



## **Certificate of Expert Practice (CEP) in Training**

The CEP in Training consists of five two-week modules and one module which last three weeks because Easter falls during that module which in 2024 is Module Five. It is assessed through the submission of two reflective statements (one at the mid-point of the course and one at the end of the course) and an on-line multiple-choice and short answer question examination the pass mark for which is 65%.

### **Modules**

In brief the six modules and their learning outcomes are as follows:

#### **Module 1 – Roles and Responsibilities in Professional Development**

- Understand the different roles of the IBMS/HCPC/Science Council/AHCS/ UKAS in setting standards for statutory and voluntary registration, degree accreditation, continuing professional development (CPD), laboratory training approval and accreditation and for professional development.
- Be able to identify and understand the purpose of the HCPC Standards of Education and Training (SETS) and the IBMS Clinical Laboratory Training Standards.
- Be able to describe the requirements for a laboratory to attain IBMS training approval and accreditation to ISO15189.
- Demonstrate an understanding of the roles and responsibilities of those involved in delivering and supporting laboratory training including the Laboratory Manager, Training Manager or Coordinator, Training Officer, Laboratory Trainers, Trainees and other stakeholders.
- Be able to describe the principles of CPD and reflective practice and how to apply them in developing professional practice and maintaining competence.

#### **Module 2 – Professional and Academic Qualifications**

- Appreciate the range of development routes undertaken in the development of the modern biomedical scientist (technician to scientist: to include a brief history of IBMS qualifications).
- Describe the requirements of the Institutes Certificates of Achievement and relationship to other qualifications for the development of support staff.
- Describe the principles of IBMS degree accreditation and HCPC approval (SETS) and relate these to different routes to registration as a biomedical scientist.
- Explain the opportunities for post-registration qualifications available to biomedical scientists within the IBMS qualification framework.

- Discuss how the qualifications support professional development within the context of other qualifications in biomedical/healthcare science.

### **Module 3 – Planning and Organising Laboratory Training**

- Understand the principles and methods of planning and organising training in the pathology laboratory.
- Understand how a training strategy sets an organisation's educational goals.
- Understand how a training needs analysis is a key tool for all trainers and how such an analysis can be used in the laboratory.
- How to approach the development of a training programme.
- Understand how training documentation is an essential part of the training framework as well as being a UKAS requirement for continued accreditation.
- Understand some of the key considerations when setting objectives.

### **Module 4 – Communication**

- Understand how communication works and be able to use effective methods of communication.
- Be able to describe the use of a range of communication methods that may be employed when communicating information, advice, instructions and professional opinion.
- Appreciate and discuss the implications and benefits of communication online without face to face delivery.
- Understand how observation can be used to evaluate effectiveness.
- Understand that different communication methods may be required to facilitate effective feedback and participation of others.
- Explore benefits and challenges of communication across different age groups and departments.
- Use information and communication technologies appropriate to your practice.

### **Module 5 – Learning Techniques and Presentation Skills**

- Discuss different learning theories, learning styles and learning techniques and be able to analyse how to apply these to improve learning, particularly in the workplace setting.
- Critically evaluate the barriers to learning and how to overcome them.
- Understand different presentation methods, reflect on your presentation style and enhance your own presentation skills to produce well-organised presentations

### **Module 6 – Assessment and Evaluation**

- Describe the terminology related to assessment and evaluation.
- Demonstrate knowledge of the types of assessment methods used in education and training and how these relate to specified learning outcomes.
- Appraise and demonstrate an understanding of requirements necessary for successful assessment and evaluation methods.
- Explore the different approaches to competency assessment.
- Identify and examine methods and tools for assessment and evaluation of learning.
- Understand how portfolios can be used in the assessment process