feedback & Comments

Feedback to Trainer:

Arial, Helv... Normal 16px A B I U abc [text alignment icons] [list icons] [table icon] [undo] [redo] [import Word Document]

Justification for submitting this evidence is....

Words: 0 Characters: 0

Functionality as a Candidate

Visit

Visit Type:
Not specified

Travel Time:
 minutes

Timesheet

Start Date:

Start Time:

Trainer Time:
 minutes

Candidate Time:
 minutes

Declaration & Signatures

Only sign here when you have finished with this assessment and wish to send it to the next person.

Declaration	Name	Signed on Completion	Date
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.	Donald Duck (Candidate)	<input checked="" type="checkbox"/>	06/03/2024 12:21
	<div> Taylor (for testing), Jim (Trainer) </div> <div> Mouse, Mickey (Trainer) </div> <div> Taylor (for testing), Jim (Trainer) </div>	<input type="checkbox"/> <div>Use this trainer</div>	

Save & Refresh

Save & Quit

Cancel

Functionality as a Candidate

≡ Onefile

- Home
- Portfolio
- Tasks 15
- Assessments
- 7 Sheets
- g Journal
- Scorecard
- Courses 0
- Messages 3
- Progress 0%
- Resources
- IBMS Homepage
- Help centre

Assessments

Show: Pending

Date	Ref	Assessment Title	Method	Trainer Assessment Time (minutes)	Candidate Assessment Time (minutes)	Related Training Plan	Action Required By	Options
04/03/2024	MER1	S1 : M1 – Evidence: 1	Mandatory Evidence	0	0	Section 1 – Professional Conduct	Trainer	Edit
29/02/2024	CCR10	S1 : M5 – Evidence: 3	Candidate Choice	0	0	Section 1 – Professional Conduct	Candidate	Edit
29/02/2024	CCR9	S1 : M5 – Evidence: 2	Candidate Choice	0	0	Section 1 – Professional Conduct	Candidate	Edit
29/02/2024	MER5	S1 : M5 – Evidence: 1	Mandatory Evidence	0	0	Section 1 – Professional Conduct	Candidate	Edit
29/02/2024	CCR8	S1 : M4 – Evidence: 3	Candidate Choice	0	0	Section 1 – Professional Conduct	Candidate	Edit
29/02/2024	CCR6	S1 : M3 – Evidence: 3	Candidate Choice	0	0	Section 1 – Professional Conduct	Candidate	Edit
29/02/2024	CCR5	S1 : M3 – Evidence: 2	Candidate Choice	0	0	Section 1 – Professional Conduct	Candidate	Edit

Functionality as a Candidate

≡ Onefile

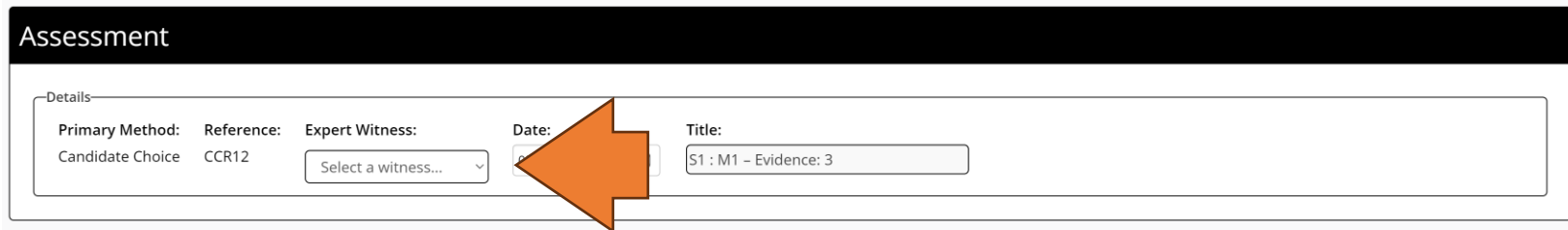
- Home
- Portfolio
- Tasks 15
- Assessments
- Timesheets
- Learning Journal
- Scorecard
- Courses 0
- Messages 3
- Progress 0%
- Resources
- Homepage
- Help centre

Overall Progress: 21%

☐ Include pending assessments ☐ Show detailed view

Registration Training Portfolio (V5)	Unit Progress			Actual
Section 1 - Module 1	TRAINER	CANDIDATE	VERIFIER	100%
Section 1 - Module 2	TRAINER			100%
Section 1 - Module 3	<div></div>			33%
Section 1 - Module 4	<div></div>			0%
Section 1 - Module 5	<div></div>			0%
Section 2 - Module 1	<div></div>			0%
Section 2 - Module 2	<div></div>			0%
Section 2 - Module 3	<div></div>			0%
Section 2 - Module 4	<div></div>			0%
Section 2 - Module 5	<div></div>			0%

Functionality as a Candidate



Assessment

Details

Primary Method: Candidate Choice Reference: CCR12 Expert Witness: Select a witness... Date: Title: S1 : M1 - Evidence: 3

- DO NOT USE!!!
 - Witnesses don't get a OneFile Login
 - They can't see what the candidate has uploaded/submitted
 - You would be vouching for the witnesses assessment of the SoP's
- The IBMS is deprecating this feature...

