**Institute of Biomedical Science**

# GUIDANCE ON ACHIEVING IBMS LABORATORY TRAINING APPROVAL TO DELIVER IBMS QUALIFICATIONS

www.ibms.org

# **Contents**

**Management of Training**

1. **IBMS Training Standards**

The Institute approves laboratories against a set of standards for the training of a range of Institute qualifications. For a full list of the standards please refer to *Clinical Laboratory Standards for IBMS Qualifications*.

2. **IBMS Training Approval**

The Institute has three categories of training approval, which link to three levels of Institute qualifications.

*Support Staff Training Approval* – This category refers to the training of laboratory support staff through the IBMS Certificate of Achievement Part I and II.

*Pre-Registration Training Approval* – This category refers to the training of biomedical scientists for registration with the Health and Care Professions Council through the IBMS registration training portfolio for the Certificate of Competence.

*Post-Registration Training Approval* – This category refers to the training of qualified biomedical scientist in specialist areas through the IBMS Specialist Diploma.

The Institute maintains an up to date database of approved laboratories at a departmental level, including key training staff within each department.  This list of key staff is expected to match any named staff on any portfolio applications.  It is the responsibility of the individual laboratory to communicate any changes in training or staff to the Institute through the IBMS *Laboratory Training Approval - Update Form*.

***Please note Institute training approval links only to Institute qualifications and not to any other training schemes.***

3. **Key Staff involved in training**

**E**ach laboratory is expected to have a core set of staff with training responsibility to oversee the completion of IBMS portfolio qualifications.  Where appropriate for post registration training there should be a named person with the necessary discipline specific knowledge and skill to support that qualification.

A typical laboratory will have the following staff responsible for training:

- Laboratory manager

- Training manager/co-ordinator (usually at a pathology wide level)

- Training officer (expected to have discipline specific knowledge and skills)

For more information on these roles please refer to *The Management of Laboratory Training* (IBMS benchmark© series)

4. **Laboratory Training Approval Process Step by step:**

1. Identify category of approval required

2. Submit required documentation

3. Documentation reviewed by IBMS staff, feedback given on any areas requiring further information

4. Revised documentation submitted (if required)

5. Approval granted for five years

6. Assessment of IBMS qualification relevant to level of approval will provide confirmation of training practices and give opportunity to identify and raise issues of non-compliance.

7. At end of five years laboratory, re-applies for training approval

**5.    Required Documentation to accompany application:**

- Completed Laboratory Training Approval Application Form

- Induction Documentation

- Training Policy

- Training Programme for the relevant Institute qualification(s) i.e. Certificate of Achievement, Certificate of Competence, Specialist Diploma.

5.1     Completed Laboratory Training Approval Application Form

This form needs to be completed for **each department.**

Guidance on departments across multiple sites can be found in section 8 of this document

All relevant management and training staff need to be listed, as this will be recorded against the department and be checked against all future portfolio applications.  Any applications received with mismatching names will be followed up with the department and may cause a delay in issuing of the portfolio.

5.2     Induction Documentation

The documentation provided can be organisation wide and/or departmental specific but should cover the following:

- Health and safety arrangements

- Relevant organisation and departmental policies

- Facilities available to all staff

5.3     Training Policy:

The training policy is a key document that serves as an index to the laboratory training scheme and associate documentation.  It should describe the training management strategy of the laboratory.

This document can be pathology wide or department/discipline specific.

It should provide information relevant to training of all staff grades and the opportunities for development for all.

The training policy must provide information on the following areas:

- Overview of education and training within the department

- Training opportunities available to all staff grades

- In house competency assessment programme

- Training support roles such as training officer, training manager, mentor

- Information on relevant professional bodies i.e. IBMS

- Information on relevant regulatory bodies i.e. HCPC

- Information on Certificate of Achievement (required for support staff training approval only)

- Information on Certificate of Competence (required for pre-registration training approval only)

- Information on Specialist Diplomas (required for post-registration training approval only)

- Placement arrangements (where appropriate)

- Secondments/Off site training arrangements (where appropriate)

It is possible that one training policy could be written to cover all levels of training approval.

An example training policy is provided in Appendix One.

5.4     Training Programme for the relevant Institute qualification(s):

The training programme must demonstrate a well organised, structured and progressive approach to the completion of the relevant IBMS qualification.

