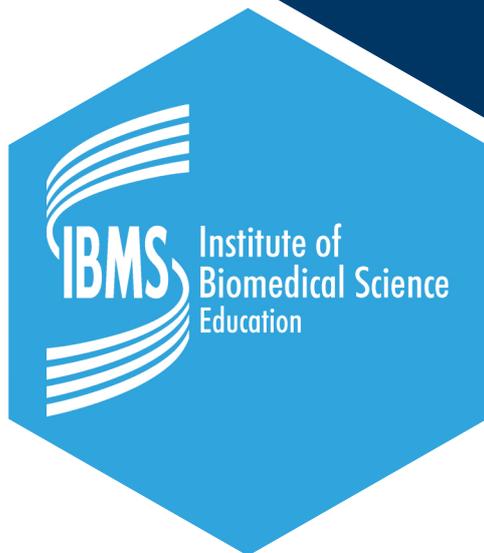


# RECORD OF LABORATORY TRAINING FOR THE IBMS REGISTRATION TRAINING PORTFOLIO



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### Trainee Record Details

<b>Registration Training Portfolio Case No:</b>	
<b>Surname:</b>	
<b>First Name:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>IBMS Membership Number:</b>	
<b>Title of Degree(s):</b>	
<b>Name and Address of Awarding Institution:</b>	
<b>Date of Award:</b>	<b>Student Number:</b>
<b>Name and Address of Training Laboratory:</b>	
<b>Period of Training From:</b>	<b>To:</b>
<b>Discipline(s) in which Training Received:</b>	
<b>Name of Training Officer(s)</b>	

## Training Contacts

Training Officer	Laboratory Manager
Name:	Name:
Telephone Number:	Telephone Number:
Email Address:	Email Address:
IBMS Membership Number:	IBMS Membership Number:
<b>University Liaison (if applicable)</b>	
Name:	IBMS Membership Number:
University:	
Telephone Number:	
Email Address:	
Health and Safety Lead	Quality Lead
Name:	Name:
Telephone Number:	Telephone Number:
Email Address:	Email Address:
IBMS Membership Number:	IBMS Membership Number:
<p><b>Reporting structure: use this space to briefly describe the reporting structure in the laboratory and how it relates to you. Who is your line manager? Do you interact with other staff groups within the laboratory? etc</b></p>	
<p><b>Raising concerns: use this space to demonstrate how and to whom you would raise a concern, for yourself or an aspect of the service, and who would support you in doing this</b></p>	



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# INTRODUCTION

## 1. Introduction to the Registration Training Portfolio for the IBMS Certificate of Competence

- 1.1. The Institute of Biomedical Science (the Institute) Registration Training Portfolio has been updated against the revised standards of proficiency for biomedical scientists that the Health and Care Professions Council (HCPC) published in December 2014.
- 1.2. Due to the overlapping nature of some standards of proficiency individual standards have been grouped into modules that relate to areas of practice under two sectional headings: Professional Conduct; Professional Skills and Standards.
- 1.3. Professional Conduct  
This is core to the principles of fitness to practise and is defined by standards that relate to professional roles and conduct. The relevant modules grouped under Professional Conduct are:
  - Module 1: Personal Responsibility and Development
  - Module 2: Equality and Diversity
  - Module 3: Communication
  - Module 4: Patient Records and Data Handling
  - Module 5: Professional Relationships
- 1.4. Professional Skills and Standards  
This is core to the principle of applicants being able to show they have the skills required to practise as biomedical scientists.
  - Module 1: Professional Knowledge
  - Module 2: Health and Safety
  - Module 3: Quality
  - Module 4: Performing Standard Investigations
  - Module 5: Research and Development
- 1.5. Each module begins with a brief statement of what is expected of a biomedical scientist for this area of practice.
- 1.6. This is followed by two sections in which the HCPC standard of proficiency relevant to this area of practice has been reproduced as either a knowledge (what a biomedical scientist must know) or competence (what a biomedical scientist must be able to do) statement. These sections must be signed and dated by the trainer or university tutor responsible for confirming that the HCPC standard of proficiency has been met.
- 1.7. An indicative list of the outcomes of professional education and training can be found in the '*Guidance for Candidates, Training Officers and External Verifiers*'. Please note this list is not exhaustive.
- 1.8. Examples of evidence of achievement and example oral examination questions are provided in the '*Guidance for Candidates, Training Officers and External Verifiers*' to reinforce the level of attainment that is expected.
- 1.9. The '*Guidance for Candidates, Training Officers and External Verifiers*' is an important document which should be reviewed thoroughly to ensure there is a full understanding of the training requirements for this portfolio.

