

How do we stay on track

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IBMS portfolio qualifications



- ▶ Certificate of competence portfolio (registration)
- ▶ Specialist diploma portfolio (discipline specific or cross discipline)
- ▶ There are other equivalence portfolios available and higher level qualifications e.g. Higher Specialist Diploma



Structure of the portfolios

▶ Candidates complete portfolio by gathering evidence that shows

- Knowledge
- Competence

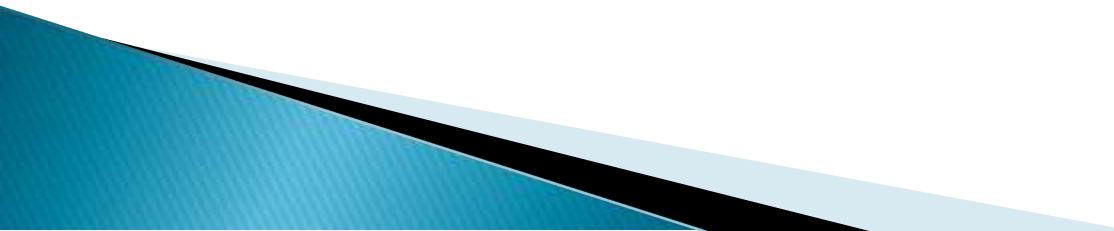
▶ In the specialist in addition to set questions

KNOWLEDGE	ASSESSED BY:	DATE:
Registered biomedical scientists must:		
1. Recognise the value of research to the critical evaluation of practice (HCPC 14.30)		
2. Be aware of a range of research technologies (HCPC 14.31)		

COMPETENCE	ASSESSED BY:	DATE:
Registered biomedical scientists must be able to:		
a. Use statistical packages and present data in an appropriate format (HCPC SoP 14.27)		
b. Demonstrate a logical and systematic approach to problem solving (HCPC SoP 14.28)		
c. Use research, reasoning and problem solving skills to determine appropriate actions (HCPC SoP 14.29)		
d. Evaluate research and other evidence to inform their own practice (HCPC SoP 14.32)		
e. Design experiments, report, interpret and present data using scientific convention, including application of SI units and other units used in biomedical science (HCPC 14.33)		


Types of Evidence

- ▶ Set questions
 - ▶ Annotations
 - ▶ Case studies
 - ▶ Audits
 - ▶ Competence assessments

 - ▶ Many more examples
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Staying on Track

Right from the start it is essential to have guidance available for all of the portfolios for the candidates covering:

- Who will support them (e.g. training officer/mentor)
 - Structure of the portfolio
 - Mapping of standards to lab procedures
 - Rotations in the lab
 - Examples of evidence that can be used
 - The quality of evidence expected
 - How to get it signed off
 - How to build the portfolio
 - Information on how they will be assessed
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Mentors

- ▶ Where mentors are used they should:
 - Be adequately trained
 - Be clear on requirements
 - Understand evidences
 - Understand that the knowledge and competence must be evidenced
 - Understand that the candidates will need regular reviews
 - Understand the need to keep the training officer/manager informed
 - Understand how to recognise a trainee in difficulty

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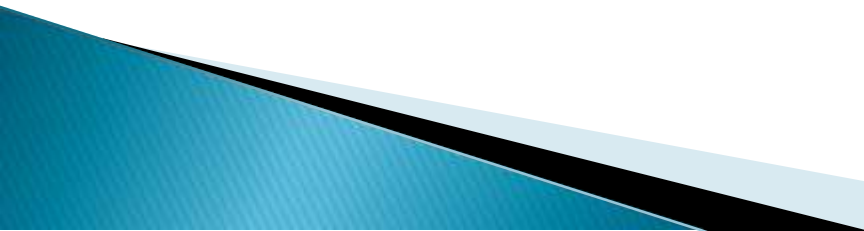
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Regular Review

- ▶ Regular review is critical to the success of trainees
- ▶ May be carried out by a mentor (e.g. monthly)
- ▶ Training officer/manager should also carry out regular review with the candidate
- ▶ Gives opportunity to:
 - check progress
 - discuss ideas for evidences
 - set objectives
 - identify any issues that need addressed
 - make candidate feel supported
- ▶ Can be simple
 - Progress update
 - Planning of next steps
 - Check if there are any issues/barriers
 - Book next review date

Module	Evidence	Status
1	Good Laboratory Practice	Complete
	Case Study	LB to review 2 nd draft today
	Reflection of uni work	Complete
2	H&S set questions	Complete
	Reflective log	Complete
	Datix review	Complete
3	CL3 Audit	Complete
	Evidence based practice – COVID questions	Complete
	Set Qs – Quality	Finished – RC to review 2 nd draft 07/10/2020 – nearly done
4	Sample journey – Salmonella	Complete
	Witness statement – for SOP & Comps	Nearly finished – needs signed by Li and GF – 09/10/2020
	POCT	Complete
5	Summary on Honours project & keep copy to hand	Summary complete – GF to review – 09/10/2020
	Reflection on stats for project	Send to GF for review – 09/10/2020
	Project Validation – Listeria plates	LA to provide final q-pulse report and AC to write summary for validation – 14/10/2020