Separate training programmes should be provided for each level of Institute qualification the laboratory wishes to undertake training for.  Training programmes must also be provided for each Specialist Diploma or cover each discipline for the Diploma in Biomedical Science e.g. a laboratory wishing to train both the haematology with hospital transfusion practice and clinical chemistry specialist portfolios must submit separate training programmes for each specialist portfolio.

Each training programme should cover the following areas:

- Time and duration of training in each area of the laboratory with sections of the portfolio identified for completion

- Rotation arrangements

- Information around training reviews and support available to the candidate

- Knowledge and practical skills required for the relevant section of the laboratory, and links to the relevant IBMS portfolio standards.

- Methods of assessment

- Off-site training arrangements (where appropriate)

An example training programme for each type of portfolio is provided in Appendix Two.


6.  **Off-site training**

*Definition of off-site – A site not within the management structure of the main department seeking training approval*

It is important that if a laboratory is unable to provide on-site training for the specific sections of the portfolio, there must be an agreement with another laboratory to provide the necessary training.  This must be clearly identified within the training programme. Any theory based learning must also be clearly identified in the training programme.

In order to achieve training approval the laboratory is expected to be able to provide the majority of the training on site, with only a small proportion of the portfolio completed off site.  These scenarios will be reviewed on an individual basis, but the Institute reserves the right to withhold training approval on the basis that the majority of the portfolio is not provided by the department applicant.

The laboratory the portfolio is issued to (referred to as the main laboratory) is responsible for the training of the whole portfolio both on and off site.  All evidence and portfolio standards completed off site should be reviewed and counter signed by the main laboratory.

The training programme should identify which section(s) of the portfolio are completed off site, how long the training is expected to take, and which sections of the laboratory training will be provided.

There must be a designated trainer for the candidate during the period of off-site training that is also based at the off-site laboratory, in addition to a designated trainer at the main laboratory.

## 7. Information on placements

Some laboratories will provide integrated placement training for university students completing an IBMS accredited/ HCPC approved degree programme (these include both biomedical and health care science degrees).

Depending on the individual university and degree programme the placement structure and requirements from the laboratory will vary.

Laboratories are expected to provide a training programme which covers, (in addition to the requirements previously mentioned) the placement arrangements and any university specific requirements.

As part of the IBMS University accreditation the university may only issue the IBMS registration portfolio to laboratories which hold IBMS pre-registration training approval. Universities are expected to have their own monitoring processes to check training approval status.

## 8. Multi-site organisations and Institute training approval

The Institute holds training approval at a departmental level.

The Institute does not provide organisation wide training approval. However when a single department operates on multiple sites i.e. staff rotate around multiple sites, and where there is consistent documentation which is in effect for the single department, this may be submitted once as long as each site is listed on the application form.

For example: A blood science department operating on 2 hospitals will submit a single application form listing both sites and training staff. Training staff and approval will be listed against each site within the Institute database.

## 9. Frequently Asked Questions:

1. Why do I need IBMS Laboratory Training Approval?

Institute training approval allows a laboratory to provide training for an Institute qualification such as the registration training portfolio for the Certificate of Competence. If a laboratory does not hold training approval you will not be able to undertake the corresponding Institute qualification.

2. Who can achieve IBMS laboratory training approval?

Any laboratory that is able to provide the necessary training can gain Institute laboratory training approval. It is possible that based on the service provided by the laboratory, they may not be able to achieve all 3 categories for training approval.

3. Can you apply for verification/examination if the laboratory training approval has expired?

If the portfolio was issued to the laboratory requesting verification/examination prior to approval expiring, the application will be processed. However, no new portfolios will be issued until training approval has been granted. However, if the candidate has moved to a non-approved laboratory their examination/verification may be delayed whilst the laboratory gains training approval.

4. How long does training approval take to achieve?

This is dependent on the documentation submitted. If the documentation does not meet Institute requirements the laboratory will need to revise and re-submit their documentation for further review. We strongly recommend laboratories review their documentation in line with this guidance prior to submitting their application for training approval.

5. My department holds UKAS and/or MHRA accreditation, why do I need to gain IBMS training approval?

Institute training approval allows laboratories to undertake training for Institute qualifications. No other accreditation body covers the necessary checks to ensure the appropriate training is in place.

6. My department provides high quality training, but our application has been rejected.

An application is usually rejected due to missing information in the documentation.  This does not automatically reflect on the training provided, but rather that the documentation needs to reflect the training which takes place.

