



Division of Biomedical and Life Sciences

BSc (Hons) Biomedical Science  
(with Placement Year)

Placement Handbook  
2019-2020

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## 1. General Information

This handbook contains information relating to your placement in a laboratory approved for pre-registration training by the Institute of Biomedical Science (IBMS). The Lancaster University placement is offered between the second and final year of your BSc (Hons) degree. Students successful in gaining a placement are transferred from the BSc (Hons) Biomedical Science programme, to the BSc (Hons) Biomedical Science (with Placement Year) programme. The purpose of the Lancaster University placement is to provide you with work experience and training to support completion of an IBMS registration portfolio, which along with completion of the IBMS accredited degree programme leads to award of a Certificate of Competence and eligibility for registration with the HCPC as a Biomedical Scientist. Whilst on placement you will be enrolled on the BIOL350 module (see section 3, page 8).

### 1.1. Health and Care Professions Council (HCPC) and Institute of Biomedical Science (IBMS)

This BSc (Hons) Biomedical Science and Biomedical Science (with Placement Year) degrees are accredited by the IBMS and meet the academic requirements (Professional Knowledge) for registration as a biomedical scientist with the HCPC. However successful completion of an honours level IBMS accredited Biomedical Science degree is not, in itself, sufficient to allow graduates to practise as Biomedical Scientists. Students who wish to apply for HCPC registration following completion of their degree must also undertake training in a laboratory approved by the IBMS during which they will complete an IBMS registration training portfolio. Successful completion of the Biomedical Science degree scheme and assessment of the training portfolio will mean that the graduate is in a position to become an HCPC registered biomedical scientist.

You are strongly advised to consult the websites of the IBMS and HCPC where you will be able to obtain details of the activities of these key organisations and review career opportunities and professional advice. Contact details are:

|  |  |
|--|--|
| The Health and Care Professions Council<br>Park House<br>184 Kennington Park Road<br>London SE11 4BU<br>UK<br><br>Tel: 020 7582 0866<br>Fax: 020 7820 9684<br>Website: <a href="http://www.hcpc-uk.org/">http://www.hcpc-uk.org/</a> | Institute of Biomedical Science<br>12 Coldbath Square<br>London EC1R 5HL<br>UK<br><br>Tel: 020 78713 0214<br>Fax: 020 7436 4946<br>Website: <a href="http://www.ibms.org">www.ibms.org</a> |
|--|--|

### 1.2. Membership of the Institute of Biomedical Science

**You are strongly encouraged to take out (or renew) an eStudent IBMS membership.** This is an online membership specifically for students studying for a biomedical science or related degree. An eStudent membership of the IBMS will help you expand your knowledge of biomedical science and develop your skills and experience. It will support you while you study with advice, tips and guidance and connect you to a 20,000 strong network of biomedical science professionals. You will receive access to 'The Biomedical Scientist' online, a weekly roundup of key biomedical science news and all the latest professional news, information and learning resources on the IBMS website. You will be eligible for support including advice on placements, biomedical science tips and guides, and

access to expert advice from IBMS Advisory Panels. In addition as an eStudent member you will be eligible to apply for/be awarded a number of grants and awards. **In particular you must be an IBMS eStudent member to be eligible for award of The President's Prize. President's Prizes are awarded annually at Universities with IBMS accredited degree programmes. At Lancaster the prize is awarded to the graduating student with the best academic performance on the IBMS accredited Biomedical Science degree programme who has successfully completed a placement year AND is an eStudent member of the IBMS.**

**To be eligible for eStudent membership you must be** studying for an undergraduate degree in biomedical science. You can find out more about IBMS eStudent membership and submit an application for membership at <https://www.ibms.org/estudents/go/membership>

### 1.3. Placements for Biomedical Science Students

The purpose of the placement is to provide you with **work experience and training to support completion of an IBMS registration portfolio**. The time taken to complete the registration training portfolio is typically around 12 months. Your registration portfolio will be assessed by an IBMS-appointed assessor. Following successful portfolio verification/examination and completion of your BSc (Hons) Biomedical Science (with Placement Year) degree, you will be eligible to receive a Certificate of Competence award from the IBMS. Award of an IBMS Certificate of Competence provides eligibility to register with the Health and Care Professions Council (HCPC) as a Biomedical Scientist, a requirement for practising in the NHS. Please note that although your degree is accredited by the IBMS, you will not be eligible for HCPC registration without the award of an IBMS Certificate of Competence.

Whilst on placement, you are expected to behave in a professional, responsible and ethical fashion.