Functionality as a Trainer

Onefile

[Eportfolio](#) [Eforms](#) [CPD](#)

Username or Keychain Email

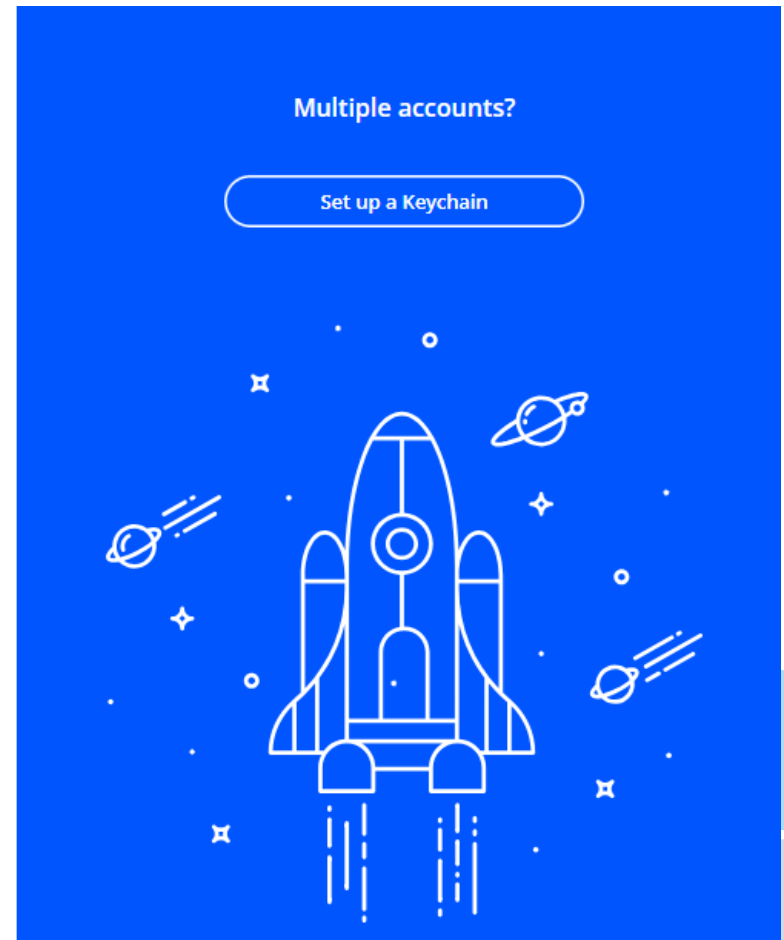
Password

[Forgot password?](#)


Login

Login area [Eportfolio](#)

SSO Microsoft




Functionality as a Trainer

 Please complete your new assessment MER1

Task Overview

Candidate Instructions [View Training Plan](#)

 Section: 1 – Module: 1 (Personal Responsibility and Development) Mandatory Evidence 1

Task
Produce a personal statement that demonstrates your understanding of the limits of your practice and how you act accordingly.


You may type into the evidence box provided or upload attachment(s), making sure your evidence covers the following HCPC Standards of Proficiency (SoP): 4.1, 4.5, 10.1


Guidance


- Candidates are expected to upload evidence that complies with the principles of information governance and standards of professional practice.
- The Candidate and Trainer are jointly responsible for ensuring that Onefile submissions do not contain identifiable patient information, redacting information where necessary to ensure it is not retained in files uploaded to Onefile.
- Candidates are reminded that work must be produced in accordance with the plagiarism declaration signed at the start of portfolio completion.
- Each piece of evidence is expected to include annotation by the trainer and show a process of discursive, constructive feedback.

Resources
HCPC Standards of Proficiency – Biomedical Scientists [2022] implemented from 1st Sept 2023
Section 1 : Module 1 - Module descriptor
Anonymisation: Managing data protection risk code of practice - ICO

Learning Resources

 Anonymisation: Managingurl
(0.00 KB)

 HCPC Standards of Proficie....url
(0.00 KB)

 **Section 1 : Module 1 - Module descriptor.pdf**
Section 1 : Module 1 - Mod....pdf
(122.62 KB)

Functionality as a Trainer

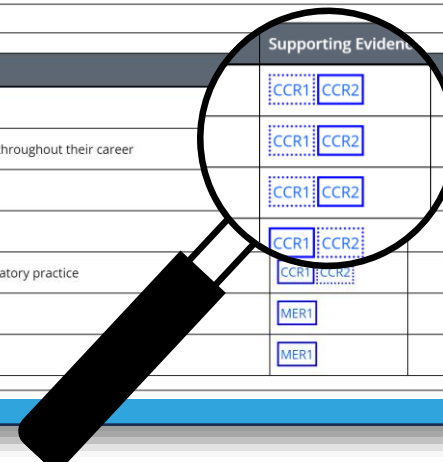
Powerful gap analysis...

[Outcome 01] Knowledge

Select	Criteria	Supporting Evidence	Progress
<input type="checkbox"/>	SoP 2.4 Understand what is required of them by the Health and Care Professions Council, including but not limited to the Standards of conduct, performance and ethics	CCR1 CCR2	C
<input type="checkbox"/>	SoP 2.8 Understand the importance of capacity in the context of delivering care and treatment	CCR1 CCR2	C
<input type="checkbox"/>	SoP 2.9 Understand the scope of a professional duty of care and exercise that duty	CCR1 CCR2	C
<input type="checkbox"/>	SoP 2.10 Understand and apply legislation, policies and guidance relevant to their profession and scope of practice	CCR1 CCR2	C
<input type="checkbox"/>	SoP 10.1 Understand the value of reflective practice and the need to record the outcome of such reflection to support continuous improvement	MER1	C