7. I have been issued an Institute portfolio, but am not getting the training and support to complete it.

If you experience any problem with training within a department your first step should be to highlight this to the laboratory manager.  The Institute can provide support and guidance when consulted, however if an issue is not able to be resolved this may impact on the departments continued training approval.

8. Will the Institute issue a portfolio to a non-approved lab?

No, the Institute will only issue portfolios to approved laboratories.  This is also applies to universities issuing portfolios to students on integrated placements.

9. My department operates on multiple sites, how do I get training approval?

Institute training approval is held at departmental level.

If you have a department which is on multiple sites, where staff rotate over each site, and there is consistent training documentation and training staff, then we are able to grant training approval.  However, you will need to provide information for both sites on the application form.

10. What if I already have lab approval

If you department holds current training approval you do not need to do anything.  We suggest that at 3 months prior to expiry you begin the process of applying for continued training approval.

11. Can I use the example policies and/or programmes?

Yes, the example training policies and training programmes can be used, adapted and/or incorporated in your in house documentation.

12. We've had multiple candidates complete a portfolio over the last couple of years, why has our training approval expired?

Training approval is for a fixed 5 year period, and is no longer updated after a portfolio is successfully completed.  This was introduced in 2013 so any portfolio completed since then will not result in an updated expiry date.

13. Do you training approval for other post registration qualifications e.g. HSD?

No, post registration training approval is specific to the IBMS Specialist Diploma.  Higher level qualifications follow a greater proportion of self-directed learning rather that a structure training programme provided by the laboratory.  However, we do expect approved laboratories to ensure staff are aware of all Institute qualifications.

APPENDIX ONE - Example training policy

*Please note: these examples can be used, adapted and incorporated into in house documents.*

## Example Education and Training Policy

**NAME OF ORGANISATION**

**Introduction**

In conjunction with the trust education and training policy, the Department is committed to providing training which ensures all staff have the appropriate skills and knowledge to provide a high quality pathology service. The training policy covers all staff in the Department including scientific and medical staff, engineer, administration and clerical. Policy and specific requirements are detailed below.

**Key Staff**

The Clinical Director and General Manager have overall responsibility for education and training within the Department. To ensure adherence to the education and training policy and ensure departments have necessary resources to fulfil identified education and training requirements.

Laboratory Manager:

Each Laboratory Manager is responsible for the education and training within their department. To ensure adherence to the education and training policy and that staff have the necessary resources to achieve identified education and training.

Pathology Training Manager

The training manager has overall responsibility across all departments for the oversight, planning and training needs of all non-medical staff from support staff to senior scientists.  Discipline specific knowledge and skills is not required for this role, but a broad understanding

They undertake the following role:

- In collaboration with other members of staff (including the overall management team) develop an overall training policy and accompanying departmental training manuals.
- Provide support and guidance to all staff members regarding training.
- Oversee implementation and development and co-ordination of training processes within pathology.
- Ensure adherence to relevant professional standards and guidelines
- Oversee any clinical placement arrangements.
- Be aware of any potential legislation which could impact on the training management system.
- Ensure all staff are aware of the various education and training available and required to support and develop their own role.
- Provide guidance and support for CPD (Continuing Professional Development) programmes
- Ensure each department holds appropriate IBMS training approval, to allow staff to undertake IBMS qualifications as required.
- Ensure support is provided for individuals undertaking approved research projects.

Department Training Officer:

Each department within pathology will have a named training officer, who will oversee training within the department.

They will undertake the following role:

APPENDIX ONE - Example training policy

- Support the training manager in the development of the training policy and training manuals
- Implement the departmental training policy
- Responsible for training at a local level.
- Work with staff members, training manager and laboratory manager to identify and implement a training plan.
- Provide support and guidance for staff members undertaking an IBMS qualification.
  o Construct training plans
  o Undertake regular training and progress reviews
  o Perform assessments and review evidence required, relevant to the IBMS qualification.
- Ensure all staff undertake in house competencies and identify any training needs as an outcome of competency assessment.
- Organise and implement any training requirements for any staff in the department.
- If appropriate provide support and guidance for any university placement students.
- Liaise with the laboratory and training manager to review staff member's progress and development.

**Professional Body**

The Institute of Biomedical Science (IBMS) is the professional body for individuals working in biomedical science. The aims are to promote and develop the role of biomedical science within healthcare to deliver the best possible service for patient care and safety. It does this by supporting biomedical scientists in their education and training, improving standards of practice, representing the profession and working with organisations to improve laboratory service.