#### ***What fees will I pay during the placement?***

You will pay reduced tuition fees, set at 20% of your usual tuition fee, to the University for the year that you are on placement. This allows the retention of full access to University services and resources. As a student undertaking a service placement you will be eligible for loan support from Student Finance England for fees and maintenance in the same way and proportions as for your other years (if appropriate). In any communications you have about student finance it is important that you state that your placement is UNPAID (ie you are not receiving payment from the NHS for your placement). Students placed within Trusts (UHMB, ELH, SRF, BFWH, LTH) who are members of the Lancaster University Biomedical Science Professional Liaison Committee are eligible to receive a bursary whilst on placement. The bursary is currently £3000, payable in three instalments of £1000 each on the 1<sup>st</sup> September, 1<sup>st</sup> January and 1<sup>st</sup> April. Please contact Lorraine Chinnery with any queries you may have about the bursary payment.

#### ***What does the placement entail?***

Placements for 2019-2020 are scheduled to commence on Monday 2nd September 2019 and to finish on 31<sup>st</sup> August 2020. There may be some variation to the start date for placement made by agreement between student and training supervisor, but students are all expected to have completed placement by 31<sup>st</sup> August 2020. During the placement you will be expected to attend the hospital for a normal working week of 37.5 hours. Precise details of the hours worked may vary between different hospitals, and between different disciplines in the same hospital. You will not be expected to work night shifts, however you may have the opportunity to choose to work on some night shifts towards the end of your placement. At the beginning of the year you will undergo an induction process that will highlight areas including Health and Safety, COSHH, risk assessment, workflow and organisation within the laboratory. You will be allocated a mentor/training officer from within the laboratory in which the placement is to take place and will retain contact with your

Academic Tutor and Hospital Liaison Officer at the University. There will be a series of routine meetings with the Hospital Liaison Officer in order to monitor progress. **It is essential that you continue to review your Lancaster University emails whilst on placement, as all communications from Biomedical and Life Sciences/Lancaster University will be sent to your Lancaster email account.**

During your time on placement you will work towards completion of a Registration Training Portfolio. You will be provided with an IBMS Laboratory Training Logbook and have a training programme specific to your location. You may spend all of your placement year in one discipline or rotate through different laboratory disciplines. Training programmes on all placements provide appropriate opportunities for work experience and completion of your portfolio/training logbook. You will be allocated approximately 10% of your working hours at the discretion of the host laboratory to work on your portfolio. Your training officer will work with you to ensure that identified milestones are achieved. Once your registration portfolio is complete, your hospital training officer will contact the IBMS to make arrangements for appointment of an external verifier to assess your Registration Training Portfolio. This may take place during your placement year, or during the year following return from placement (depending on the availability of IBMS assessors).

### ***Plagiarism***

Plagiarism occurs when a student appropriates the thoughts, writings or results of another, and presents these as his/her own. Any work submitted by a student for assessment must be their own individual work and they must acknowledge both assistance given and the major source(s) involved. This applies to the Registration Training Portfolio; it is expected that this is the student's own work.

### ***Leaving a placement early***

If, for any reason, you do not wish to continue with the placement then you will have the opportunity to return to the University to complete your final year of study. If a placement is discontinued at a late stage then you will have to intercalate and return the following October. Under these circumstances your degree title will revert to BSc Biomedical Science. You will not receive any further bursary payments and *may* be asked to return pro rata part of the bursary that has already been paid to you.

### ***How do I become HCPC registered?***

Following the award of an accredited degree and successful attainment of a Certificate of Competence you can apply to the HCPC for registration. Forms for applying for HCPC registration are available to download from the HCPC website.

## **1.4. Lancaster University Points of Contact**

Problems and queries connected with placements should be addressed to the Hospital Liaison Officer in the first instance. If he/she is not available then you should contact the Director of Biomedical Science or your Academic tutor.

|                                |                   |  |
|--------------------------------|-------------------|--|
| Hospital Liaison Officer       | Dr Fiona Benson   | <a href="mailto:f.benson@lancaster.ac.uk">f.benson@lancaster.ac.uk</a>       |
| Director of Biomedical Science | Dr Nikki Copeland | <a href="mailto:n.copeland@lancaster.ac.uk">n.copeland@lancaster.ac.uk</a>   |
| BLS Head of Department         | Prof Paul Bates   | <a href="mailto:p.bates@lancaster.ac.uk">p.bates@lancaster.ac.uk</a>         |
| Director of Teaching           | Dr Fiona Benson   | <a href="mailto:f.benson@lancaster.ac.uk">f.benson@lancaster.ac.uk</a>       |
| Departmental Superintendent    | Mr John Dwyer     | <a href="mailto:j.dwyer@lancster.ac.uk">j.dwyer@lancster.ac.uk</a>           |
| Teaching Co-ordinators         | Dr Ros Jones      | <a href="mailto:r.i.g.jones@lancaster.ac.uk">r.i.g.jones@lancaster.ac.uk</a> |