[Outcome 02] Competency

Select	Criteria	Supporting Evidence	Progress
<input type="checkbox"/>	SoP 1.1 Identify the limits of their practice and when to seek advice or refer to another professional or service	CCR1 CCR2	C
<input type="checkbox"/>	SoP 1.3 Keep their skills and knowledge up to date and understand the importance of continuing professional development throughout their career	CCR1 CCR2	C
<input type="checkbox"/>	SoP 2.1 Maintain high standards of personal and professional conduct	CCR1 CCR2	C
<input type="checkbox"/>	SoP 2.2 Promote and protect the service user's interests at all times	CCR1 CCR2	C
<input type="checkbox"/>	SoP 2.12 Demonstrate awareness of the British, European and International Standards that govern and affect pathology laboratory practice	CCR1 CCR2	C
<input type="checkbox"/>	SoP 4.1 Recognise that they are personally responsible for and must be able to justify their decisions and actions	MER1	C
<input type="checkbox"/>	SoP 4.5 Exercise personal initiative	MER1	C



Check / uncheck
to suit evidence

Criteria

+ Set Criteria

Please tick

[Section 1 - M

[Outcome 01]

Standards
of
Proficiency

[Outcome 02]

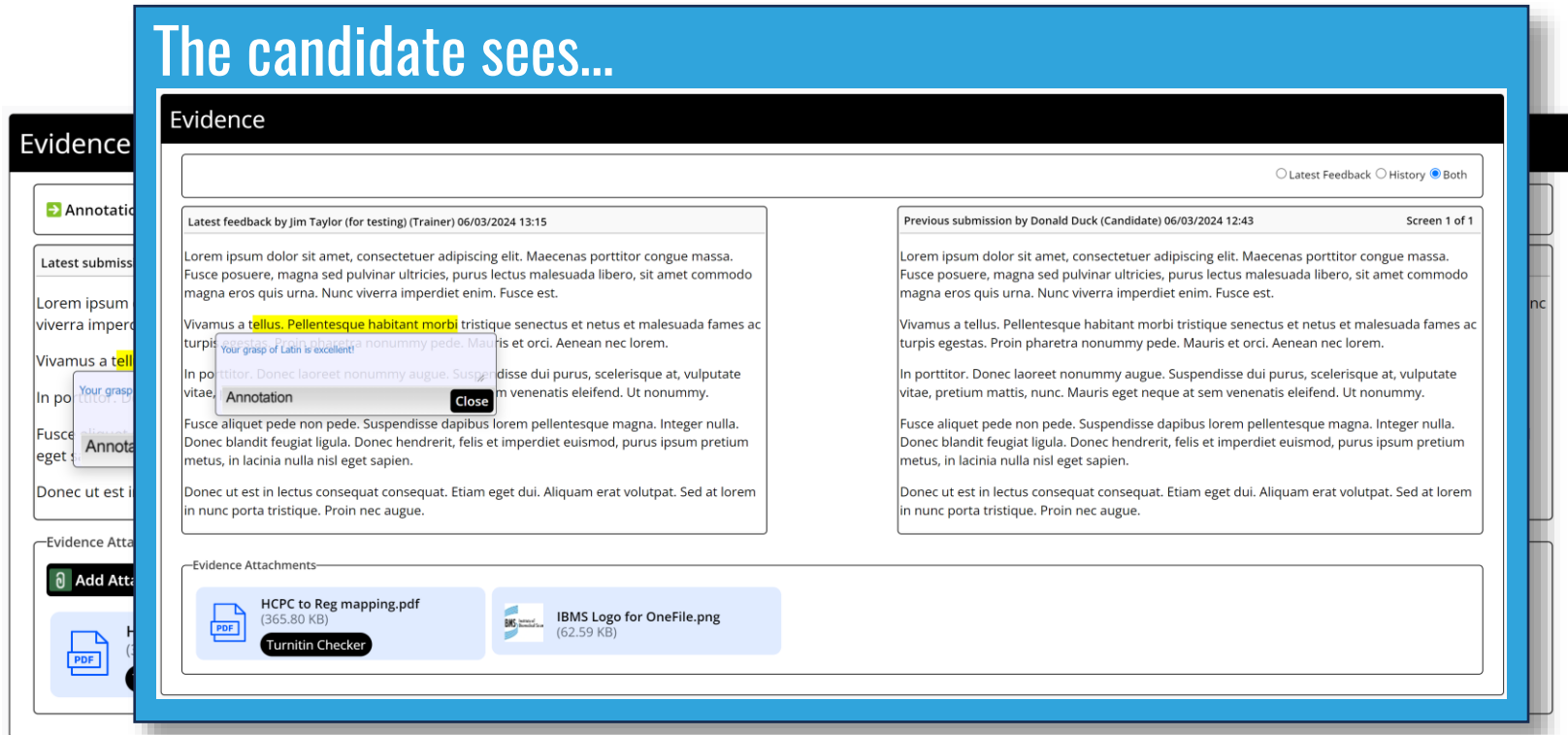
Standards
of
Proficiency

ions

b

Functionality as a Trainer

The candidate sees...