The IBMS provides multiple relevant qualifications for all staff grades which support an individual throughout their career.  In order to undertake the majority of these qualifications you need to be a member (grade dependant on qualification) and work in a laboratory approved by the IBMS for training.

The department currently holds all three categories of training approval (certificates are displayed on training boards) and is committed to maintaining training approval.

The IBMS also provides a CPD scheme to allow its members to record CPD activities.

For further information refer to the IBMS website https://www.ibms.org/go/qualifications

**Regulation and Statutory Registration**

Biomedical Scientists and Clinical Scientists are required by law to hold current registration with the Health and Care Professions Council (HCPC)

The HCPC is the regulator for a number of health and care professions, including biomedical scientists and clinical scientists. The aim of the HCPC is to protect patient safety.

HCPC have a range of standards which cover areas including; training, conduct, performance and ethics, Continuing Professional Development (CPD) and proficiency. These standards are used to determine whether you are fit to practice as a biomedical scientist in the UK.

In order to join the register an individual needs to hold the correct academic qualification for their profession and successfully undertake a period of laboratory training.

In order to maintain registration, registrants need to demonstrate continued adherence to the HCPC standards of proficiency and demonstrate appropriate CPD according the HCPC CPD standards.

For further information please refer to the following websites:
HCPC: http://www.hcpc-uk.org.uk/aboutregistration/
IBMS: https://www.ibms.org/go/registration

APPENDIX ONE - Example training policy

**Voluntary Registration**

The IBMS is licenced by the Science Council to hold 3 voluntary registers which confer 3 professional designations;
- Registered Science technician (RSciTech)
- Registered Scientist (RSci)
- Chartered Scientist (CSci)

These registers are available to IBMS members and in order to be eligible, individuals need to fulfil set criteria based on levels of qualifications and professional practice.

For further information refer to the following websites:

IBMS: https://www.ibms.org/professional

Science Council: http://www.sciencecouncil.org

**Biomedical Support Staff**

There are a variety of qualifications available to biomedical support staff:
- IBMS Certificate of Achievement Part I
- IBMS Certificate of Achievement Part II
- S/NVQs
- Foundation degrees
- HNC
- HND

If any member of staff wishes to undertake any of the above qualifications they must approach their laboratory manager.

**Pre-Registration Training for Biomedical Scientists**

In order to achieve registration with the HCPC as a biomedical scientist you must meet the HCPC standards of proficiency.

These can be met through and HCPC approved or IBMS accredited degree and completion of the IBMS registration training portfolio.

The IBMS will assess non-accredited degrees and highlight any supplementary education required.

The IBMS registration portfolio can be completed either as part of and approved/accredited degree whilst on placement in a laboratory or post-graduation.

There is a structured training program in place for any member of staff who wishes to undertake this portfolio, subject to agreement by the relevant laboratory manager.

Successful completion of the IBMS registration portfolio in conjunction with the correct academic qualification will result in the issue of the IBMS Certificate of Competence which indicate eligibility to apply to the HCPC for registration as a biomedical scientist.

Further information on the IBMS Certificate of Competence can be found on the IBMS website: https://www.ibms.org/certificate-of-competence

**Post-registration training**

There are a variety of post-registration qualifications available ranging from academic courses such as MSc, and professional qualifications such as the IBMS Specialist Diploma.

APPENDIX ONE - Example training policy

The Institute offers a range of higher level qualifications which support a biomedical scientist throughout their career, such as Higher Specialist Diplomas, Certificate of Expert Practice etc.

IBMS Specialist Diploma:

This qualification allows an individual to demonstrate specialist knowledge and skills required for AfC band 6 roles. There is a structured training program in place for any member of staff who wishes to undertake this portfolio, subject to agreement by the relevant laboratory manager.

Further information on the IBMS Specialist Diploma, and other Institute qualifications can be found on the IBMS website: https://www.ibms.org/qualifications

**Statutory and Mandatory training**

Statutory and mandatory Health & Safety and governance training must be completed by all staff as specified in current legislation.

**Competence**

Each member of staff is expected to work within their own competency.

Each staff grade will have a specified set of competencies based on their job description and scope of practice.

Competencies will be renewed on an annual basis.

Staff are expected to work within their own competency and highlight to their senior areas which require further training to achieve the correct level of competency required.