## INTRODUCTION

### 2. Completion of the Laboratory Training Logbook

While this is a generic portfolio it is important to recognise that individuals are being trained and assessed and, with the award of a Certificate of Competence, they have eligibility to apply for registration as a biomedical scientist with the Health and Care Professions Council.

To this end the provision of a first-class pathology service depends upon being able (even if in a limited way at this level) to apply knowledge to the diagnosis of disease; therefore, regardless of the training laboratory discipline, successful candidates should be aware of the bigger picture and how our pathology service is pivotal to patient care.

Completion of this Training Logbook and acquiring evidence of competence must take place in an IBMS approved training laboratory and be supported by a structured training programme. Responsibilities lie with the candidate to ensure they only work within the limits of their practice and with the trainer to ensure that they are satisfied that the standard of proficiency has been met, as evidence by their signature.

KNOWLEDGE	ASSESSED BY	DATE
<b>Registered biomedical scientists must:</b>		
1 Know the limits of their practise and when to seek advice or refer to another professional (HCPC SoP 1.1)	This section is signed by the person confirming that the standard has been achieved	Date of sign off

### 3. Verification of the Laboratory Training Logbook and Registration Training Portfolio of Evidence

All verifications must comply with the Institute's requirements for external verification. Full details can be found here:

<https://www.ibms.org/resources/documents/ibms-registration-training-portfolio-guidance-candidates-and/>

# SECTION 1

## PROFESSIONAL CONDUCT

### CONTENTS

<b>Module 1</b>	<b>Personal Responsibility and Development</b>
<b>Module 2</b>	<b>Equality and Diversity</b>
<b>Module 3</b>	<b>Communication</b>
<b>Module 4</b>	<b>Patient Records and Data Handling</b>
<b>Module 5</b>	<b>Professional Relationship</b>

# SECTION 1 | PROFESSIONAL CONDUCT

## Module 1 | Personal Responsibility and Development

Completion of this module requires an understanding of the 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.

The next two sections must be completed by the person(s) responsible for confirming that the candidate has met each of the HCPC standards of proficiency.

It may be either the trainer or, if the portfolio is part of an integrated degree, the university tutor.

KNOWLEDGE	ASSESSED BY	DATE
<b>Registered biomedical scientists must:</b>		
1. Know the limits of their practice and when to seek advice or refer to another professional (HCPC SoP 1.1)		
2. Recognise the need to manage their own workload and resources effectively and be able to practise accordingly (HCPC SoP 1.2)		
3. Understand the need to act in the best interests of service users at all times (HCPC SoP 2.1)		
4. Understand what is required of them by the Health and Care Professions Council (HCPC SoP 2.2)		
5. Understand the need to respect and uphold the rights, dignity, values and autonomy of service users including their role in the diagnostic and therapeutic process and in maintaining health and wellbeing (HCPC SoP 2.3)		
6. Recognise that relationships with service users should be based on mutual respect and trust (HCPC SoP 2.4 – joint with ‘c’ below)		
7. Know about the current legislation applicable to the work of their profession (HCPC SoP 2.5)		
8. Be aware of the British, European and International Standards that govern and affect pathology laboratory practice (HCPC SoP 2.6)		
9. Understand the importance of obtaining informed consent (HCPC SoP 2.7 – joint with ‘d’ below)		
10. Understand the need to maintain high standards of personal and professional conduct (HCPC 3.1)		
11. Understand the importance of maintaining their own health (HCPC SoP 3.2)		
12. Understand both the need to keep skills and knowledge up to date and the importance of career-long learning (HCPC SoP 3.3)		
13. Recognise that they are personally responsible (HCPC SoP 4.4 – joint with ‘k’ below)		
14. Understand the importance of participation in training, supervision and mentoring (HCPC SoP 4.6)		
15. Understand the value of reflection on practice and the need to record the outcome of such reflection (HCPC SoP 11.1)		