The screenshot displays the OneFile interface, which is used for managing evidence and feedback. The interface is divided into several sections:

- Left Sidebar:** Contains navigation links for Home, Tasks (0), Messages (0), Reports, Resources, IBMS Homepage, and Help centre.
- Evidence Section:**
 - Annotations:** A list of annotations for the evidence. The latest submission by Jim Taylor (Trainer) on 06/03/2024 at 13:15 is highlighted. The annotation text is: "Your grasp of Latin is excellent!".
 - Latest submission:** A list of the latest submissions. The latest submission by Donald Duck (Candidate) on 06/03/2024 at 12:43 is highlighted.
- Evidence Attachments:** A section showing attachments for the evidence. The attachments are:
 - HCPC to Reg mapping.pdf (365.80 KB)
 - IBMS Logo for OneFile.png (62.59 KB)

The main content area displays the evidence feedback and attachments. The feedback is presented in two columns, comparing the latest feedback from the trainer with the previous submission from the candidate. The feedback text is as follows:

Latest feedback by Jim Taylor (for testing) (Trainer) 06/03/2024 13:15

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est.

Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.

In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.

Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue.

Previous submission by Donald Duck (Candidate) 06/03/2024 12:43

Screen 1 of 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est.

Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.

In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.

Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue.

Functionality as a Trainer

≡ Onefile

Home

Tasks 0

Messages 0

Reports

Resources

IBMS Homepage

Help centre

Feedback & Comments

From: Donald Duck (Candidate) on 06/03/2024 12:24 To: Jim Taylor (for testing) (Trainer) ✓

Justification for submitting this evidence is....

Nothing is attached

Feedback to Donald Duck (Candidate) ▾

*Times Ne... Normal 16px A B I U abc [List Icons]

Words: 0 Characters: 0

☐ Create task to acknowledge this feedback

Add Message Attachment

Message attachments are for feedback and comments only and should not be used for the submission of evidence towards this assessment.

Nothing is attached

Visit

Visit Type:
Not specified

Travel Time:
0 minutes

Timesheet

Start Date:

Start Time:

Trainer Time:

 minutes

Candidate Time:

 minutes

Functionality as a Trainer

Only tick when happy to sign-off

Declaration & Signatures

Only sign here when you have finished with this assessment and wish to send it to the next person.

Declaration	Name	Signed on Completion	Date
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.	Donald Duck (Candidate)	<input checked="" type="checkbox"/>	06/03/2024 12:24
Knowledge and competence has 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.	Jim Taylor (for testing) (Trainer)	<input type="checkbox"/>	06/03/2024 12:54
I have scrutinised this evidence as part of my verification process.	Internal Verifier	<input type="checkbox"/>	
I have sampled this evidence as part of my verification sample.	External Verifier	<input type="checkbox"/>	

Save & Refresh Save & Quit Resubmit Delete Cancel

Save; task
NOT completed

Save; task
completed

Put it back
on task list

DO NOT
PRESS!

Functionality as a Trainer

Filter by:	Route: <input type="text" value="Show all tasks"/>	Candidate: <input type="text" value="Everyone"/>	Period: <input type="text" value="Show all"/>	Status: <input type="text" value="Pending tasks"/>
There are 2 pending tasks				
Date Set	Task (click to open)	Date Due	Date Completed	Options
06/03/2024 13:05	Please complete [Section 1 - Module 1] Unit Summary for Donald Duck (No other units yet signed off for Registration Training Portfolio (V5))	30/11/2026 13:05		Reassign Task Hide
06/03/2024 13:05	Please complete [Section 1 - Module 2] Unit Summary for Donald Duck (No other units yet signed off for Registration Training Portfolio (V5))	30/11/2026 13:05		Reassign Task Hide

Functionality as a Trainer

≡ Onefile

- Home
- Tasks 0
- Messages 0
- Reports
- Resources
- IBMS Homepage
- Help centre

Trainer & Verifier Declarations

Competence has been demonstrated in all of the elements of this unit using the required assessment procedures and any special conditions/contexts. The evidence meets the requirements for sufficiency, authenticity, currency, reliability and validity.

	Name	Signed	Date
Trainer	Jim Taylor (for testing)	<input type="checkbox"/>	06/03/2024

Candidate Declaration

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).

	Name	Signed	Date
Candidate		<input type="checkbox"/>	

Save

Cancel

Functionality as a Verifier

Onefile

[Eportfolio](#) [Eforms](#) [CPD](#)