APPENDIX 2 - Example training programme (Support Staff)

***Please note: these examples can be used, adapted and incorporated into in house documents.***

<u>**Example Training Programme for Institute of Biomedical Science (IBMS) Certificate of Achievement**</u>

**<u>IBMS Certificate of Achievement</u>**

The IBMS offers the Certificate of Achievement Part I and II which provide a structured approach to training for laboratory support staff and an opportunity for staff to achieve a qualification and demonstrate the knowledge and skills required for their employment and potential career progression.

Once the portfolio is completed the laboratory training officer/laboratory manager will contact the IBMS and confirm the candidate has completed the portfolio to the appropriate standard and apply for validation. If successful the candidate will receive a certificate and be eligible to apply to become an Associate member of the IBMS (if they are not already).

Candidates undertaking this qualification are expected to read the guidance notes and information available on the IBMS website www.ibms.org

**<u>Training Reviews</u>**

Each candidate will have an assigned training officer who will oversee progress of the portfolio and will be the first point of contact for any issues. There will be monthly reviews where targets will be set and evidence reviewed.

**<u>Competence & Assessment</u>**

There are a range of competence and assessment methods which can vary depending on the individual and the portfolio requirements. For example direct observation, written question and answers, verbal question and answers, EQA etc.

Candidates must achieve the necessary level of competence according to the portfolio undertaken (Part I or Part II) and complete the set pieces of evidence. The Evidence of Achievement individual sections should be signed off by an appropriately qualified member of staff. However each module should be signed off by the laboratory manager.

The training programme indicates appropriate in-house competences which should be covered in each section. Once competence has been achieved they may trigger the sign off of a section in the evidence of achievement.

APPENDIX 2 - Example training programme (Support Staff)

**Part I**

Certificate of Achievement Part I requires completion of the 12 core modules and at least 2 optional modules.  Selection of the optional modules will depend on the needs of the department and the candidate's personal interest.  This will be discussed with the candidate and training officer and the optional modules for completion will be identified at the beginning of the training programme.

**Part II**

Certificate of Achievement Part II requires completion of the 14 core modules and at least 4 optional modules.  Selection of the optional modules will depend on the needs of the department and the candidate's personal interest. This will be discussed with the candidate and training officer and the optional modules for completion will be identified at the beginning of the training programme.

**Portfolio Validation**

Once the portfolio is completed the laboratory manager will complete the form declaring the trainee has completed the portfolio and has demonstration the necessary knowledge and skill.  A copy of the portfolio is not required for submission, although the IBMS reserves the right to request a copy of the Evidence of Achievement sections for the purposes of audit.

**Rotation:**

A member of staff undertaking the IBMS Certificate of Achievement is expected to complete the certificate in a 12 month period.  However, the IBMS allows a maximum of 3 years for completion.
For new members of staff, prior to starting the training programme there will be a period of induction which is not indicated in this training programme.

Each candidate is expected to follow the training programme indicated and will rotate through each section <u>twice</u>.  The department will endeavour to follow this programme as closely as possible but, due to leave and sickness, amendments may have to be made.  The duration indicates the length of time it is expected for a candidate to achieve the necessary level of competence; however this will vary for each individual.

Each rotation have indicated portfolio standards to be covered, these should not be viewed as exclusive as there will be crossover and candidates are expected to collate evidence as it becomes available rather than waiting for the relevant rotation

Due to the range of tests undertaken by the department, there is no requirement to attend other departments or laboratories on secondment for additional training.

APPENDIX 2 - Example training programme (Support Staff)

**Training Schedule:**

| Laboratory Section | Minimum Duration | Competency Reference | Certificate of Achievement Part I | Certificate of Achievement Part II | Notes |
|---|---|---|---|---|---|
| Specimen Reception | 1 month | | Section 1: Module 1<br><br>Section 1: Module 2 | Section 1: Module 1<br><br>Section 1: Module 2<br><br>Section 1: Module 3 | |
| Haematology  - Automation | 1 month | LP-COMP - 001 FBC<br><br>LP-COMP - 002 ESR | Section 1: Module 3<br><br>Section 1: Module 4<br><br>Section 1: Module 5 | Section 1: Module 4<br><br>Section 1: Module 5<br><br>Optional Module (2nd rotation) | |
| Haematology – Specials | 1 month | | Section 2: Module 1<br><br>Optional Module (2nd rotation) | Section 2: Module 1<br><br>Section 2: Module 2<br><br>Section 2: Module 3 | |
| Coagulation – Automation | 1 months | | Section 2: Module 2<br><br>Section 2: Module 3<br><br>Optional Module (2nd rotation) | Section 3: Module 1<br><br>Section 4: Module 1<br><br>Optional Module (2nd rotation) | |
| Coagulation – Specials | 1 month | | Section 3: Module 1<br><br>Section 4: Module 1 | Section 4: Module 2<br><br>Section 4: Module 3<br><br>Optional module (2nd rotation) | |
| Transfusion – Grouping & Antenatal | 1 month | | Section 4: Module 2<br><br>Section 4: Module 3 | Section 4: Module 4<br><br>Section 5: Module 1<br><br>Optional module (2nd rotation) | |