COMPETENCE	ASSESSED BY	DATE
<b>Registered biomedical scientists must be able to:</b>		
a. Practice safely and effectively within their scope of practice (HCPC SoP 1)		
b. Practice within the legal and ethical boundaries of their profession (HCPC SoP 2)		
c. Maintain high standards of care even in situations of personal incompatibility (HCPC SoP 2.4 – joint with ‘6’ above)		
d. Obtain informed consent (HCPC SoP 2.7 – joint with ‘9’ above)		
e. Exercise a professional duty of care (HCPC SoP 2.8)		
f. Maintain fitness to practise (HCPC SoP 3)		
g. Practice as an autonomous professional, exercising their own professional judgement (HCPC SoP 4)		
h. Assess a professional situation, determine the nature and severity of the problem and call upon the required knowledge and experience to deal with the problem (HCPC SoP 4.1)		
i. Make reasoned decisions to initiate, continue, modify or cease treatment or the use of techniques or procedures and record the decisions and reasons appropriately (HCPC SoP 4.2)		
j. Initiate resolution of problems and be able to exercise personal initiative (HCPC SoP 4.3)		
k. Justify their decisions (HCPC SoP 4.4 – joint with ‘13’ above)		
l. Make and receive appropriate referrals (HCPC SoP 4.5)		
m. Reflect on and review practice (HCPC SoP 11)		
n. Change their practice as needed to take account of new developments or changing contexts (HCPC SoP 14.1)		

## Evidence of Achievement

For each module the candidate is required to produce three separate pieces of evidence in support of the knowledge and skills detailed.

<b>Title</b>	
<b>Evidence Type</b>	
<b>Justification</b>	

<b>Title</b>	
<b>Evidence Type</b>	
<b>Justification</b>	

<b>Title</b>	
<b>Evidence Type</b>	
<b>Justification</b>	

### Evidence of completion of this module verified and passed by:

External Verifier's Signature: \_\_\_\_\_

External Verifier's Name: \_\_\_\_\_

Date: \_\_\_\_\_

# SECTION 1 | PROFESSIONAL CONDUCT

## 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.

The next two sections must be completed by the person(s) responsible for confirming that the candidate has met each of the HCPC standards of proficiency.

KNOWLEDGE	ASSESSED BY	DATE
<b>Registered biomedical scientists must:</b>		
1. Be aware of the impact of culture, equality and diversity on practice (HCPC SoP 5)		
2. Understand the requirements to adapt practice to meet the needs of different groups and individuals (HCPC SoP 5.1)		

COMPETENCE	ASSESSED BY	DATE
<b>Registered biomedical scientists must be able to:</b>		
a. Practice in a non-discriminatory manner (HCPC SoP 6)		

## Evidence of Achievement

For each module the candidate is required to produce three separate pieces of evidence in support of the knowledge and skills detailed.

<b>Title</b>	
<b>Evidence Type</b>	
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### Evidence of completion of this module verified and passed by:

External Verifier's Signature:

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External Verifier's Name:

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Date:

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# SECTION 1 | PROFESSIONAL CONDUCT

## Module 3 | Communication

To complete this module you must be able to demonstrate effective written and verbal communication with individuals in the work environment. You will be expected to apply various 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.

