

The Verification Process

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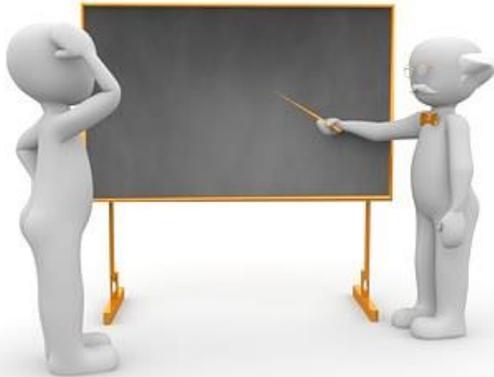
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Roles

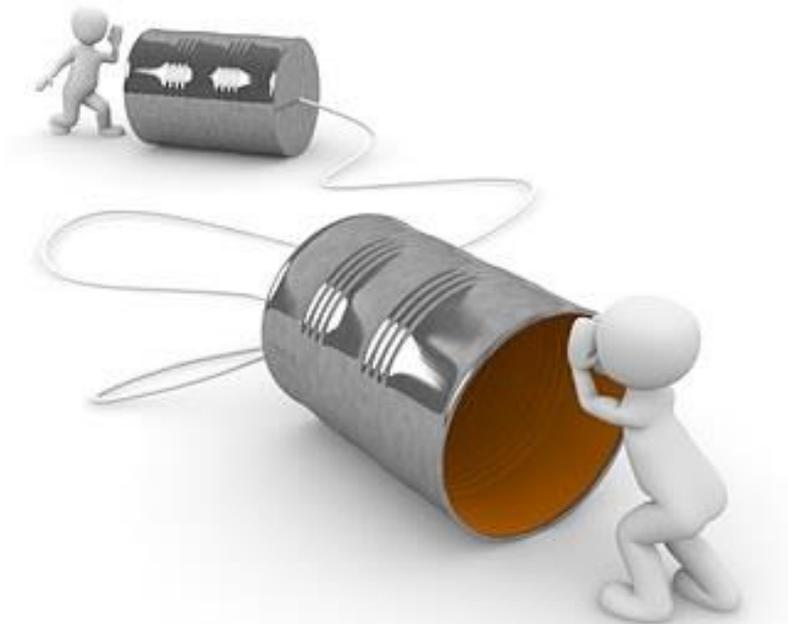


The Training Officer- facilitates the learning/ training experience. The TO is responsible for assessing competence either directly or with the help of appropriate trainers.

The Verifier-reviews the evidence presented to satisfy themselves that the training experience has been robust then signs the candidate off.



Preparation



1. When the portfolio is complete the TO should contact the IBMS and request a Verification Visit.
2. The IBMS will then advertise for a Verifier volunteer
3. Once a Verifier is identified, the IBMS introduce the TO to the Verifier by email
4. The TO and Verifier liaise to find a suitable date and time for the Verification Visit.

On the day

- Arrival at an agreed time
- Introductions made
- Candidate should be put at ease
- Verifier should be given a quiet room away from the main laboratory



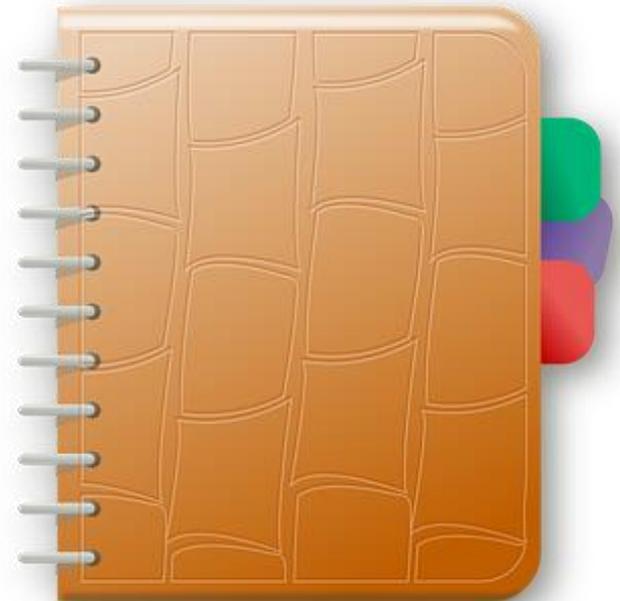
The Interview

- The Verifier will need to ask several questions to ensure that the training experience satisfies the HCPC Standards of Education and Training requirements.
- These include questions about the resources available and the environment
- Any issues can be raised at this point