|  |                      |  |
|--|----------------------|--|
|  | Christine Bainbridge | <a href="mailto:c.bainbridge2@lancaster.ac.uk">c.bainbridge2@lancaster.ac.uk</a>   |
| Special Needs Co-ordinator   | Michelle Smart       | <a href="mailto:m.smart@lancaster.ac.uk">m.smart@lancaster.ac.uk</a>   |
| Student registry contact (for queries about student finance)                 | Sara Thorpe          | <a href="mailto:s.thorpe@lancaster.ac.uk">s.thorpe@lancaster.ac.uk</a><br><a href="mailto:tuition-fees@lancaster.ac.uk">tuition-fees@lancaster.ac.uk</a> |
| Faculty of Health and Medicine Finance contact (for queries about bursaries) | Lorraine Chinnery    | <a href="mailto:l.chinnery@lancaster.ac.uk">l.chinnery@lancaster.ac.uk</a>   |

#### 1.5. Hospital Pathology Labs Points of Contact (for LUBS-PLC labs only)

|                             |                  |  |
|-----------------------------|------------------|--|
| Royal Preston Hospital      | Penny Page       | <a href="mailto:Penny.Page@lthtr.nhs.uk">Penny.Page@lthtr.nhs.uk</a>                 |
| Royal Blackburn Hospital    | Kathleen Simon   | <a href="mailto:Kathleen.Simon@elht.nhs.uk">Kathleen.Simon@elht.nhs.uk</a>           |
| Blackpool Victoria Hospital | Helen Sanna      | <a href="mailto:Helen.Sanna@bfwhospitals.nhs.uk">Helen.Sanna@bfwhospitals.nhs.uk</a> |
| Royal Lancaster Infirmary   | Paul Atkinson    | <a href="mailto:Paul.Atkinson@mbht.nhs.uk">Paul.Atkinson@mbht.nhs.uk</a>             |
|                             | Peter Burkhart   | <a href="mailto:Peter.Burkhart@mbht.nhs.uk">Peter.Burkhart@mbht.nhs.uk</a>           |
| Salford Royal Hospital      | Helen Mayers     | <a href="mailto:Helen.Mayers@srft.nhs.uk">Helen.Mayers@srft.nhs.uk</a>               |
|                             | Or David Muskett | <a href="mailto:David.Muskett@srft.nhs.uk">David.Muskett@srft.nhs.uk</a>             |
| Furness General             | Stephen McDonald | <a href="mailto:Stephen.McDonald@mbht.nhs.uk">Stephen.McDonald@mbht.nhs.uk</a>       |

#### 1.6. Occupational Health, attendance and absence

Whilst on placement the student has a status equivalent to being an employee of the NHS Authority. Prior to commencing placement students will complete occupational health screening at the relevant NHS placement site and will be offered additional immunisations appropriate to the placement role. Whilst on placement students are expected to work employee hours and are entitled to statutory holidays. Good timekeeping, as with any job, is expected. Annual leave and sick leave will be managed in accordance with the relevant trust policy

#### 1.7. Safety

All students are required to be familiar with the **LOCAL SAFETY REGULATIONS**. To comply with the regulations, students must familiarise themselves with the appropriate safety procedures and must comply with all instructions of the staff in charge, whether written or verbal. If in any doubt, consult the staff member before proceeding. You should record health and safety training in the form provided in appendix 1.

#### 1.8. Disputes

In the event of a dispute, which cannot be personally resolved, the matter should be referred in the first instance to the Hospital Liaison Officer or to the Director of Biomedical Science. Referral to the Head of Division may be necessary in exceptional cases.

#### 1.9. Lancaster University Biomedical Science Professional Liaison Committee (LUBS-PLC)

The role of this committee is to act as a forum for the development of the IBMS accredited BSc (Hons) Biomedical Science degree, as a partnership between the academic staff at Lancaster University, representatives of the local practitioners of biomedical science and the students of

Biomedical Science at Lancaster University. The group exists to ensure the development, relevance and ongoing good governance of the course and placements provided and supports IBMS accreditation of the Lancaster Biomedical Science programme.

