

1a. Informal Interview with Candidate (15 – 20 minutes)

Based on requirements of meeting the HCPC SETs. STANDARD MET:	Y	N
Describe your formal trust and departmental induction process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
How were you made aware of the location of the policies on equal opportunities and anti-discrimination?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Describe what you should do if you feel that you may have been discriminated against or if you have concerns about the safety and well-being of service users.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
How were you made aware of the grievance procedure and how to initiate it?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you feel you have followed a structured training programme?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Was your training supportive to satisfy all of the above?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Were there any difficulties in delivering your training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Were there any other trainees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Was all the training done on one site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Was there any rotation or collaboration with other departments?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Can you give examples of being able to take part in inter-professional learning? (learning with and from other professionals)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1b. Specific requirements to confirm standards for IBMS Approval for Pre-registration Training are being met.

Based on requirements of meeting the HCPC SETs. STANDARD MET:	Y	N
Was a copy of the training programme made available?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does each trainee have a nominated HCPC registered training officer/mentor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do they have access to current textbooks and journals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do they have access to a quiet area for study?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the Department have a training notice board? (wall or electronic)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the Department have a Health & Safety notice board? (wall or electronic)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Did the candidate or training officer wish to make any further comments about the training process?

2. Verification of the Registration Portfolio (maximum length – 90 minutes)

Please include your comments below on the candidate's disposition, only if you feel it may have affected the verification process.

SECTION 1 – PROFESSIONAL CONDUCT

SECTION 1 – Module 1: Personal Responsibility and Development

HCPC STANDARDS OF PROFICIENCY COVERED	STANDARDS MET	PLEASE INDICATE WHICH (IF ANY) STANDARDS HAVE NOT BEEN MET
Knowledge standards SoP numbers: 1.1, 1.2, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 3.1, 3.2, 3.3, 4.4, 4.6, 11.1	<input checked="" type="checkbox"/>	
Competence standards SoP numbers: 1, 2, 2.4, 2.7, 2.8, 3, 4, 4.1, 4.2, 4.3, 4.4, 4.5, 11, 14.1	<input checked="" type="checkbox"/>	

COMMENTS

Please indicate the range of evidence provided, highlighting any strong or weak areas.

E1 – Several example of the trainees work, including handover once their scope of practice had been reached.

E2 – Description of what BMSs should do or how to behave. Description of HCPC

E3 – Legislation. Annotated consent forms. No evidence of questions & answers as described in the justification section of the logbook.

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SECTION 1 – Module 2: Equality and Diversity		
HCPC STANDARDS OF PROFICIENCY COVERED	STANDARDS MET	PLEASE INDICATE WHICH (IF ANY) STANDARDS HAVE NOT BEEN MET
Knowledge standards SoP numbers: 5, 5.1	<input checked="" type="checkbox"/>	
Competence standards SoP numbers: 6	<input checked="" type="checkbox"/>	
COMMENTS		
<p>Please indicate the range of evidence provided, highlighting any strong or weak areas.</p> <p>E1 – Reflective learning of equality & diversity training.</p> <p>E2 – S&M training certificate. No evidence of questions & answers as described in the justification section of the logbook.</p> <p>E3 – Examples of some work practice.</p>		

SECTION 1 – Module 3: Communication		
HCPC STANDARDS OF PROFICIENCY COVERED	STANDARDS MET	PLEASE INDICATE WHICH (IF ANY) STANDARDS HAVE NOT BEEN MET
Knowledge standards SoP numbers: 8.3, 8.6, 8.7, 8.8, 8.9	<input checked="" type="checkbox"/>	
Competence standards SoP numbers: 8, 8.1, 8.2, 8.4, 8.5, 14.34	<input checked="" type="checkbox"/>	
COMMENTS		

Please indicate the range of evidence provided, highlighting any strong or weak areas.

E1 – Communication examples in the workplace. No evidence of questions & answers as described in the justification section of the logbook.