The Portfolio

- The Verifier should review the evidence in the portfolio
- Only 30 pieces required for V4
- The verifier must satisfy themselves that the standards of proficiency have been met (but they are not responsible for assessing competency)
- Any areas of concern should be probed during the tour



The Tour

- The tour should last for 30 minutes for V3
- And 40 mins for V4 (to allow for further probing)
- The verifier should be assured that the candidate is capable of practicing at the threshold level of a Biomedical Scientist
- The candidate should be questioned and not rely on a scripted tour



The Tour

The candidate should be able to answer questions on a range of aspects including:

- health and safety considerations
- techniques carried out
- specimen types and safe handling
- Confidentiality
- Legislation and policy
- Service users
- Quality
- Regulatory and professional bodies



Outcomes

There are several outcomes:

- A successful verification and award
- A partially successful verification where a small amount of evidence is required and can be submitted to the verifier within the short-term
- An unsuccessful verification where there is either a serious issue with the evidence which will take a longer timeframe to complete or where there are serious concerns regarding the training experience and resultant level of understanding of the candidate.



Outcomes

A successful verification-

The verifier will submit their report to the IBMS within one week of the visit.

The IBMS will carry out the necessary checks and release the Certificate of Competence when appropriate.

A partially successful verification-

The verifier will negotiate a timeframe with the TO and candidate for completion of the outstanding evidence and review on that date.



Outcomes

An unsuccessful verification-

- Thankfully these are rare!
- The verifier may either complete the report and submit to the IBMS for further investigation or
- Contact the Head of Registration and Training directly to discuss the issues identified.
- The verifier is not responsible for withdrawing the lab training approval status
- The Head of Registration and Training will carry out a full investigation and feedback findings to the Education and Professional Standards Committee under Incident Reporting



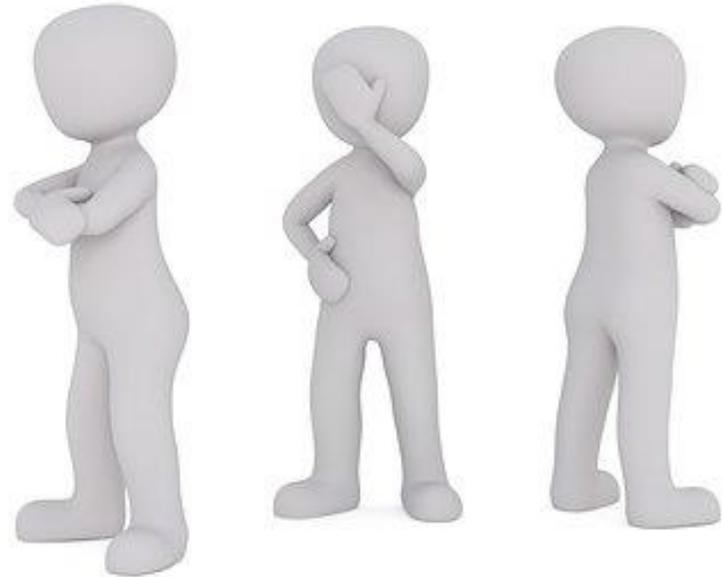
Giving Feedback

- At the end of the visit the verifier will need to give feedback and the result
- The candidate will probably be very nervous so please be kind and tell them the outcome first
- Then you can discuss your feedback
- This can include directing the candidate on areas they might be weaker on or things they might like to consider as development for their career
- Or it might be some feedback to the TO in terms of other approaches for evidence that may be weak



Giving Feedback

- When giving feedback, please approach it sensitively
- You, as a verifier, are representing the IBMS so please be professional
- You are a visitor in the lab so behave respectfully
- If given well, feedback can be very constructive and a positive experience
- If given badly it can be a negative experience and destructive



Ensuring Quality

- As the IBMS is an education provider for the HCPC we must ensure that the training and education we provide is of a good quality. Feedback is therefore very important.
- The Head of Registration and Training monitors reports of all training undertaken and responds to issues
- At the end of the verification process the verifier fills out a report giving details about the candidate meeting the threshold levels of practice
- The lab fills out a questionnaire to give feedback on the verifier and the process