Members of the liaison committee 2020-21 are:

| Name  | Position Held   | Employer   |
|---|---|--|
| Dorothy Walmsley (co-chair)<br><a href="mailto:Dorothy.Walmsley@lthtr.nhs.uk">Dorothy.Walmsley@lthtr.nhs.uk</a> | Pathology Training and Education Officer                        | Lancashire Teaching Hospitals NHS Trust                            |
| Fiona Benson (co-chair)<br><a href="mailto:f.benson@lancaster.ac.uk">f.benson@lancaster.ac.uk</a>               | Senior Lecturer, Director of Teaching, Hospital Liaison Officer | Lancaster University (BLS)   |
| Paul Atkinson<br><a href="mailto:Paul.Atkinson@mbht.nhs.uk">Paul.Atkinson@mbht.nhs.uk</a>                       | Histopathology Technical Services Manager                       | University Hospitals of Morecambe Bay NHS Foundation Trust (UHMBT) |
| Helen Sanna<br><a href="mailto:Helen.Sanna@bfwhospitals.nhs.uk">Helen.Sanna@bfwhospitals.nhs.uk</a>             | Senior Biomedical Scientist, Cellular Pathology                 | Blackpool Teaching Hospitals NHS Trust                             |
| Helen Mayers<br><a href="mailto:Helen.Mayers@srft.nhs.uk">Helen.Mayers@srft.nhs.uk</a>                          | Senior Biomedical Scientist, Cellular Pathology                 | Salford Royal Hospital   |
| Peter Burkhart<br><a href="mailto:Peter.Burkhart@mbht.nhs.uk">Peter.Burkhart@mbht.nhs.uk</a>                    | Site Lead Biomedical Scientist, Microbiology                    | UHMBT  |
| Kathleen Simon<br><a href="mailto:Kathleen.Simon@elht.nhs.uk">Kathleen.Simon@elht.nhs.uk</a>                    | Quality and Training manager                                    | East Lancashire Hospitals NHS Trust                                |
| Stephen McDonald<br><a href="mailto:Stephen.mcdonald@mbht.nhs.uk">Stephen.mcdonald@mbht.nhs.uk</a>              | Advanced Biomedical Scientist Team Leader                       | University Hospitals of Morecambe Bay NHS Foundation Trust (UHMBT) |
| Paul Bates<br><a href="mailto:p.bates@lancaster.ac.uk">p.bates@lancaster.ac.uk</a>                              | Professor, Head of Division                                     | Lancaster University (BLS)   |
| Nikki Copeland<br><a href="mailto:n.copeland@lancaster.ac.uk">n.copeland@lancaster.ac.uk</a>                    | Lecturer, Biomedical Science Director of Studies                | Lancaster University (BLS)   |
| John Worthington<br><a href="mailto:j.j.worthington@lancaster.ac.uk">j.j.worthington@lancaster.ac.uk</a>        | Senior Lecturer, First year director of studies                 | Lancaster University (BLS)   |
| Robert Lauder<br><a href="mailto:r.lauder@lancaster.ac.uk">r.lauder@lancaster.ac.uk</a>                         | Senior Lecturer, Member of LU Apprenticeship working group      | Lancaster University (BLS)   |

Students may put their views and suggestions to this committee through either of the chairs of this committee or through their representative on the divisional staff-student committee.

## 2. Roles and Responsibilities

Students, placement supervisors and the hospital liaison officer should note the following expectations with respect to the placement, which form the basis for the Placement Learning Contract (Appendix 2) which should be completed and uploaded to the BIOL350 Moodle site within a month of starting placement.

### 2.1. Expectations of the student

The Student should:

- Understand the format and requirements of the placement before commencement
- Be aware of University and Hospital Health and Safety policies and procedures
- Actively participate in all aspects of their placement training
- Regularly review their progress with their placement supervisor
- Take responsibility for their own learning
- Make regular input into their Registration Training Portfolio
- Maintain professional behaviour and confidentiality at all times
- Discuss with the placement supervisor and hospital liaison officer any issues affecting progress
- Complete an evaluation form at the end of the placement (Appendix 3)

### 2.2. Expectations of the placement supervisor

The Placement Supervisor will:

- Organise an appropriate induction programme including Health and Safety in the workplace
- Make their expectations clear at all times
- Meet with the placement student on a regular basis and review progress
- Provide appropriate and regular feedback to facilitate the learning process
- Provide a safe and welcoming environment where the student can acquire the range of skills required by a Biomedical Scientist
- Provide advice and guidance on completion of the Registration Training Portfolio
- Identify any issues with student progression at the point at which they arise
- Liaise regularly with the Hospital Liaison Officer
- Complete an evaluation form at the end of the placement (Appendix 4)
- For international placement students with a Tier 4 visa, inform the University Hospital Liaison Officer of any unexplained or prolonged absences so that Lancaster University, as sponsors, can inform the Home Office. This would also apply were the student to withdraw, or be asked to leave the placement. <https://www.gov.uk/tier-4-general-visa>