E2 – Telepath, intranet, Q Pulse, DART screenshots. No evidence of questions & answers as described in the justification section of the logbook.

E3 – Reflective feedback on questionnaire.

SECTION 1 – Module 4: Patient Records and Data Handling

HCPC STANDARDS OF PROFICIENCY COVERED	STANDARDS MET	PLEASE INDICATE WHICH (IF ANY) STANDARDS HAVE NOT BEEN MET
Knowledge standard SoP numbers: 7, 7.1, 7.2, 7.3, 10.2, 10.3, 10.5, 10.6	<input checked="" type="checkbox"/>	
Competence standards SoP numbers: 7, 10, 10.1, 10.3, 10.4	<input checked="" type="checkbox"/>	
COMMENTS		
Please indicate the range of evidence provided, highlighting any strong or weak areas.		
E1 – Confidentiality diagram. No evidence of questions & answers as described in the justification section of the logbook.		
E2 – information governance description. No evidence of questions & answers as described in the justification section of the logbook.		
E3 – Description of processes in the lab & potential errors.		

SECTION 1 – Module 5: Professional Relationships

HCPC STANDARDS OF PROFICIENCY COVERED	STANDARDS MET	PLEASE INDICATE WHICH (IF ANY) STANDARDS HAVE NOT BEEN MET
Knowledge standards SoP numbers: 9.2, 9.3, 9.5, 13.3, 13.4, 13.5	<input checked="" type="checkbox"/>	
Competence standards SoP numbers: 9, 9.1, 9.4, 12.2	<input checked="" type="checkbox"/>	
COMMENTS		

Please indicate the range of evidence provided, highlighting any strong or weak areas.

E1 – Description of work performed in the lab & interactions with other health care professionals.

E2 – Description of health care professionals. No evidence of questions & answers as described in the justification section of the logbook.

E3 – Description of leadership. No evidence of questions & answers as described in the justification section of the logbook.

IMPORTANT:

The candidate must produce a reflective statement on how the engagement with service users and learning with and from professionals and learners in other relevant professions has contributed positively to their professional development (HCPC SoP 9.3, 12.2)

Please comment specifically on this in terms of identified outcomes.

None present

SECTION 2 – PROFESSIONAL PRACTICE		
SECTION 2 – Module 1: Professional Knowledge		
HCPC STANDARDS OF PROFICIENCY COVERED	STANDARDS MET	PLEASE INDICATE WHICH (IF ANY) STANDARDS HAVE NOT BEEN MET
Knowledge standards SoP numbers: 13, 13.1, 13.2, 13.6, 13.7, 13.8	<input checked="" type="checkbox"/>	
Competence standards SoP numbers: 14, 14.14, 14.17, 14.18, 14.19, 14.20, 14.21, 14.23, 14.24, 14.25, 15.6	<input checked="" type="checkbox"/>	
COMMENTS		
<p>Please indicate the range of evidence provided, highlighting any strong or weak areas.</p> <p>E1 – Annotated photos of recovering work & fixing issues. Really good piece of evidence.</p> <p>E2 – Several tables of data. No evidence of questions & answers as described in the justification section of the logbook.</p> <p>E3 – Piece of work on Diabetes Mellitus. Good.</p>		

SECTION 2 – Module 2: Health and Safety		
HCPC STANDARDS OF PROFICIENCY COVERED	STANDARDS MET	PLEASE INDICATE WHICH (IF ANY) STANDARDS HAVE NOT BEEN MET
Knowledge standards SoP numbers: 15, 15.1, 15.2, 13.11	<input checked="" type="checkbox"/>	
Competence standards SoP numbers: 15.2, 15.3, 15.4, 15.5	<input checked="" type="checkbox"/>	
COMMENTS		
<p>Please indicate the range of evidence provided, highlighting any strong or weak areas.</p> <p>E1 – Several descriptions of health and safety in the workplace. No evidence of questions & answers as described in the justification section of the logbook.</p> <p>E2 – Description of PPE. Nice annotated photo – good evidence.</p> <p>E3 – A piece of work detailing hazard groups & containment levels. No evidence of questions & answers as described in the justification section of the logbook.</p>		