Username or Keychain Email

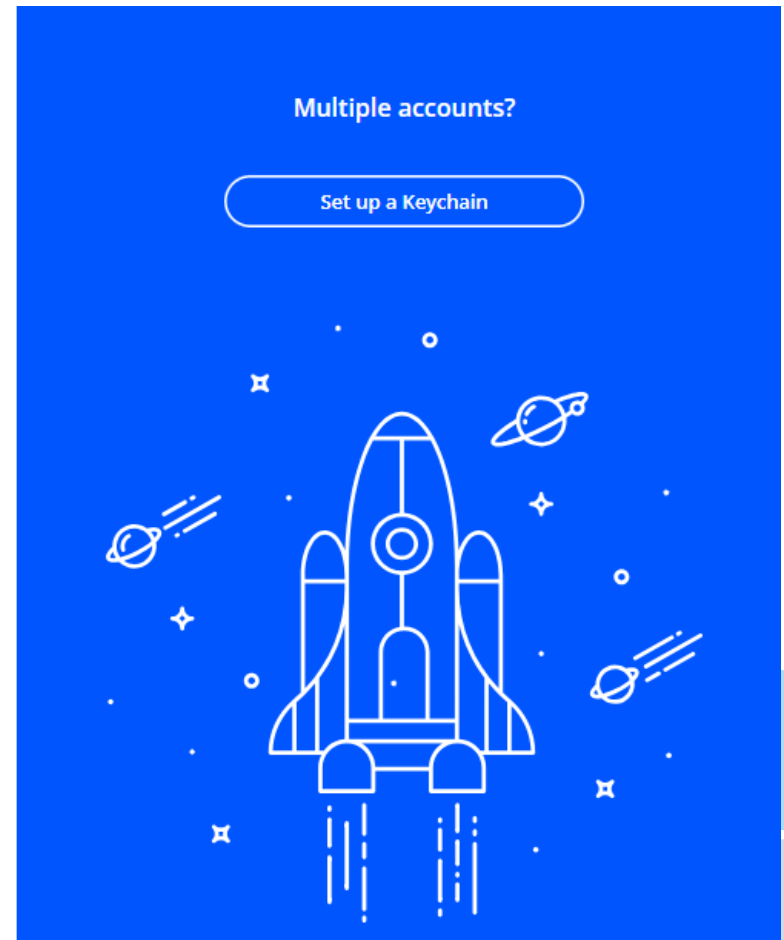
Password

[Forgot password?](#)

Login

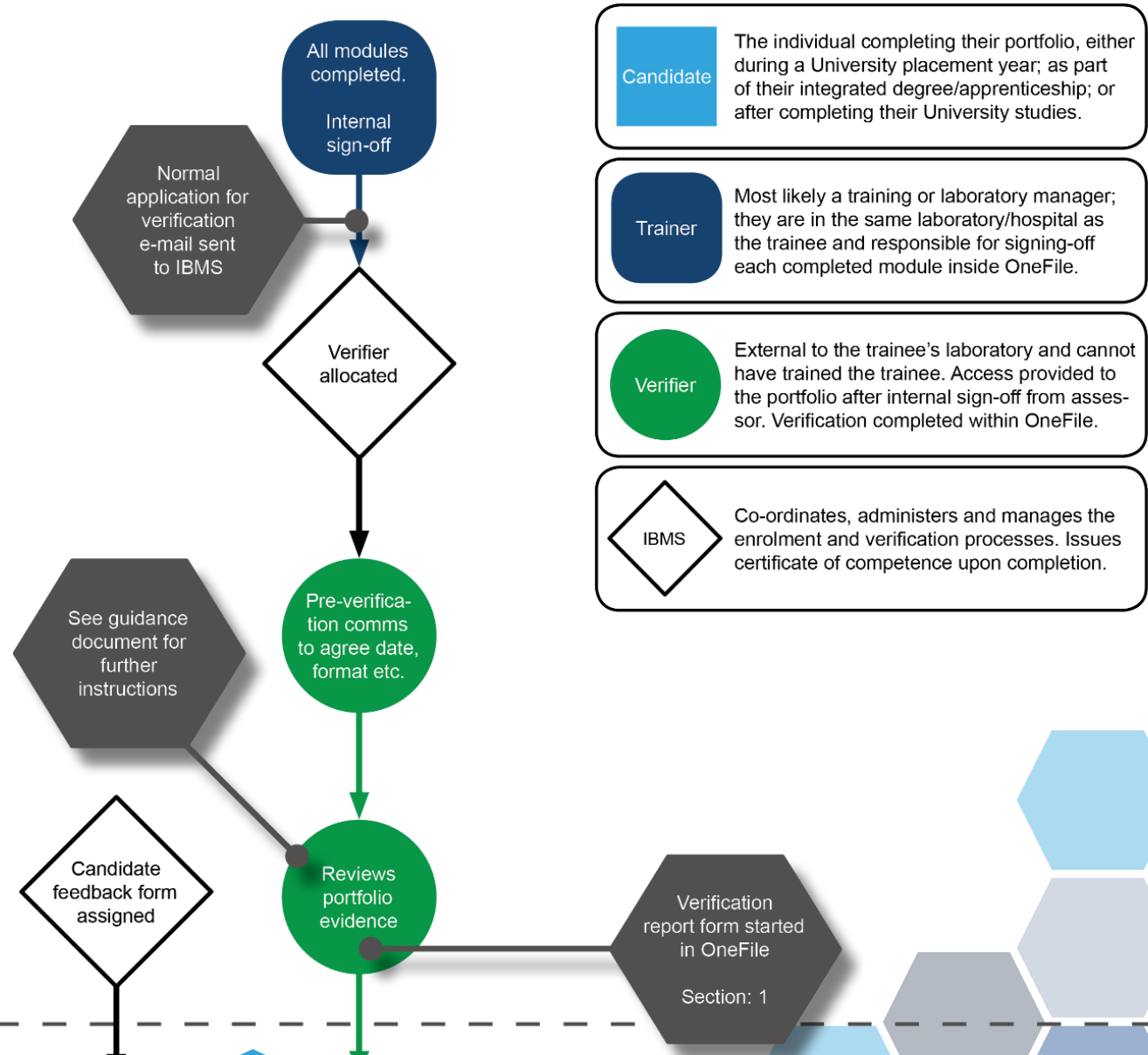
Login area [Eportfolio](#)