The next two sections must be completed by the person(s) responsible for confirming that the candidate has met each of the HCPC standards of proficiency.

REFERENCE

KNOWLEDGE	ASSESSED BY	DATE
<b>Registered biomedical scientists must:</b>		
1. Understand how communication skills affect assessment of, and engagement with, service users and how the means of communication should be modified to address and take account of factors such as age, capacity, learning ability and physical ability (HCPC SoP 8.3)		
2. Be aware of the characteristics and consequences of verbal and non-verbal communication and how this can be affected by factors such as age, culture, ethnicity, gender, socio-economic status and spiritual or religious beliefs (HCPC SoP 8.6)		
3. Understand the need to provide service users or people acting on their behalf with the information necessary to enable them to make informed decisions (HCPC SoP 8.7)		
4. Understand the need to assist the communication needs of the service users such as through the use of an appropriate interpreter, whenever possible (HCPC SoP 8.8)		
5. Recognise the need to use interpersonal skills to encourage the active participation of service users (HCPC SoP 8.9)		

COMPETENCE	ASSESSED BY	DATE
<b>Registered biomedical scientists must be able to:</b>		
a. Communicate effectively (HCPC SoP 8)		
b. Communicate in English to the standard equivalent to level 7 of the International English Language Testing System, with no element below 6.5 (HCPC SoP 8.1)		
c. Demonstrate effective and appropriate verbal and non-verbal skills in communicating information, advice, instruction and professional opinion to service users, colleagues and others (HCPC SoP 8.2)		
d. Communicate the outcomes of biomedical procedures (HCPC SoP 8.4)		
e. Select, move between and use appropriate forms of verbal and non-verbal communication with service users and others (HCPC SoP 8.5)		
f. Use information and communication technologies appropriate to their practice (HCPC SoP 14.34)		

## Evidence of Achievement

For each module the candidate is required to produce three separate pieces of evidence in support of the knowledge and skills detailed.

<b>Title</b>	
<b>Evidence Type</b>	
<b>Justification</b>	

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External Verifier's Signature: \_\_\_\_\_

External Verifier's Name: \_\_\_\_\_

Date: \_\_\_\_\_

# SECTION 1 | PROFESSIONAL CONDUCT

## 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.

The next two sections must be completed by the person(s) responsible for confirming that the candidate has met each of the HCPC standards of proficiency.

REFERENCE

KNOWLEDGE	ASSESSED BY	DATE
<b>Registered biomedical scientists must:</b>		
1. Understand the importance of maintaining confidentiality (HCPC SoP 7 – joint with ‘a’ below)		
2. Be aware of the limits of the concept of confidentiality (HCPC SoP 7.1)		
3. Understand the principles of information governance and be aware of the safe and effective use of health and social care information (HCPC SoP 7.2)		
4. Recognise and respond appropriately to situations where it is necessary to share information to safeguard service users or the wider public (HCPC SoP 7.3)		
5. Recognise the need to manage records and all other information in accordance with applicable legislation, protocols and guidelines (HCPC SoP 10.2)		
6. Understand the risks and possible serious consequences of errors and omissions in both requests for, and results of, laboratory investigations (HCPC SoP 10.3 – joint with ‘d’ below)		
7. Understand the need to adhere to protocols of specimen identification, including barcoding and electronic tag systems (HCPC SoP 10.5)		
8. Understand the importance of backup storage of electronic data (HCPC SoP 10.6)		

COMPETENCE	ASSESSED BY	DATE
<b>Registered biomedical scientists must be able to:</b>		
a. Maintain confidentiality (HCPC SoP 7 – joint with ‘1’ above)		
b. Maintain records appropriately (HCPC SoP 10)		
c. Keep accurate, comprehensive and comprehensible records in accordance with applicable legislation, protocols and guidelines (HCPC SoP 10.1)		
d. Recognise and communicate the risks and possible serious consequences of errors and omissions in both requests for, and results of, laboratory investigations (HCPC SoP 10.3 – joint with 3 above)		
e. Use systems for the accurate and correct identification of patients and laboratory specimens (HCPC SoP 10.4)		

## Evidence of Achievement

For each module the candidate is required to produce three separate pieces of evidence in support of the knowledge and skills detailed.