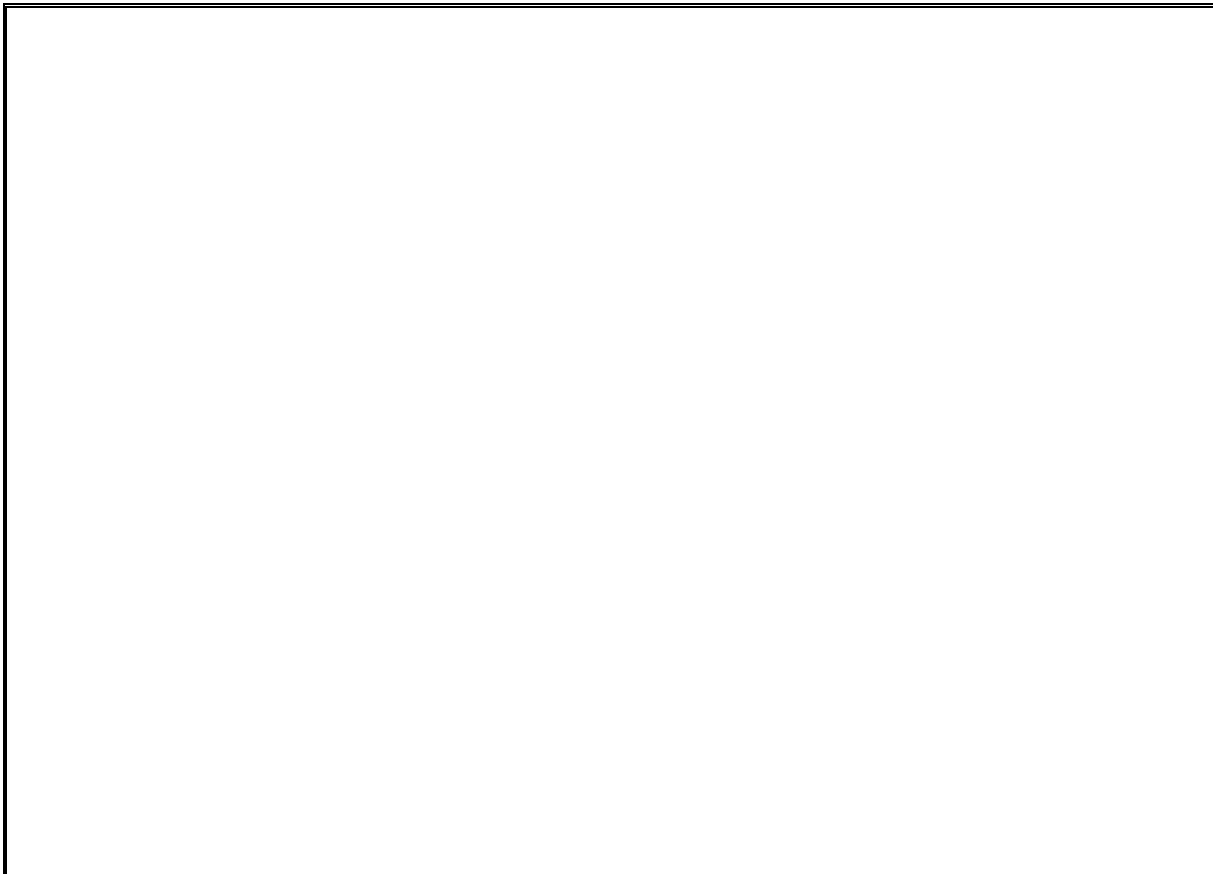
SECTION 2 – Module 3: Quality		
HCPC STANDARDS OF PROFICIENCY COVERED	STANDARDS MET	PLEASE INDICATE WHICH (IF ANY) STANDARDS HAVE NOT BEEN MET
Knowledge standards SoP numbers: 11.2, 12.3, 12.5, 12.7, 14.15, 14.16	<input checked="" type="checkbox"/>	
Competence standards SoP numbers: 12, 12.1, 12.4, 12.5, 12.6, 12.8, 12.9	<input checked="" type="checkbox"/>	
COMMENTS		
<p>Please indicate the range of evidence provided, highlighting any strong or weak areas.</p> <p>E1 – Write up of quality issues in pathology. No evidence of questions & answers as described in the justification section of the logbook.</p> <p>E2 – Write up of potential errors in the lab. Annotated pictures from LIMS.</p> <p>E3 – Write up of EQA schemes.</p>		