SSO Microsoft

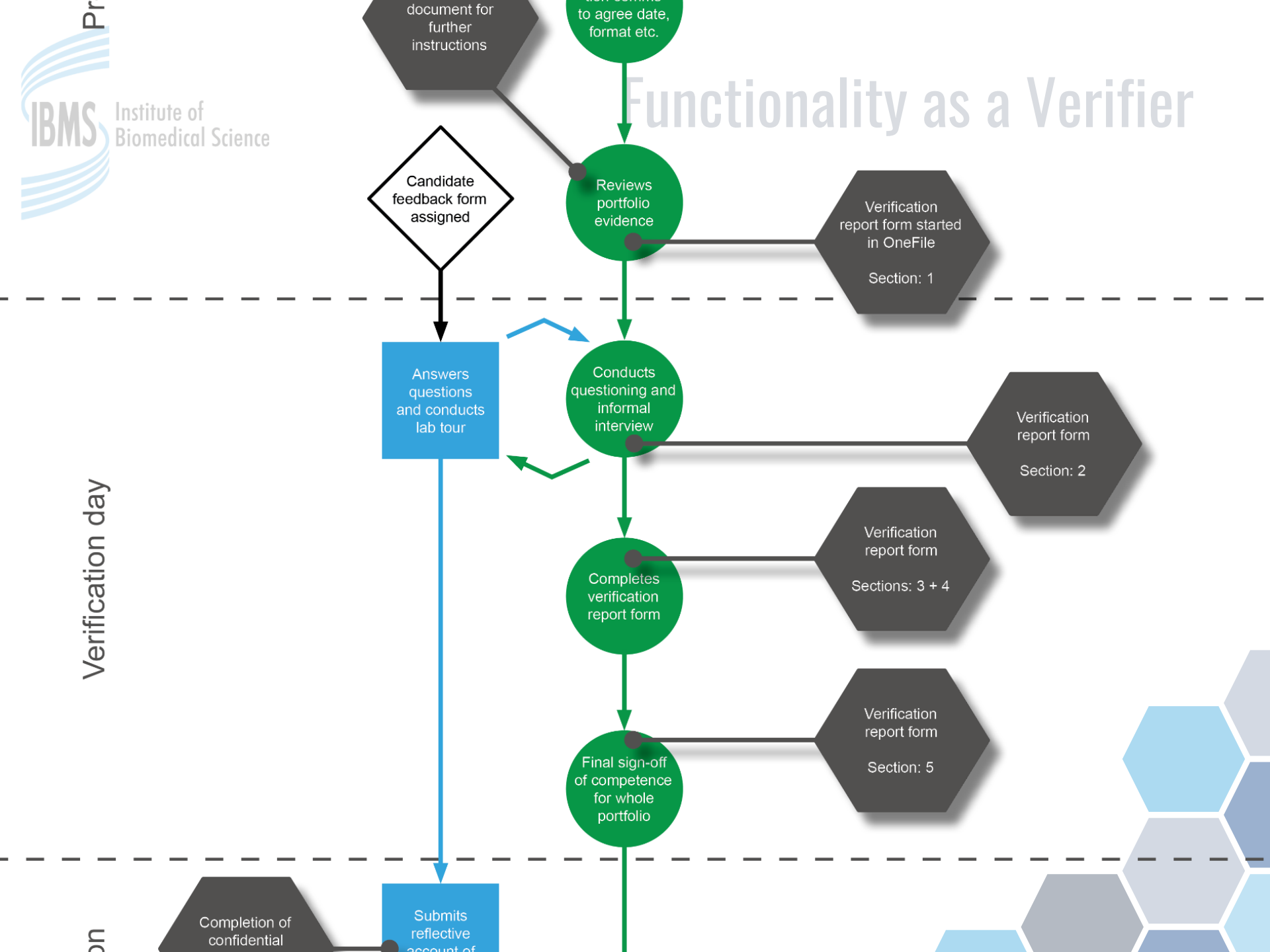


Functionality as a Verifier

Pre-verification

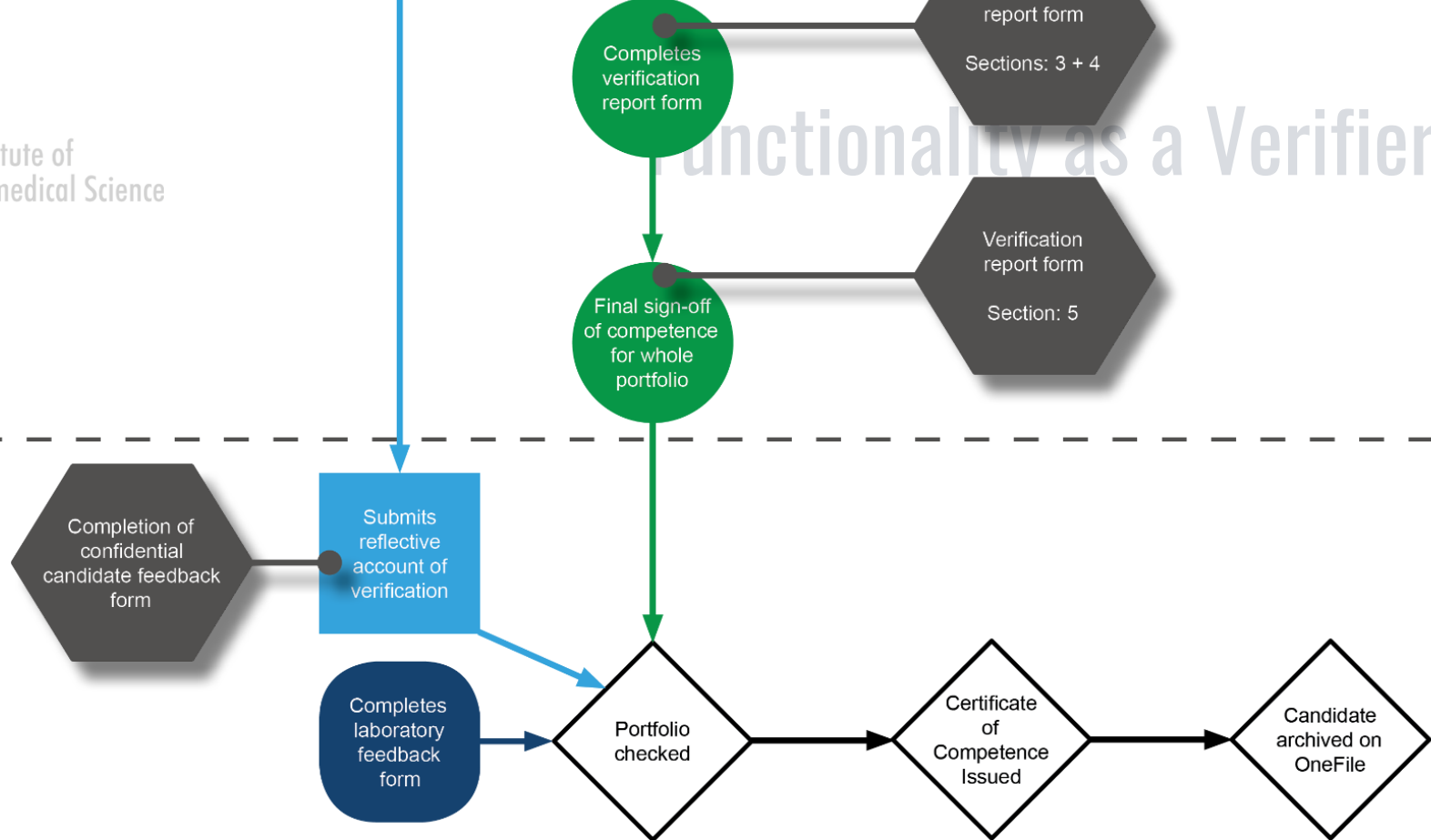


Functionality as a Verifier



Functionality as a Verifier

Post-verification



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

Functionality as a Verifier

Onefile

Home

Unit Sampling

es 0

Reports

Resources

IBMS Homepage

Help centre

VERIFIER Unit Sampling Table (1)

Candidate selection: Single-mode

Zoom table: - +

- ☒ Simple
 ☐ Planned Sample with Anticipated Completion Dates
 ☒ Actual Sample with Unit Signed Off Dates
 ☐ Advanced
 ☐ Show Pending Unit Rejections
 ☐ Show Assessment Processes

Candidate Name ▲	Started	Section 1 - Module 1	Section 1 - Module 2	Section 1 - Module 3	Section 1 - Module 4	Section 1 - Module 5
Taylor (for testing), Jim	10/10/2023	01/03/2024 Unplanned Sampled MER CCR CCR	29/02/2024 Unplanned Sampled MER	29/02/2024	29/02/2024 Unplanned Sampled CCR	29/02/2024 Unplanned Sampled MER CCR CCR

Assessment Methods

APL APL
 CCR Candidate Choice
 MER Mandatory Evidence

Planning & Sampling

[RJ] Pending unit rejection
 [FP] Formative Planning
 [FS] Formative Sampling
 [SS] Summative Sampling

Centre Specific VERIFIER Processes

Functionality as a Verifier

≡ Onefile

Home

Unit Sampling

7

es 0

Reports

Resources

IBMS Homepage

Help centre

Related Assessments

VERIFIER Planned Sample Method(s): [None](#)

Assessment Method	Assessment References
Candidate Choice	CCR5 CCR6
Mandatory Evidence	MER3

OR

Related Assessments

VERIFIER Planned Sample Method(s): [None](#)

Assessment Method	Assessment References
Candidate Choice	CCR3 CCR4
Mandatory Evidence	MER2

Functionality as a Verifier

Onefile

Please complete your new assessment MER1

Task Overview

Candidate Instructions

[View Training Plan](#)



Section: 1 – Module: 1 (Personal Responsibility and Development) Mandatory Evidence 1

Task

Produce a personal statement that demonstrates your understanding of the limits of your practice and how you act accordingly.