### 2.3. Expectations of the Hospital Liaison Officer

The University Hospital Liaison Officer will:

- Arrange and oversee the placement allocation process
- Prepare students for their placement
- Meet placement students regularly to ensure satisfactory progress is being made
- Keep a summary of discussions held with placement student and supervisor during placement visits (Appendix 5)
- Ensure Health and Safety policies and practices are in place
- Provide educational support to compliment that of the Placement Supervisor
- Be available for a student's pastoral support whilst on placement
- Liaise with the IBMS and hospital labs following completion of degree to facilitate student registration with the HCPC
- Liaise regularly with the Placement Supervisors

Placement students should also be aware of expectations of placement providers, and their rights, roles and responsibilities as learners as set out in the NHS North West Placement Charter (Appendix 6). At some placement locations there are additional local arrangements in place which Lancaster students are expected to follow and sign up to.

### 3. BIOL350 Year 3 Placement Biomedical Science module

Whilst on placement you will be enrolled on to the BIOL350 module. Information/resources relevant to your placement year are posted/will be posted during the year on the BIOL350 Moodle page. **The BIOL350 module is not a credit-bearing module, but is assessed on a pass/fail basis.** Assessment for the module is 'light touch' and encourages reflection on your work experience and progress with portfolio, alongside establishing Lancaster placement students as a networked cohort across hospitals in the North West. There are two components to the assessment for BIOL350:

(1) Make brief, regular contributions to discussions hosted on the BIOL350 Moodle site (60%)

You will be required to contribute to a minimum of six discussions on topics related to Biomedical Science/registration training portfolio/laboratory work experience based topics. Contributions are expected to be brief (50-200 words) and regular (i.e. during the year, with at least one contribution in each three month period (Sept-Nov, Nov-Feb etc.) One of the discussion topics that you contribute to must be one that you **initiate** on Moodle – around **any** topic related to Biomedical Science, your laboratory work experience or registration portfolio.

(2) Conduct a Laboratory tour (40%)

Towards the end of your placement, take either the Hospital Liaison officer, or another BLS Academic staff member on a laboratory tour. The tour allows you to demonstrate fitness to practice through demonstrating knowledge and competence gained during the pathology lab placement, and serves as a 'mock' for the Tour of Laboratory conducted by the Portfolio Verifier.

Further information may be added to Moodle during the placement year. Please remain alert to emails relating to BIOL350 during your time on placement.

You will also be required to upload administrative documents relating to your placement year for example confirming health and safety induction, placement learning contract, end of placement comments etc.

### 4. Learning Outcomes

During your placement year you will undertake training in order to meet the standards of Professional Conduct, and Professional Skills and Standards as detailed in the IBMS Laboratory Training Logbook (fourth edition). These standards are mapped to the HCPC standards of proficiency for Biomedical Scientists, grouped into sections and modules and identified as either knowledge or competence standards. An overview of each of these sections and modules (taken from the IBMS Training Logbook) is provided below.

#### 4.1. SECTION 1 | PROFESSIONAL CONDUCT

##### Module 1: Personal Responsibility and Development

Completion of this module requires an understanding of contractual responsibilities and expected behaviour of a biomedical scientist. The HCPC standards of performance, conduct and ethics and the Institute of Biomedical Science "Code of Conduct" and "Guide to Good Professional Practice" are reference points, together with other organisational and national/international standards. As a registered biomedical scientist you must be able to recognise the responsibilities you have for your

own professional behaviour and its impact on others, the level of autonomy that comes with your responsibility for completing tasks and procedures, for using judgement within broad parameters and being able to reflect on this and other learning opportunities to inform self-development.

### **Module 2: Equality and Diversity**

Completion of this module requires you to recognise and respect the equality and diversity of people and their rights and responsibilities. Whilst it is recognised that individuals are not always in a position to change and influence structures directly, you are expected to be proactive against discrimination and act as a role model. You must be able to handle a number of competing tensions with an individual themselves or between a group of individuals.

### **Module 3: Professional Conduct**

Completion of this module requires you to demonstrate effective written and verbal communication with individuals in the work environment. You will be expected to apply a variety of communication methods and approaches, appropriate to others and the situation, in order to facilitate and promote constructive outcomes. You will be expected to be able to communicate effectively on difficult, complex and sensitive issues and demonstrate the ability to overcome barriers to communication.