<b>Title</b>	
<b>Evidence Type</b>	
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### Evidence of completion of this module verified and passed by:

External Verifier's Signature: \_\_\_\_\_

External Verifier's Name: \_\_\_\_\_

Date: \_\_\_\_\_

# SECTION 1 | PROFESSIONAL CONDUCT

## 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.

The next two sections must be completed by the person(s) responsible for confirming that the candidate has met each of the HCPC standards of proficiency.

As one of the three pieces of evidence for this section, 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)

KNOWLEDGE	ASSESSED BY	DATE
<b>Registered biomedical scientists must:</b>		
1. Understand the need to build and sustain professional relationships as both an independent practitioner and collaboratively as a team member (HCPC SoP 9.2)		
2. Understand the need to engage service users and carers in planning and evaluating diagnostics, treatments, and interventions to meet their needs and goals (HCPC SoP 9.3)		
3. Be aware of the impact of pathology services on the patient care pathway (HCPC SoP 9.5)		
4. Recognise the role of other professions in health and social care (HCPC SoP 13.3)		
5. Understand the structure and function of health and social care services in the UK (HCPC SoP 13.4)		
6. Understand the concept of leadership and its application to practice (HCPC SoP 13.5)		

COMPETENCE	ASSESSED BY	DATE
<b>Registered biomedical scientists must be able to:</b>		
a. Work appropriately with others (HCPC SoP 9)		
b. Work, where appropriate, in partnership with service users, other professionals, support staff and others (HCPC SoP 9.1)		
c. Contribute effectively to work undertaken as part of a multi-disciplinary team (HCPC SoP 9.4)		
d. Gather information, including qualitative and quantitative data, that helps to evaluate the responses of service users to their care (HCPC SoP 12.2)		

## Evidence of Achievement

For each module the candidate is required to produce three separate pieces of evidence in support of the knowledge and skills detailed. **IMPORTANT:** As one of the three pieces of evidence for this section, 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)

<b>Title</b>	
<b>Evidence Type</b>	
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External Verifier's Name: \_\_\_\_\_

Date: \_\_\_\_\_

# SECTION 2

## PROFESSIONAL PRACTICE

### CONTENTS

<b>Module 1</b>	<b>Professional Knowledge</b>
<b>Module 2</b>	<b>Health and Safety</b>
<b>Module 3</b>	<b>Quality</b>
<b>Module 4</b>	<b>Performing Standard Investigations</b>
<b>Module 5</b>	<b>Research and Development</b>

## SECTION 2 | PROFESSIONAL PRACTICE

### Module 1 | Professional Knowledge

To complete this module you must be able to demonstrate the knowledge that underpins the skills needed to 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 an 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 regulations 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 the therapeutic intervention strategies.

The next two sections must be completed by the person(s) responsible for confirming that the candidate has met each of the HCPC standards of proficiency.

KNOWLEDGE	ASSESSED BY	DATE
<b>Registered biomedical scientists must:</b>		
1. Understand the key concepts of the knowledge base relevant to their profession (HCPC SoP 13)		
2. Understand the structure and function of the human body, together with knowledge of health, disease, disorder and dysfunction relevant to their profession (HCPC SoP 13.1)		
3. Be aware of the principles and application of scientific enquiry, including the evaluation of treatment efficacy and research process (HCPC SoP 13.2)		
4. Understand the theoretical basis of, and the variety of approaches to, assessment and intervention (HCPC SoP 13.6)		
5. Demonstrate knowledge of underpinning scientific principles of investigations provided by clinical laboratory services (HCPC SoP 13.7)		
6. Understand the role of the following specialisms in the diagnosis, treatment and management of disease: cellular science, blood science, infection science, molecular and genetic science and reproductive science (HCPC SoP 13.8)		