You may type into the evidence box provided or upload attachment(s), making sure your evidence covers the following HCPC Standards of Proficiency (SoP): 4.1, 4.5, 10.1

Guidance

- Candidates are expected to upload evidence that complies with the principles of information governance and standards of professional practice.
- The Candidate and Trainer are jointly responsible for ensuring that Onefile submissions do not contain identifiable patient information, redacting information where necessary to ensure it is not retained in files uploaded to OneFile.
- Candidates are reminded that work must be produced in accordance with the plagiarism declaration signed at the start of portfolio completion.
- Each piece of evidence is expected to include annotation by the trainer and show a process of discursive, constructive feedback.

Resources

HCPC Standards of Proficiency – Biomedical Scientists [2022] implemented from 1st Sept 2023

Section 1 : Module 1 - Module descriptor

Anonymisation: Managing data protection risk code of practice - ICO

Learning Resources



Anonymisation: Managingurl
(0.00 KB)



HCPC Standards of Proficie....url
(0.00 KB)



Section 1 : Module 1 - Module descriptor.pdf

Section 1 : Module 1 - Mod....pdf
(122.62 KB)

Functionality as a Verifier

Starts like this...

≡ Onefile

Home

Unit Sampling

7

es 0

Reports

Resources

IBMS Homepage

Help centre

Criteria

Hide Descriptions

Tick boxes to: Sample checked criteria

Select: All None

[Section 1 - Module 3] Communication

[Outcome 01] Knowledge

Standards of Proficiency

☐ [SoP 7.8] - Understand the need to provide service users or people acting on their behalf with the information necessary in accessible formats to enable them to make informed decisions

[Outcome 02] Competency

Standards of Proficiency

☐ [SoP 7.7] - Use information, communication and digital technologies appropriate to their practice

☐ [SoP 7.9] - Communicate the outcomes of biomedical procedures

You select criteria to confirm you agree...