APPENDIX 3 - Example training programme (Pre-registration)

***Please note: these examples can be used, adapted and incorporated into in house documents.***

**Example Training Programme for Institute of Biomedical Science (IBMS) Registration Portfolio**

**IBMS Registration Portfolio**

The registration portfolio is a formal demonstration of an individual's fitness to practice as a biomedical scientist.
Candidates undertaking this qualification are expected to read the guidance notes and information available on the IBMS website www.ibms.org

**Certificate of Competence**

The IBMS Certificate of Competence is awarded to those who have demonstrated they have met the Health and Care Professions Council (HCPC) standards of proficiency.
This can be achieved through one of three main routes:
  • Integrated degree (completion of the registration portfolio is part of the degree programme)
  • IBMS accredited degree plus registration portfolio (completion of registration portfolio can be completed after the degree)
  • Non-accredited degree (plus completion of any supplementary education identified by the IBMS) and registration portfolio.
Successful candidates will be eligible to become a Licentiate member of the IBMS (if they are not already).

**Training Reviews:**

Each candidate will have an assigned training officer who will oversee progress of the portfolio and will be the first point of contact for any issues.  There will be monthly review where targets will be set and evidence reviewed.

**Competence & Assessment**

There are a range of competence and assessment methods which can vary depending on the individual and the portfolio requirements. For example direct observation, written question and answers, verbal question and answers, EQA etc.

Candidates must achieve the necessary level of competence according to the portfolio undertaken and compile a portfolio of evidence demonstrating competence.  The evidence of achievement individual sections should be signed off by an appropriately qualified member of staff.

The training programme indicates appropriate in-house competences which should be covered in each section.  Once competence has been achieved they may trigger the sign off of a section in the evidence of achievement.

APPENDIX 3 - Example training programme (Pre-registration)

**Portfolio Verification**

Verification may only be arranged if the candidate has completed the portfolio and either an IBMS accredited degree or supplementary education as identified by the IBMS.

Upon completion, an application is made to the IBMS by the laboratory (application form available on IBMS website) to arrange an assessment visit by an external verifier.

Further details on the verification can be found in the registration portfolio, and the IBMS website.

**Rotation:**

A member of staff undertaking the IBMS Registration Portfolio is expected to complete the training within a 12 month period.

For new members of staff, prior to starting the training programme there will be a period of induction which is not indicated in this training programme.

Each candidate is expected to follow the training programme indicated and will rotate through each section twice.  The department will endeavour to follow this programme as closely as possible but, due to leave and sickness, amendments may have to be made.  The minimum duration indicates the minimum level of time is it expected for a candidate to achieve the necessary level of competence; however this will vary for each individual.

Each rotation have indicated portfolio standards to be covered, these should not be viewed as exclusive as there will be crossover and candidates are expected to collate evidence as it becomes available rather than waiting for the relevant rotation

Due to the range of test undertaken by the department, there is no requirement to attend other department of laboratories on secondment for additional training.

APPENDIX 3 - Example training programme (Pre-registration)

**Training Schedule:**

| Laboratory Section | Minimum Duration | Competency Reference | Registration Portfolio | Notes |
|---|---|---|---|---|
| Specimen Reception | 1 month | | 1a.1, 1a.2, 1a.3, 1a.4 | |
| Haematology  - Automation | 1 month | LP-COMP - 001 FBC<br><br>LP-COMP - 002 ESR | 1a.5, 1a.6, 1a.7, 1a.8 | |
| Haematology – Specials | 1 month | | 1b.1, 1b.2, 1b.3, 1b.4, | |
| Coagulation – Automation | 1 month | | 2a.1, 2a.2, 2a.3, 2a.4 | |
| Coagulation – Specials | 1 month | | 2b.1, 2b.2, 2b.3, 2b.4, 2b.5 | |
| Transfusion – Grouping & Antenatal | 1 month | | 2c.1, 2c.2, 3a.1, 3a.2, 3a.3 | |