COMPETENCE	ASSESSED BY	DATE
<b>Registered biomedical scientists must be able to:</b>		
a. Draw upon appropriate knowledge and skills in inform practice (HCPC SoP 14)		
b. Demonstrate operational management of laboratory equipment to check that equipment is functioning within its specifications and respond appropriately to abnormalities (HCPC SoP 14.14)		
c. Formulate specific and appropriate management plans including the setting of timescales (HCPC SoP 14.17)		
d. Gather appropriate information (HCPC SoP 14.18)		
e. Select suitable specimens and procedures relevant to patients' clinical needs, including collection and preparation of specimens as and when appropriate (HCPC SoP 14.19)		
f. Select and use appropriate assessment techniques (HCPC SoP 14.20)		
g. Undertake and record a thorough, sensitive and detailed assessment, using appropriate techniques and equipment (HCPC SoP 14.21)		
h. Undertake or arrange investigations as appropriate (HCPC SoP 14.23)		
i. Analyse and critically evaluate the information collected (HCPC SoP 14.24)		
j. Investigate and monitor disease processes and normal states (HCPC SoP 14.25)		
k. Understand the principles of good laboratory practice (HCPC SoP 15.6)		

## Evidence of Achievement

For each module the candidate is required to produce three separate pieces of evidence in support of the knowledge and skills detailed.

<b>Title</b>	
<b>Evidence Type</b>	
<b>Justification</b>	

<b>Title</b>	
<b>Evidence Type</b>	
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### Evidence of completion of this module verified and passed by:

External Verifier's Signature: \_\_\_\_\_

External Verifier's Name: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION 2 | PROFESSIONAL PRACTICE

### Module 2 | Health and Safety

To complete this module you must be able to take responsibility to ensure that 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 incidents.

The next two sections must be completed by the person(s) responsible for confirming that the candidate has met each of the HCPC standards of proficiency.

KNOWLEDGE	ASSESSED BY	DATE
<b>Registered biomedical scientists must:</b>		
1. Understand the need to establish and maintain a safe practice environment (HCPC SoP 15)		
2. Understand the need to maintain the safety of both service users and those involved in their care (HCPC SoP 15.1)		
3. Be aware of applicable health and safety legislation, and any relevant safety policies and procedures in force at the workplace, such as incident reporting (HCPC SoP 15.2 – joint with 'a' below)		
4. Understand the biological hazard groups and associated containment levels (HCPC SoP 13.11)		

COMPETENCE	ASSESSED BY	DATE
<b>Registered biomedical scientists must be able to:</b>		
a. Act in accordance with applicable health and safety legislation, and any relevant safety policies and procedures in force at the workplace, such as incident reporting (HCPC SoP 15.2 – joint with '3' above)		
b. Work safely, including being able to select appropriate hazard control and risk management, reduction or elimination techniques in a safe manner and in accordance with health and safety legislation (HCPC SoP 15.3)		
c. Select appropriate protective equipment and use it correctly (HCPC SoP 15.4)		
d. Establish safe environments for practice, which minimise risks to service users, those treating them and others, including the use of hazard control and particularly infection control (HCPC SoP 15.5)		

## Evidence of Achievement

For each module the candidate is required to produce three separate pieces of evidence in support of the knowledge and skills detailed.

<b>Title</b>	
<b>Evidence Type</b>	
<b>Justification</b>	

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<b>Title</b>	
<b>Evidence Type</b>	
<b>Justification</b>	

### Evidence of completion of this module verified and passed by:

External Verifier's Signature: \_\_\_\_\_

External Verifier's Name: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION 2 | PROFESSIONAL PRACTICE

### Module 3 | Quality

To complete this module you must demonstrate that 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.

The next two sections must be completed by the person(s) responsible for confirming that the candidate has met each of the HCPC standards of proficiency.