Criteria

Hide Descriptions

Tick boxes to:

Sample checked criteria

Select:

All

None

[Section 1 - Module 3] Communication

[Outcome 01] Knowledge

Standards of Proficiency	<div><input checked="" type="checkbox"/> [SoP 7.8] - Understand the need to provide service users or people acting on their behalf with the information necessary in accessible formats to enable them to make informed decisions</div>
--------------------------	---

[Outcome 02] Competency

Standards of Proficiency	<div><input type="checkbox"/> [SoP 7.7] - Use information, communication and digital technologies appropriate to their practice</div> <div><input checked="" type="checkbox"/> [SoP 7.9] - Communicate the outcomes of biomedical procedures</div>
--------------------------	--

Functionality as a Verifier

≡ Onefile

Home

Unit Sampling

7

es 0

Reports

Resources

IBMS Homepage

Help centre

Internal Verifier (invisible to Candidate)

Assessment decision:

☐ Accept

☐ Resubmit - Send back to Trainer

Assessment judgements:

☐ Safe ☐ Fair ☐ Valid ☐ Reliable

Declaration & Signatures

Only sign here when you have finished with this assessment and wish to send it to the next person.

Declaration	Name	Signed on Completion	Date
I agree that the information provided here is an accurate account of what has taken place.	Jim Taylor (for testing) (Candidate)	<input checked="" type="checkbox"/>	29/02/2024 09:55
I agree that the information provided here is an accurate account of what has taken place.	Jim Taylor (for testing) (Trainer)	<input checked="" type="checkbox"/>	29/02/2024 11:05
I have sampled this evidence as part of my verification sample.	Jim Taylor (for testing) (Internal Verifier)	<input type="checkbox"/>	06/03/2024 13:43
I have sampled this evidence as part of my verification sample.	External Verifier	<input type="checkbox"/>	

Save & Refresh

Save & Quit

Cancel

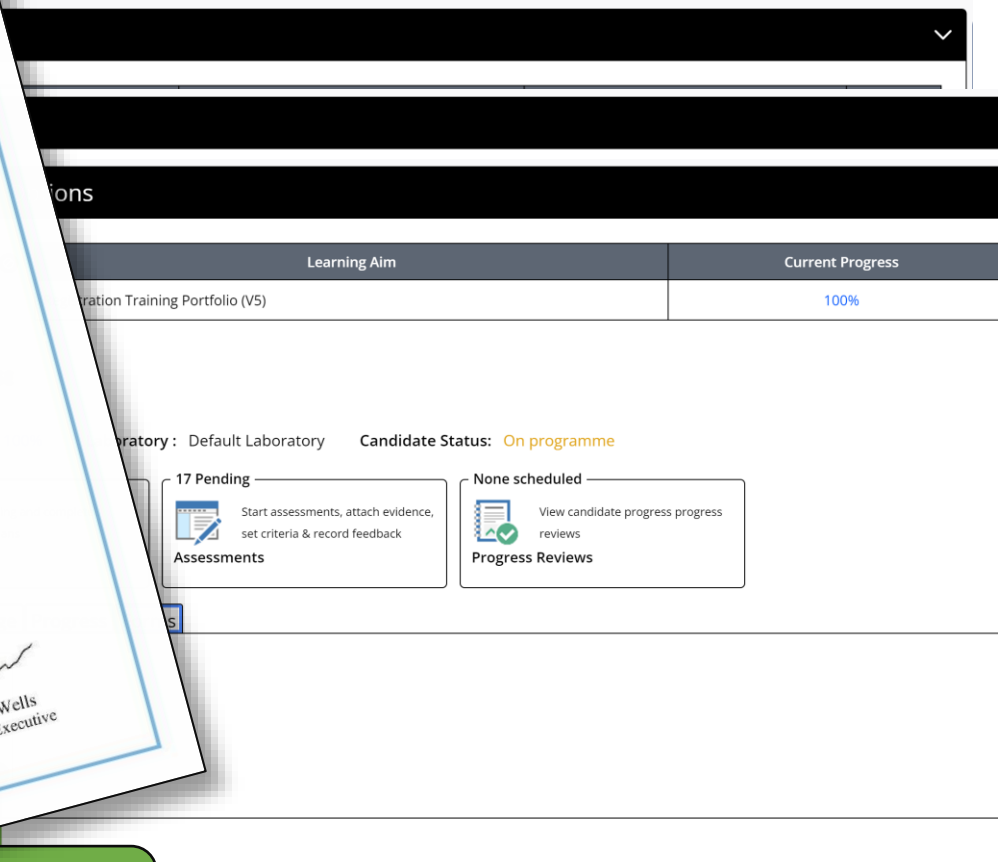
Functionality as a Verifier



Verifier

Practitioner

Candidate



One

- Home
- Unit Sampling
- Tasks 7
- Messages 0
- Reports
- Resources
- IBMS Homepage
- Help centre

Learning Aim	Current Progress
Integration Training Portfolio (V5)	100%

Laboratory: Default Laboratory Candidate Status: **On programme**

17 Pending

Start assessments, attach evidence, set criteria & record feedback

Assessments

None scheduled

View candidate progress progress reviews

Progress Reviews

Thank You!



Any Questions?