SECTION 2 – Module 4: Performing Standard Investigations

HCPC STANDARDS OF PROFICIENCY COVERED	STANDARDS MET	PLEASE INDICATE WHICH (IF ANY) STANDARDS HAVE NOT BEEN MET
Knowledge standards SoP numbers: 13.10, 14.22	<input checked="" type="checkbox"/>	
Competence standards SoP numbers: 13.9, 14.2, 14.3, 14.4, 14.5, 14.6, 14.7, 14.8, 14.9, 14.10, 14.11, 14.12, 14.13, 14.26	<input checked="" type="checkbox"/>	
COMMENTS		
<p>Please indicate the range of evidence provided, highlighting any strong or weak areas.</p> <p>E1 – A piece of work on quantitative analysis. No evidence of questions & answers as described in the justification section of the logbook.</p> <p>E2 – Power point on multiple myeloma</p> <p>E3 – Accuracy vs precision.</p>		

SECTION 2 – Module 5: Research and Development		
HCPC STANDARDS OF PROFICIENCY COVERED	STANDARDS MET	PLEASE INDICATE WHICH (IF ANY) STANDARDS HAVE NOT BEEN MET
Knowledge standards SoP numbers: 14.30, 14.31	<input type="checkbox"/>	
Competence standards SoP numbers: 14.27, 14.28, 14.29, 14.32, 14.33	<input type="checkbox"/>	
COMMENTS		
<p>Please indicate the range of evidence provided, highlighting any strong or weak areas.</p> <p>E1 – Reflective statement on journal. Journal included (reference material not necessary).</p> <p>E2 – Questions & answers (no description of whether the answers are correct)</p> <p>E3 – BSc in Medical Laboratory Service from 2012 (over 3 years old).</p>		

OVERALL COMMENTS ON PORTFOLIO



3. Tour of Laboratory (maximum length – 40 minutes)

This is an opportunity to observe the training environment and candidate's knowledge and understanding of the service delivery. The candidate should be able to demonstrate an understanding of the routine service and respond correctly to pro-active questioning.

The criteria below should be verified in accordance with the knowledge and understanding of the candidate in respect of the discipline(s) in which their training has taken place.