KNOWLEDGE	ASSESSED BY	DATE
<b>Registered biomedical scientists must:</b>		
1. Recognise the value of case conferences and other methods of review (HCPC SoP 11.2)		
2. Be aware of the role of audit and review in quality management, including quality control, quality assurance and the use of appropriate outcome measures (HCPC SoP 12.3)		
3. Be aware of quality assurance programmes, where appropriate (HCPC SoP 12.5 – joint with 'd' below)		
4. Recognise the need to monitor and evaluate the quality of practice and the value of contributing to the generation of data for quality assurance and improvement programmes (HCPC SoP 12.7)		
5. Understand the implications of non-analytical errors (HCPC SoP 14.15)		
6. Know the extent of the role and responsibility of the laboratory with respect to the quality management of hospital, primary care and community based laboratory services for near-patient testing and non-invasive techniques (HCPC SoP 14.16)		

COMPETENCE	ASSESSED BY	DATE
<b>Registered biomedical scientists must be able to:</b>		
a. Assure the quality of their practice (HCPC SoP 12)		
b. Engage in evidence-based practice, evaluate practice systematically and participate in audit procedures (HCPC SoP 12.1)		
c. Maintain an effective audit trail and work towards continual improvement (HCPC SoP 12.4)		
d. Participate in quality assurance programmes, where appropriate (HCPC SoP 12.5 – joint with '3' above)		
e. Evaluate intervention plans using recognised outcome measures and revise the plans as necessary in conjunction with the service user (HCPC SoP 12.6)		
f. Select and apply quality and process measures (HCPC SoP 12.8)		
g. Identify and respond appropriately to abnormal outcomes from quality indicators (HCPC SoP 12.9)		

## Evidence of Achievement

For each module the candidate is required to produce three separate pieces of evidence in support of the knowledge and skills detailed.

<b>Title</b>	
<b>Evidence Type</b>	
<b>Justification</b>	

<b>Title</b>	
<b>Evidence Type</b>	
<b>Justification</b>	

<b>Title</b>	
<b>Evidence Type</b>	
<b>Justification</b>	

### Evidence of completion of this module verified and passed by:

External Verifier's Signature: \_\_\_\_\_

External Verifier's Name: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION 2 | PROFESSIONAL PRACTICE

### 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.

These core investigations should be applicable to the scope of practice of a newly registered biomedical scientist in one or more disciplines.

The next two sections must be completed by the person(s) responsible for confirming that the candidate has met each of the HCPC standards for proficiency.

KNOWLEDGE	ASSESSED BY	DATE
<b>Registered biomedical scientists must:</b>		
1. Understand the techniques and associated instrumentation used in the practice of biomedical science (HCPC SoP 13.10)		
2. Be aware of the need to assess and evaluate new procedures prior to routine use (HCPC 14.22)		

COMPETENCE	ASSESSED BY	DATE
<b>Registered biomedical scientists must be able to:</b>		
a. Evaluate analyses using qualitative and quantitative methods to aid the diagnosis, screening and monitoring of health and disorders (HCPC SoP 13.9)		
b. Conduct appropriate diagnostic or monitoring procedures, treatment, therapy or other actions safely and effectively (HCPC SoP 14.2)		
c. Perform and supervise procedures in clinical laboratory investigations to reproducible standards (HCPC 14.3)		
d. Operate and utilise specialist equipment according to their discipline (HCPC SoP 14.4)		
e. Validate scientific and technical data and observations according to pre-determined quality standards (HCPC SoP 14.5)		
f. Demonstrate proficiency in liquid handling methodologies, including preparation of standard solutions and buffers (HCPC SoP 14.6)		
g. Demonstrate proficiency in practical skills in cellular science, blood science, infection science, molecular and genetic science and reproductive science, where appropriate to the discipline (HCPC SoP 14.7)		
h. Demonstrate practical skills in the processing and analysis of specimens including specimen identification, the effect of storage on specimens and the safe retrieval of specimens (HCPC SoP 14.8)		
i. Demonstrate practical skills in the investigation of disease processes (HCPC SoP 14.9)		
j. Work in conformance with standard operating procedures and conditions (HCPC SoP 14.10)		
k. Work with accuracy and precision (HCPC SoP 14.11)		
l. Prepare reagents accurately and consistently (HCPC SoP 14.12)		
m. Perform calibration and quality control checks (HCPC SoP 14.13)		
n. Use standard operating procedures for analyses including point of care <i>in vitro</i> diagnostic devices (HCPC SoP 14.26)		

