



Core Training in Clinical Embryology

LOG BOOK

Approved by
The European Society of Human Reproduction and Embryology (ESHRE)

TO BE COMPLETED AFTER EACH YEAR OF TRAINING AND SENT WITH WITHIN THREE MONTHS THEREAFTER TO THE ASSESSMENT COMMITTEE (CERTIFICATION BOARD)

Surname (in capitals), first name of trainee :

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Dates of beginning and end of year of training:

...../...../..... (day/mo/yr) -/...../..... (day/mo/yr).

Name and address of department:

Year :

.....

Year :

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Optional year :

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TARGETS FOR THE FIRST YEAR OF TRAINING

description by trainer and tutor of what is expected in terms of knowledge, technical skills and fulfilment of tasks at the end of this year of training.

To be completed at the beginning of the year of training.

Year: 20..... - 20.....

KNOWLEDGE :

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TECHNICAL SKILLS :

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TASKS :

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NAME OF THE TUTOR : _____ **DATE :** _____

SIGNATURES : TUTOR : _____ **TRAINEE :** _____

TARGETS FOR THE SECOND YEAR OF TRAINING

description by trainer and tutor of what is expected in terms of knowledge, technical skills and fulfilment of tasks at the end of this year of training.

To be completed at the beginning of the year of training.

Year: 20..... - 20.....

KNOWLEDGE :

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TECHNICAL SKILLS :

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TASKS :

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NAME OF THE TUTOR : _____ **DATE :** _____

SIGNATURES : TUTOR : _____ **TRAINEE :** _____

TARGETS FOR THE THIRD YEAR OF TRAINING

description by trainer and tutor of what is expected in terms of knowledge, technical skills and fulfilment of tasks at the end of this year of training.

To be completed at the beginning of the year of training.

Year: 20..... - 20.....

KNOWLEDGE :

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TECHNICAL SKILLS :

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TASKS :

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NAME OF THE TUTOR : _____ **DATE :** _____

SIGNATURES : TUTOR : _____ **TRAINEE :** _____

EVALUATION OF LABORATORY AND TECHNICAL SKILLS

Every target defined in the ESHRE recommendation on training and assessment has an expected competence level that must be achieved. The level of competence ranges from observation (level 1) to independent practice (level 4 or 5).

Many of the targets do not require an assessment of every competence level and shaded boxes indicate these. Trainees can choose whether or not to tick the shaded boxes as they progress.

Certain targets do not require the trainee to be level 5 (Independent). These are identified by a black box. The open targets require your tutor or trainer to check your competence and sign you off. When you feel ready for this it is your responsibility to organise with your tutor, for these targets to be observed. When an entire module is completed (excluding black boxes) request the educational supervisor to sign the completed module.

SCORING SYSTEM:

- 1 : Passive attendance, assistance
- 2 : Needs close supervision
- 3 : Able to carry out procedure under some supervision
- 4 : Able to carry out procedure without supervision
- 5 : Able to supervise and teach the procedure

The general aim is to get at least mark 4.

I. BASIC PRINCIPLES IN ART LABORATORY

Target	Expected competence level					Supervisor sign when competence level achieved	
	Trainee ticks when achieved					Name / Sign	Date
	1	2	3	4	5		
Maintaining lab hygiene standards							
Maintaining lab safety standards							
Troubleshooting in basic principles							

Trainee signature to confirm completion of the module:

Name and signature of the tutor:

Clinic:

Date:

II. LABORATORY EQUIPMENT AND OPERATION

Target	Expected competence level					Trainer sign when competence level achieved	
	Trainee ticks when achieved					Name / Sign	Date
	1	2	3	4	5		
Equipment validation, calibration, maintenance, cleaning (e.g. incubators, workstations, microscopes, micromanipulators, centrifuges, heating plates, refrigerators, cryobank, measuring devices)							
Controlling of key physico-chemical variables							
Preparing and handling lab consumables & reagents							
Preparing lab documentation							
Preparing lab for start-up							
Preparing and handling culture media							
Ensuring optimal collection of biological specimens (fluids, tissues, gametes, embryos)							
Troubleshooting in lab set-up, equipment & operation							

Trainee signature to confirm completion of the module:

Name and signature of the tutor:

Clinic:

Date:

III. SEMEN ANALYSIS

Target	Expected competence level Trainee ticks when achieved					Trainer sign when competence level achieved	
	1	2	3	4	5	Name / Sign	Date
Macroscopic semen examination							
Motility							
Vitality							
Concentration							
Staining methods and cytological examination (sperm morphology, leukocytes)							
QC management of semen analysis							
Troubleshooting in semen analysis							

Trainee signature to confirm completion of the module:	
Name and signature of the tutor:	Date:
Clinic:	

IV. SPERM PROCESSING FOR ART

Target	Expected competence level					Trainer sign when competence level achieved	
	Trainee ticks when achieved					Name / Sign	Date
	1	2	3	4	5		
Selection of preparation method according to semen quality							
Preparation of ejaculated sperm for IUI and ART							
Preparation of frozen / thawed sperm							
Preparation of viral-positive semen							
Preparation of retrograde ejaculation sample							
Preparation of epididymal / testicular sperm for ART							
Identification and isolation of testicular sperm for ICSI							
Troubleshooting in sperm processing							

Trainee signature to confirm completion of the module:

Name and signature of the tutor:

Clinic:

Date:

V. OOCYTES PROCESSING FOR ART

Target	Expected competence level					Trainer sign when competence level achieved	
	Trainee ticks when achieved					Name / Sign	Date
	1	2	3	4	5		
COC pick-up							
Removing blood clots from COCs							
Distinguishing between endometrial cysts							
COC / oocyte maturity and morphology evaluation							
Troubleshooting in oocyte processing							

Trainee signature to confirm completion of the module:	
Name and signature of the tutor:	Date:
Clinic:	

VI. OOCYTES INSEMINATION

Target	Expected competence level					Trainer sign when competence level achieved	
	Trainee ticks when achieved					Name / Sign	Date
	1	2	3	4	5		
Reasoning about which insemination method is appropriate according to sperm quality and patient history							
Calculation of insemination volume for conventional IVF							
Conventional IVF							
Troubleshooting in conventional insemination							

Trainee signature to confirm completion of the module:	
Name and signature of the tutor:	Date:
Clinic:	

VII. ICSI

Target	Expected competence level Trainee ticks when achieved					Trainer sign when competence level achieved	
	1	2	3	4	5	Name / Sign	Date
ICSI with ejaculated sperm							
ICSI with epididymal or testicular sperm							
ICSI in globozoospermia and artificial oocyte activation							
Troubleshooting in micromanipulation							

Trainee signature to confirm completion of the module:	
Name and signature of the tutor:	Date:
Clinic:	

VIII. EMBRYO CULTURE, EVALUATION OF FERTILIZATION AND EMBRYO DEVELOPMENT

Target	Expected competence level					Trainer sign when competence level achieved	
	Trainee ticks when achieved					Name / Sign	Date
	1	2	3	4	5		
Culture media and dish preparation							
Evaluation of fertilization							
Informing patients of failed fertilisation							
Evaluation of embryo quality (morphology, morphokinetics)							
Evaluation of blastocyst quality (morphology, morphokinetics)							
Ranking embryos according to quality							
Distinguishing non-viable embryos							
Troubleshooting in embryo culture							

Trainee signature to confirm completion of the module:

Name and signature of the tutor:

Clinic:

Date:

IX. EMBRYO TRANSFER

Target	Expected competence level					Trainer sign when competence level achieved	
	Trainee ticks when achieved					Name / Sign	Date
	1	2	3	4	5		
Selecting the best quality embryo(s) for ET							
Reasoning about the number of embryos to transfer according to embryo quality and patient history (or in accordance with the ESHRE eSET guideline – due to be published 2021/22)							
Reasoning catheter selection, when to use a stylet							
Embryo transfer							
Troubleshooting embryo transfer							

Trainee signature to confirm completion of the module:

Name and signature of the tutor:

Clinic:

Date:

X. CRYOPRESERVATION

Target	Expected competence level					Trainer sign when competence level achieved	
	Trainee ticks when achieved					Name / Sign	Date
	1	2	3	4	5		
Understanding the risks and safety procedures needed when working with LN2							
Handling LN2 tanks							
Handling LN2 vapour storage							
Sperm cryopreservation							
Testicular sperm cryopreservation / thawing - optional							
Oocyte cryopreservation – vitrification / warming							
Selecting embryos for cryopreservation							
Embryo / blastocyst cryopreservation – vitrification / warming (open and closed devices)							
Storage of viral-positive material							
Preparing the material for shipment and receipt of the material in the bank							
Troubleshooting in cryopreservation							