CANDIDATE ABILITY	STANDARD MET	STANDARD NOT MET
Candidate was able to show they knew the correct procedures for handling specimens, pre and post analysis.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Candidate was able to show a knowledge and application of health & safety requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Candidate was able to show they knew how to use the main laboratory computer system in accordance with service requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Candidate was able to show they knew how to operate equipment used in the preparation and analysis of samples	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMENTS
<p>Please provide a brief summary of the topics covered on the tour and the candidate's scope of practice.</p> <p>XXXXXX delivered a power point presentation and although was initially very nervous, grew in confidence as she talked about analysers within the department and how they operate. XXXXXX started at reception, detailing where samples arrive from and how they are sorted. This section included a "hotcell" and "coldcell" section for urgent and routine work. XXXXXX demonstrated the use of Telepath, the LIMS used within the trust. XXXXXX continues her tour through the lab, and described validation of results, middleware, temperature control & storage and retention of samples.</p> <p>XXXXXX continued on to demonstrate a good knowledge of the analysers, describing the techniques by which they function. XXXXXX considered the quality aspects of the process, including troubleshooting and maintenance.</p> <p>XXXXXX covered many aspects of the lab and lots of tests performed, and was confident on the use and theory of the analysers.</p> <p>XXXXXX was able to answer most of the questions I asked during the tour, but did require some prompting from the training officer for some health and safety questions & EQA questions.</p> <p>XXXXXX has obviously spent a lot of time on her portfolio and talk, and came across well in the talk. However, due to different factors, some of her knowledge was out of date, and I believe she would benefit from extra training to get her up to speed.</p>

The Institute has published 'Clinical Laboratory Standards' for the approval of laboratories for pre- and post- registration training. Based on these criteria, the laboratory tour also gives the external verifier an opportunity to judge whether the laboratory has the appropriate requirements for training against the standards below.

OVERALL STANDARDS	STANDARD MET	STANDARD NOT MET
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Institute of Biomedical Science, 12 Coldbath Square, London EC1R 5HL

Tel 020 7713 0214 Fax: 020 7837 9658 E-mail registration@ibms.org Website: www.ibms.org

External verifiers report for the Verification of the Registration Training Portfolio for the Certificate of Competence

Environment, Facilities and Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Health and Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload and Staffing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quality	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Education and Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Feedback Comments to Trainer and Candidates

This also provides an opportunity to seek further clarification on points of evidence if required.

FEEDBACK:

I spoke with the training officer after the tour and we agreed that some areas of the portfolio needed extra work, and some was out of date and needed replacing.

In addition, XXXXXX struggled with some health and safety questions. I believe XXXXXX needs to spend some time in the lab with the training officer to get her up to speed to work safely and confidently within the lab.

COMMENDATIONS: Highlight any areas of good practice.

Good theory of knowledge on the workings of the analysers. Portfolio & talk covered a wide range of subject to a good level.

RECOMMENDATIONS:

Please note this is meant to be constructive and helpful where you are able to suggest one or two areas where future training may benefit.

Recommendations must be consistent with IBMS guidelines for registration training and portfolio completion.

Evidence was not always clear and concise i.e. it read like several pieces of evidence to cover as many standards as possible. There needs to be 3 clear pieces of evidence for each section.

Question & answer sections had 1 question in, followed by long essay answers. Fine for one or 2 pieces of evidence but try to mix it up a bit.

Portfolio was scanned using a phone, making it difficult to read – use scanner in the lab.

Difficult to find a reflective statement required for section 1 module 5. Needs to be clearer – try to answer the question being asked and not cover too much, making the portfolio hard to follow.

5. Result of Verification

If completion of any academic study is still outstanding, the verifier should recommend the award of the Certificate of Competence subject to the relevant evidence being submitted to the Institute.

AWARD OF CERTIFICATE OF COMPETENCE RECOMMENDED

YES ☐

NO ☒

If degree has not been completed or if further evidence is required, please indicate below.
(Continue on extra sheet if necessary.)

TRAINING APPROVAL OF THE LABORATORY RECOMMENDED

YES ☒

NO ☐

If No, indicate further evidence required. (Continue on extra sheet if necessary.)

IS THERE ANY PARTICULAR ISSUE YOU WISH TO BRING TO THE ATTENTION OF THE INSTITUTE?

I confirm that this external verification has been carried out in a manner consistent with the guidelines provided and in line with the requirements of the Institute of Biomedical Science and that the candidate is previously unknown to me.

Verifier Name:

Signature:

Date:

In providing IBMS with the information requested you are consenting to its use as indicated in the IBMS Privacy Notice. Further information can be found on the IBMS website at www.ibms.org/privacy