## Evidence of Achievement

For each module the candidate is required to produce three separate pieces of evidence in support of the knowledge and skills detailed.

<b>Title</b>	
<b>Evidence Type</b>	
<b>Justification</b>	

<b>Title</b>	
<b>Evidence Type</b>	
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<b>Title</b>	
<b>Evidence Type</b>	
<b>Justification</b>	

### Evidence of completion of this module verified and passed by:

External Verifier's Signature:

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External Verifier's Name:

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Date:

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## SECTION 2 | PROFESSIONAL PRACTICE

### 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 using 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.

The next two sections must be completed by the person(s) responsible for confirming that the candidate has met each of the HCPC standards of proficiency.

KNOWLEDGE	ASSESSED BY	DATE
<b>Registered biomedical scientists must:</b>		
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
<b>Registered biomedical scientists must be able to:</b>		
a. Use statistical packages and present data in an appropriate format (HCPC SoP 14.27)		
b. Demonstrate a logical and systemic 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)		

## Evidence of Achievement

For each module the candidate is required to produce three separate pieces of evidence in support of the knowledge and skills detailed.

<b>Title</b>	
<b>Evidence Type</b>	
<b>Justification</b>	

<b>Title</b>	
<b>Evidence Type</b>	
<b>Justification</b>	

<b>Title</b>	
<b>Evidence Type</b>	
<b>Justification</b>	

### Evidence of completion of this module verified and passed by:

External Verifier's Signature: \_\_\_\_\_

External Verifier's Name: \_\_\_\_\_

Date: \_\_\_\_\_

## DECLARATIONS

### Applicant Declaration

I confirm that the evidence provided is my own work. It demonstrates my professional competence, and that I meet the HCPC standards of proficiency for biomedical scientists.

Signature:

Date:

### Training Manager/Coordinator Declaration

Surname:	Title:
Forename:	
HCPC No:	IBMS No (if applicable):
Email Address:	
Telephone Number:	
Work Address:	
	Postcode:

I declare that I have read and understood the HCPC standards of proficiency for biomedical scientists and can confirm that the named applicant is working at this level and fulfils these standards.

Signature:

Date:

## ADDITIONAL RESOURCES

### Additional resources and reference documents available on the Institute of Biomedical Science website ([www.ibms.org](http://www.ibms.org))

**1. Good Professional Practice for Biomedical Scientists**

*Benchmark* guidance summarises current regulations and guidance relating to laboratory medicine, provides information on generic requirements set by regulation and clarifies how these relate to biomedical science.

**2. Code of Conduct**

The Code of Conduct consists of principles that Institute members are expected to observe in the interests of patient care and in order to promote confidence in the profession of biomedical science.

**3. Clinical Laboratory Standards for IBMS Qualifications**

<https://www.ibms.org/resources/documents/ibms-laboratory-training-standards/>

The IBMS approves laboratories for training of its portfolio-based qualifications. These standards look at laboratory training and standards of good practice.

**4. CPD Scheme**

The IBMS CPD scheme encourages members to maintain, improve and extend their knowledge, skills and practice for the purpose of maintaining Continuing Professional Development (CPD)

**5. Equal Opportunities and Diversity Monitoring Policy**

**6. Complaints Handling Process**



### **About this Document**

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