### **Module 4: Patient Records and Data Handling**

To complete this module you must be able to demonstrate the knowledge and skills needed to follow correct procedures for recording, sharing, storing and accessing information in the laboratory with respect to your role as a biomedical scientist.

### **Module 5: Professional relationships**

To complete this module you must demonstrate that you can sustain a consistent approach to work relationships in the context of the role of a biomedical scientist in order to achieve the best results for service users. This is achieved by recognising and valuing the contributions of other team members and demonstrating the ability to work effectively with others and develop productive working relationships.

## **4.2. SECTION 2 | PROFESSIONAL PRACTICE**

### **Module 1: Professional knowledge**

To complete this module you must be able to demonstrate the knowledge that underpinning the skills to competently perform a range of core laboratory investigations, following standard operating procedures to the required quality standard. The use and integration of the knowledge of various key disciplines to further your understanding of the study, investigation, diagnosis and monitoring of human health and disease and the therapeutic strategies applicable to disease states is encouraged. This is the basis for statutory regulation as a Biomedical Scientist and you should be aware of the current laboratory methods available for the study, investigation, diagnosis and monitoring of human health and disease in clinical and research environments. This includes an appreciation of the development and evaluation of new and current methods and therapeutic intervention strategies

### **Module 2: Health and Safety**

To complete this module you must be able to take responsibility to ensure yourself and others work in accordance with national legislation and organisational policy for health and safety, and be able to contribute to the evaluation and improvement of procedures. It includes being able to guide others in the correct use of health and safety signage, personal protective equipment, the correct handling of specimens and hazardous chemicals and being able to deal with untoward incidents

### **Module 3: Quality**

To complete this module you must demonstrate you understand the importance of maintaining the quality of your own work against the organisational and professional standards that are used to measure it. You should be able to demonstrate your ability to monitor the quality of your work and know what to do if it deviates from performance standards.

### **Module 4: Performing Standard Investigations**

To complete this module you must be able to demonstrate the ability to apply your knowledge and skills to competently perform a range of core laboratory investigations following standard operating procedures to the required quality standard.

### **Module 5: Research and Development**

To complete this module you must demonstrate the ability to apply your knowledge and understanding of disease processes in the context of the study/investigation of those processes. This knowledge and understanding may then be applied from a professional, evidence-based approach to research into the pathogenesis and origins of disease processes and the diagnosis and monitoring of disease. While these are important attributes for a research scientist they are also the basis for statutory regulation as a Biomedical Scientist.

Further details of the knowledge and competence standards can be found in the IBMS Laboratory Training Logbook (please see BIOL350 Moodle site for reference copy).

Any student wishing to apply for the Certificate of Competence must demonstrate that they have achieved the outcomes, by completion and subsequent verification of the IBMS Laboratory Training Logbook, alongside completion of an IBMS accredited degree at Honours level.

It is expected that the registration portfolio will normally be completed within the duration of the placement, with verification usually scheduled either during the placement year or early in the final year of the degree.

## 5. Appendices (copies of all forms can be downloaded as individual documents from BIOL350 Moodle site)

### 5.1. Appendix 1 – Student Occupational Health and Safety Induction Checksheet

Please submit to the BIOL350 Moodle submission site when your induction period is complete

#### INDUCTION CHECKLIST

Name of student \_\_\_\_\_ Start date \_\_\_\_\_

Employer \_\_\_\_\_

The following items should be included in your induction into the organisation. Please check off the items below when they occur and inform your placement organiser of any items not covered within four weeks of the start of your placement. This list is not exhaustive and, after reading the Guidance Notes, you may wish to note other topics which you feel are important.

|  |      |
|--|------|
| OCCUPATIONAL HEALTH CHECK                                    | DATE |
| Occupational Health Assessment conducted                     |      |
| Follow up immunisations (1)                                  |      |
| Follow up immunisations (2)                                  |      |
| Follow up immunisations (3)                                  |      |
|  |      |
| HEALTH AND SAFETY ISSUES                                     | DATE |
| Emergency Procedures including appropriate telephone numbers |      |
| Safety policy received or location known                     |      |
| Location of First Aid box                                    |      |
| First Aid arrangements (including names of first aiders)     |      |
| Fire procedures and location of fire extinguishers           |      |
| Accident reporting   |      |
| Protective clothing arrangements (if appropriate)            |      |
| Instruction on equipment you will be using (if appropriate)  |      |
| Manual Handling  |      |
| Hand Hygiene   |      |
| Other issues:  |      |
|  |      |

|  |  |
|--|--|
|  |  |
|--|--|

## 5.2. Appendix 2 – Placement Learning Contract

Please submit to the BIOL350 Moodle Placement Learning Contract submission site within one week of your first visit by the LU placement officer