APPENDIX 4 - Example training programme (Post-registration)

*Please note: these examples can be used, adapted and incorporated into in house documents.*

**Example Training Programme for Institute of Biomedical Science (IBMS) Specialist Diploma in Haematology with Hospital Transfusion Practice.**

**IBMS Specialist Diploma**

The IBMS offer Specialist Diplomas in a range of disciplines which provide a structure approach to post registration training and an opportunity for staff to achieve and qualification and demonstrate the specialist knowledge and skills required for an A4C band 6 post.

Once the portfolio is completed the laboratory will apply for an examination, where the candidate's knowledge and portfolio of evidence will be formally examined. If successful the candidate will receive a certificate and be eligible to become a Member of the IBMS (MIBMS).

Candidates undertaking this qualification are expected to read the guidance notes and information available on the IBMS website www.ibms.org

**Training Reviews:**

Each candidate will have an assigned training officer who will oversee progress of the portfolio and will be the first point of contact for any issues. There will be monthly review where targets will be set and evidence reviewed.

**Competence & Assessment**

There are a range of competence and assessment methods which can vary depending on the individual and the portfolio requirements. For example direct observation, written question and answers, verbal question and answers, EQA etc.

Candidates must achieve the necessary level of competence and collect appropriate evidence according to the evidence of achievement requirements. The evidence of achievement individual sections should be signed off by an appropriately qualified member of staff. However the internal assessor section should be signed off by your allocated training officer, and will only be signed off once candidate demonstrate the necessary level of knowledge, competence and evidence.

The training programme indicates appropriate competences which should be covered in each section. Once competence has been achieved they may trigger completion of the competence section in the evidence of achievement.

APPENDIX 4 - Example training programme (Post-registration)

**Portfolio Examination:**

Upon completion of the portfolio, an application is made to the IBMS by the laboratory (application form available on IBMS website) to arrange a visit by an external examiner.

Further details on the examination can be found on the specialist portfolio and the IBMS website.

**Rotation:**

A member of staff undertaking the IBMS Specialist Diploma is expected to complete the diploma in an 18 month period. The IBMS allows a maximum of 3 years for completion, until the portfolio expires.

For new members of staff, prior to starting the training programme there will be a period of induction which is not indicated in this training programme.

Each candidate is expected to follow the training programme indicated and will rotate through each section twice. The department will endeavour to follow this programme as closely as possible by due to leave and sickness amendments may have to be made. The minimum duration indicates the minimum level of time is it expected for a candidate to achieve the necessary level of competence; however this will vary for each individual.

Each rotation have indicated portfolio standards to be covered, these should not be viewed as exclusive as there will be crossover and candidate are expected to collate evidence as it becomes available rather than waiting for the relevant rotation. E.g. Don't wait until you are working in specialist to collect evidence of a new leukaemia.

Due to the range of test undertaken by the department, there is no requirement to attend other department of laboratories on secondment for additional training.

APPENDIX 4 - Example training programme (Post-registration)

**Training Schedule:**

| Laboratory Section | Minimum Duration | Competency Reference | Specialist Diploma Reference | Notes |
|---|---|---|---|---|
| Haematology  - Automation | 2 months | LP-COMP - 001 FBC<br><br>LP-COMP - 002 ESR | 7.1a, 7.1b, 7.1d | |
| Haematology – Morphology | 1 month | | 7.1c, 7.1f | |
| Haematology – Specials | 1 month | | 7.1e, 7.2, 7.3, 7.4, 7.5, 7.6 | The department is able to provide practical training for all portfolio standards except for 7.4c.  The candidate will achieve a sound theoretical knowledge in this topic. |
| Coagulation – Automation | 2 months | | 7.1g, 7.1h, 7.1i, 7.1j | |
| Coagulation – Specials | 1 month | | 7.7 | |
| Transfusion – Grouping & Antenatal | 1 month | | 7.8a, 7.8b, 7.8c, 7.8d, 7.8j, 7.8k, 7.8l | |
| Transfusion – Cross matching | 1 month | | 7.8e,7.8f, 7.8g, 7.8h, 7.8i | |

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