Trainee signature to confirm completion of the module:

Name and signature of the tutor:

Clinic:

Date:

NUMBER OF PROCEDURES PERFORMED DURING THE TRAINING

PROCEDURES	YEAR 1	YEAR 2	YEAR 3	TOTAL
Basic semen analysis (<i>min 50 per year</i>)				
Extended semen analysis (DNA fragmentation, HBA, etc.)				
Ejaculated sperm preparation (<i>min 50 per year</i>)				
Preparation of frozen / thawed sperm (<i>min 10 per year</i>)				
Preparation of viral-positive semen				
Preparation of retrograde ejaculation sample				
Preparation of totally immotile sperm (including viability testing, e.g. HOS)				
Preparation of epididymal / testicular sperm for ART				
Conventional IVF (<i>min 20 per year</i>)				
ICSI with ejaculated sperm (<i>min 50 per year</i>)				
ICSI with testicular / epididymal sperm (<i>min 5 per year</i>)				
ICSI with artificial oocyte activation				
Cycles with evaluated oocyte fertilization (<i>min 50 per year</i>)				
Cycles with evaluated embryo morphology (<i>min 50 per year</i>)				
Embryo transfer (<i>min 50 per year</i>)				
Sperm cryopreservation (<i>min 10 per year</i>)				
Sperm thawing				
Testicular sperm cryopreservation - optional				
Testicular sperm thawing - optional				
Oocyte vitrification				
Embryo cryopreservation – vitrification (<i>min 20 per year</i>)				
Oocyte, embryo thawing / warming (<i>min 20 per year</i>)				

ASSESSMENT OF KNOWLEDGE, ATTITUDES AND FULFILMENT OF TASKS

Scoring system :

- A = Excellent
- B = Sufficient
- C = Weak
- D = Unacceptable
- E = Not applicable

Assessment of fulfillment of the targets defined on pages 3 – 9

YEAR	1	2	3
INTEGRATED KNOWLEDGE			
REACHING OF APPROPRIATE DECISIONS; COLLECTION AND INTERPRETATION OF DATA			
MOTIVATION, SENSE OF DUTY, DISCIPLINE, PUNCTUALITY			
GOVERNANCE			
TECHNICAL SKILLS			
ORGANISATORY SKILLS			
ADMINISTRATIVE TASKS (MEDICAL FILES, CORRESPONDENCE, ETC.)			
ETHICS			
COMMUNICATION WITH PATIENTS			
COMMUNICATION WITH MEDICAL AND OTHER STAFF			
ATTENDANCE AND ACTIVE PARTICIPATION IN STAFF MEETINGS			
SCIENTIFIC INTEREST			
SCIENTIFIC ACTIVITY			

Date :/...../..... (day/ mo / yr)

Signature of Trainee:	Signature and name of Tutor :
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CUMULATIVE LIST OF SCIENTIFIC MEETINGS
AND COURSES ATTENDED BY THE TRAINEE

(entire duration of training; to be up-dated yearly)*

example: Joint ESHRE Annual Meeting, Paris, France, 27th – 30th June 2021.

The number is not limited

1.

2.

3.

4.

5.

* Certificate of attendance has to be provided

CUMULATIVE LIST OF ABSTRACTS PRESENTED
AT SCIENTIFIC MEETINGS

(entire duration of training; to be up-dated yearly)
(A MINIMUM OF 1 AS 1ST AUTHOR IS REQUIRED)*

EXAMPLE : R. LEGAS : "Severe auto-immune dermatologic complications during pregnancy." Poster. Symposium "Pregnancy and the immune system", Besançon, France, 17-18.06.2000.

The number is not limited

1.

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* Abstracts has to be provided

CUMULATIVE LIST OF PEER REVIEWED
PUBLISHED PAPERS IN INTERNATIONAL
JOURNALS

(entire duration of training; to be up-dated yearly)
(AT LEAST 1 AS CO-AUTHOR IS REQUIRED)*

The number is not limited

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* Published manuscript should be provided

CUMULATIVE LIST OF PEER REVIEWED
PUBLISHED PAPERS IN NATIONAL JOURNALS
(entire duration of training; to be up-dated yearly)*

The number is not limited

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* Published manuscript should be provided