### Placement Learning Contract

Between

Placement Student \_\_\_\_\_

Signature \_\_\_\_\_

Director of Biomedical Science/Hospital Liaison Officer

Dr Fiona Benson

Signature



Hospital Lab Training Lead \_\_\_\_\_

Hospital Lab \_\_\_\_\_

Signature \_\_\_\_\_

A copy will be retained in the student's University file

### 5.3. Appendix 3 - Student placement evaluation form

Please upload to the BIOL350 Moodle site after finishing your placement

|                        |  |
|------------------------|--|
| Name:                  |  |
| Location of Placement: |  |
| Start Date:            |  |
| Discipline(s):         |  |
| Placement Supervisor:  |  |

1. Did you feel fully prepared before starting your placement?                      Yes                       No

*If no, can you provide details:*

2. Did your induction include a Health and Safety briefing?

Yes                       No

3. Do you feel you received adequate training in laboratory methods?

Yes, definitely                       Yes, partially                       No

*If no, can you provide details:*

4. Where appropriate, were you able to work independently?

Yes, definitely                       Yes, partially                       No

*If no, can you provide details:*

5. Did you have dedicated supervision time with your supervisor?

Yes, regularly                       Yes, but infrequently                       No

*If no, can you provide details:*

6. Do you feel you received enough feedback on your progress?

Yes, definitely                       Yes, partially                       No

*If no, can you provide details:*

7. Did the feedback you receive support your development?

Yes, definitely                       Yes, partially                       No

*If no, can you provide details:*

8. Did you feel your learning needs were fully met?

Yes, fully                       Yes, partially                       No

*If no, can you provide details:*

9. Did you feel adequately supported by the University?

Yes, fully                       Yes, partially                       No

*If no, can you provide details:*

10. Overall, was this learning / training experience:-

Excellent                       Good                       Satisfactory                       Unsatisfactory

Please provide any other specific comments below (continue on a separate sheet if necessary):

#### 5.4. Appendix 4 - Supervisor's Final Placement Assessment

Your placement supervisor will be asked to complete this form and return to the hospital liaison officer at the end of the placement

Student's Name: \_\_\_\_\_

Placement site: \_\_\_\_\_

Placement Supervisor: \_\_\_\_\_

Dates of Placement: \_\_\_\_\_

Days holiday (max. 28): \_\_\_\_\_

Days absence: \_\_\_\_\_

Please allocate a mark between 0 – 10 where 10 is excellent and 0 is unsatisfactory for each of the following categories. If you feel that the quality was not relevant to your placement please write "not applicable".

| Category                                | Assessment out of 10 | Comments |
|---|----------------------|----------|
| Understanding of work                   |                      |          |
| Practical ability / reliability of work |                      |          |
| Speed of work                           |                      |          |
| Power of communication                  |                      |          |
| Initiative                              |                      |          |
| Appropriate level of self-confidence    |                      |          |
| Co-operation with colleagues            |                      |          |
| Enthusiasm for and interest in work     |                      |          |
| Punctuality / time-keeping              |                      |          |

How likely would you be to consider appointing the placement student to a BMS position in your laboratory if one were available following graduation?

Definitely/Very Likely/Quite Likely/Not at all likely/Definitely not (please circle your answer)

### 5.5. Appendix 5 – Placement Visit Forms

**First Placement Visit by Hospital Liaison Officer** - Focus on Induction to placement and arrangements for rotation if finalised.

Student's Name: \_\_\_\_\_

Employer & Address: \_\_\_\_\_  
\_\_\_\_\_

Supervisor: \_\_\_\_\_

Visiting Tutor: \_\_\_\_\_

Address of Student: \_\_\_\_\_  
\_\_\_\_\_

Bursary Funding: \_\_\_\_\_

Student Finance: \_\_\_\_\_

Student's Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Problems/No problems

Supervisor's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Problems/No problems

Visiting Tutor's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Problems/No problems

Visit made by:

Date:

LANCASTER UNIVERSITY

Division of Biomedical and Life Sciences



**Second Placement Visit by Hospital Liaison Officer** - Focus on Progression with portfolio. This may take the form of a visit to placement location, a meeting in Lancaster or a telephone/Skype conversation.

Student's Name: \_\_\_\_\_

Student's Comments  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Problems/No problems

Supervisor's Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Problems/No problems

Visiting Tutor's Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Problems/No problems

Visit made by:  
LANCASTER UNIVERSITY

Date:

**Third Placement Visit by BLS Academic Staff - BIOL350 walkaround assessment**

Focus on Completion of portfolio, return to final year of study and arrangements for portfolio verification.