Trainees in difficulty

- ▶ It is very important to identify any trainees that are having issues at an early stage
 - ▶ The issues may be due to a number of reasons e.g.
 - Personal issues at home
 - Issues at work
 - Mismatch between mentor and trainee personality
 - Learning difficulties e.g. dyslexia
 - ▶ Reviews give opportunity to support the candidate and make reasonable adjustments
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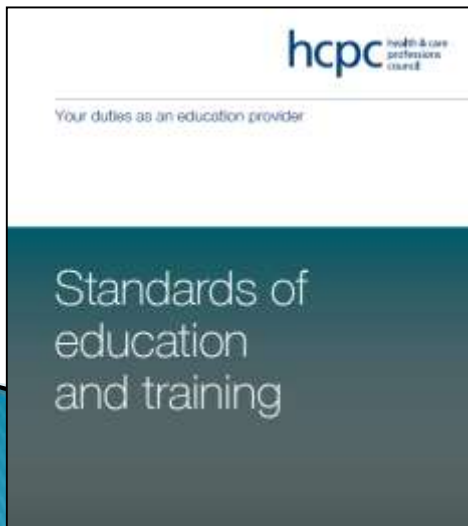
Training Approval

Laboratories require training approval to ensure that they maintain a high quality of training in accordance with the relevant Education and Training standards.

IBMS Training Approval (5 yearly)

- support staff
- pre-registration
- post-registration

(IBMS Laboratory Training Standards)



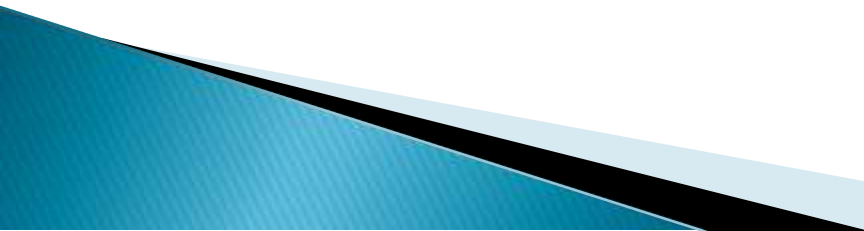
NES Training approval (4 yearly)

Training centre recognition –
quality monitoring of training

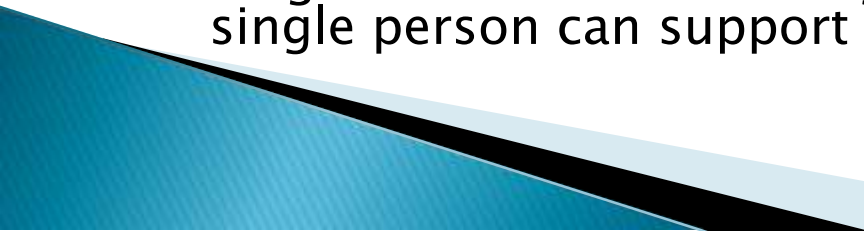
(HCPC standards of education and
training)

Training approval requirements

- ▶ Both NES and IBMS have a role in ensuring that training is planned and sufficient to grant training approval

 - ▶ To meet the training standards there should be:
 - Training Policies and documentation in place
 - Competent and qualified staff providing training
 - Clear training plans in place
 - Rotation agreements where required
 - Review and Feedback for candidates
 - Appropriate environment/facilities
 - Appropriate H&S
 - Quality
- 

Why is all of this needed?

- ▶ Need to have clear guidance available and a structure to keep trainees on track
 - ▶ Labs getting busier
 - less time available
 - lots of retirement = lots of trainees
 - may miss if a candidate is having issues
 - ▶ Staff are an investment
 - if we train them to a high quality and support them to do this we should have a higher quality of experienced staff
 - ultimately supports the service therefore the patients
 - ▶ Small number of candidates in a department are quite easy to manage and 'keep tabs on'
 - ▶ Larger numbers need a larger support and often more than a single person can support (may need to train mentors)
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How does NES support this?



- ▶ NES has a quality assurance role for Healthcare scientists
- ▶ Trainees are allocated a National Training Number for monitoring
- ▶ They provide invaluable funding to support post-graduate qualifications
- ▶ They ensure that an annual review takes place for a trainee (Annual Review of Competence Progression – ARCP) and monitor that training plans are in place for trainees.
- ▶ They monitor the trainee and the supervisors with surveys annually
- ▶ As previously discussed 4 yearly training approval ensures training standards are met.

ARCP

- ▶ The ARCP is an annual form to complete online and should be done with an appraisal with the trainee.
- ▶ It is simple to complete
- ▶ Regular reviews should be getting carried out with trainees anyway, however, the ARCP gives an opportunity to ensure the trainee has progressed appropriately in their qualification each year
- ▶ It can highlight any issues or delays to the qualification to NES



Healthcare Science Annual Review
of Competency Progression (ARCP)
(2020)

The Annual Review of Competency Progression form requires to be completed by the supervisor of all trainees across Scotland who are in receipt of a National Training Number.

For more information please refer to the guidance document provided.

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* Required

1. National Training Number (leave blank if unknown)

Enter your answer

2. Trainee (first name second name) *

Enter your answer

3. Trainee e-mail *

Enter your answer

4. Supervisor (first name second name) *

Enter your answer

5. Supervisor e-mail *

Enter your answer

Summary –The pay-off

- ▶ Everyone is busy – that is unlikely to change
- ▶ Therefore we must make sure our next generation of staff become experienced, qualified and competent quickly
- ▶ Investing in their training and education by:
 - setting clear training plans
 - having regular reviews
 - monitoring progress (reviews and ARCP)
 - identifying and dealing with issues quickly
 - ultimately supporting trainees to achieve
- ▶ Means that the labs get a return on the investment:
 - Qualified, competent and confident staff
 - Less errors = benefit to patient
 - Supported staff = good culture (less absence)
 - More people ready to help train newer staff