Student's Name: \_\_\_\_\_

Student's Comments  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Problems/No problems

Supervisor's Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Problems/No problems

Visiting Tutor's Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Problems/No problems

Visit made by:  
LANCASTER UNIVERSITY

Date:

### 5.6. Appendix 6 – North West Placement Charter

| Placement Pledges  | Rights, Roles and Responsibilities of learners   |
|--|--|
| Ensure all learners are welcomed, valued and provided with an inclusive, safe, stimulating and supportive learning experience.   | Prepare adequately for the placement, including contact with the placement in advance. Disclose any health or learning needs that may impact on the placement, or the achievement of learning  |
| Promote a healthy and ‘just’ workplace culture built on openness and accountability, encouraging all learners to raise any concerns they may have about poor practice or ‘risk’, including unacceptable behaviours and attitudes they observe at the earliest reasonable         | Raise any serious concerns about poor practice or ‘risk’, including unacceptable behaviours and attitudes observed at the earliest opportunity. Be clear who to report any concerns to in order to ensure that high quality, safe care to patients / service users and carers is delivered by all staff. |
| Provide all learners with a named and appropriately qualified / suitably prepared mentor / placement educator to supervise support and assess all learners during their placement experience.  | Actively engage as an independent learner, discuss learning outcomes with an identified named mentor / placement educator, and maximise all available learning opportunities.  |
| Provide role modelling and leadership in learning and working, including the demonstration of core NHS ‘values and behaviours’ of care and compassion, equality, respect and dignity, promoting and fostering those values in others.  | Observe effective leadership behaviour of healthcare workers, and learn the required NHS ‘values and behaviours’ of care and compassion, equality, respect and dignity, promoting and fostering those values in others.  |
| Facilitate a learner’s development, including respect for diversity of culture and values around collaborative planning, prioritisation and delivery of care, with the learner as an integral part of the multi-disciplinary team.   | Be proactive and willing to learn with, from and about other professions, other learners and with service users and carers in the placement. Demonstrate respect for diversity of culture and values, learning and working as part of the multi-disciplinary team.                                       |
| Facilitate breadth of experience and inter-professional learning in placements, structured with the patient, service user and carer at the centre of care delivery, e.g. patient care pathways and commissioning frameworks.   | Maximise the opportunity to experience the delivery of care in a variety of practice settings, and seek opportunities to learn with and from patients, service users and carers.   |
| Adopt a flexible approach, utilising generic models of learner support, information, guidance, feedback and assessment across the placement circuit in order to support the  | Ensure effective use of available support, information and guidance, reflect on all learning experiences, including feedback given, and be open and willing to change and develop on a   |
| Offer a learning infrastructure and resources to meet the needs of all learners, ensuring that all staff who supervise learners undertake their responsibilities with the due care and diligence expected by their respective professional and regulatory body and organisation. | Comply with placement policies, guidelines and procedures, and uphold the standards of conduct, performance and ethics expected by respective professional and regulatory bodies and organisations.  |
| Respond to feedback from all learners on the quality of the placement experience to make improvements for all learners.  | Evaluate the placement to inform realistic improvements, ensuring that informal and formal feedback is provided in an open and constructive manner.  |

'Learner' refers to all health, education and social care students, trainees, hosted learners.  
'Placement' relates to all learning environments / work based learning experiences.  
'Mentor' / 'placement educator' relates to all trainers / supervisors / coordinators appropriately

### 5.1. Appendix 7 – Useful sources of information

<https://www.ibms.org/> IBMS website

<https://www.ibms.org/go/members/join-ibms/estudent-memb> Information about IBMS eStudent membership

<http://www.hcpc-uk.org/publications/standards/index.asp?id=40> HCPC standards of proficiency for Biomedical Scientists

Moodle – BIOL350 module site

Documentation provided includes reference training manual, handbook, digital copies of forms included in handbook appendix. This Moodle site hosts the discussions that contribute to BIOL350 assessment and sites for submission of Health and Safety and Placement contract documents.

IBMS approved pathology training laboratories hosting student placements 2019-20

[University Hospitals of Morecambe Bay NHS Foundation Trust](#)

[Lancashire teaching hospitals NHS Trust](#)

[Blackpool Teaching Hospitals NHS Foundation Trust](#)

[East Lancashire Hospitals NHS Trust](#)

[Salford Royal NHS foundation Trust](#)

[Warrington and Halton Hospitals NHS Foundation Trust](#)

[Shrewsbury and Telford NHS Trust](#)

[Leeds Teaching Hospitals NHS Trust](#)

[Surrey and Sussex Healthcare](#)

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