



Advanced 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 :

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Year :

.....

Optional year :

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TARGETS FOR THE FOURTH 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 FIFTH 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 SIXTH 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.

XI. CELLS, TISSUE AND EMBRYO

CRYOBANKING

Target	Expected competence level					Trainer sign when competence level achieved	
	Trainee ticks when achieved					Name / Sign	Date
	1	2	3	4	5		
Testicular tissue cryopreservation and thawing							
Ovarian tissue cryopreservation and thawing *							
Activities in cryobank (safety, organization of samples, documentation, quarantine, material transportation, destroying unused material)							
Troubleshooting the cryobank e.g. what to do if tank fails, samples damaged, wrong embryo discarded, etc.							

Trainee signature to confirm completion of the module:

Name and signature of the tutor:

Clinic:

Date:

*this module is expected for trainees trained in MAR centres where ovarian tissue cryopreservation is practiced

XII.REPRODUCTIVE CELLS AND TISSUE

MATURATION *IN VITRO* (IVM) - optional

Target	Expected competence level					Trainer sign when competence level achieved	
	Trainee ticks when achieved					Name / Sign	Date
	1	2	3	4	5		
IVM cycles - oocytes before trigger*							
IVM cycles - oocytes after trigger							
IVM of testicular sperm							
Troubleshooting IVM							

Trainee signature to confirm completion of the module:

Name and signature of the tutor:

Clinic:

Date:

*this module is expected for trainees trained in MAR centres where IVM is practiced

**XIII. MICROMANIPULATION ON EMBRYOS
(BIOPSY) AND GENETIC ANALYSIS –
optional***

Target	Expected competence level					Trainer sign when competence level achieved	
	Trainee ticks when achieved					Name / Sign	Date
	1	2	3	4	5		
Biopsy or other micromanipulation interventions on embryos							
Troubleshooting in biopsy							
Preparation of biopsied cells for genetic analysis /tubing							
Troubleshooting in tubing							
Cytogenetic analysis of (karyotyping, FISH)							
Molecular genetic analysis of biopsied cells (RT-PCR, array CGH, NGS)							

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

*this module is expected for trainees trained in MAR centres where embryo biopsy for PGT is practiced

XIV. LABORATORY SET-UP

(entire duration of training)

(PARTICIPATION IN SETTING-UP OR RENOVATION OF ART LABORATORY)*

***EXAMPLE:** Participation with know-how in setting-up of new ART laboratory:
"InVitroLive", Lisbon, Portugal, April – June 2020.

The number is not limited

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XV. PREPARATION OF LABORATORY RESULTS AND COUNSELLING

Target	Expected competence level					Trainer sign when competence level achieved	
	Trainee ticks when achieved					Name / Sign	Date
	1	2	3	4	5		
Writing, interpreting and communicating ART laboratory reports with other specialists (e.g. oncologists, endocrinologists, urologists)							
Understanding reports from hormonal, serological, microbiological, cyto-histological laboratories							
Communicating ART lab reports with patients							
Communicating with auditors / national regulators							

Trainee signature to confirm completion of the module:

Name and signature of the tutor:

Clinic:

Date:

XVI. MANAGING ART LABORATORY AND CRYOBANK

Target	Expected competence level					Trainer sign when competence level achieved	
	Trainee ticks when achieved					Name / Sign	Date
	1	2	3	4	5		
Organization of work in the lab							
Leadership of an IVF lab (including managing different personalities)							
Working according to standards and guidelines							
Managing budgets							
Method validation							
Equipment validation							
Lab environment control							
Managing of nonconformities							
Risk management							
Managing database of lab and clinical data							
Controlling lab KPIs							
Managing registers (donors, cryobank, MAR cycles)							
Continuous quality improvement							

Trainee signature to confirm completion of the module:

Name and signature of the tutor:

Clinic:

Date:

XVII. RESEARCH, STATISTICS AND AUDIT

Target	Expected competence level Trainee ticks when achieved					Trainer sign when competence level achieved	
	1	2	3	4	5	Name / Sign	Date
Conducting research							
Statistical analysis							
Conducting clinical laboratory audit							

Trainee signature to confirm completion of the module:

Name and signature of the tutor:

Clinic:

Date:

XVIII. TEACHING

**(entire duration of training)
(TEACHING AND TRAINING OF ART PROCEDURES)***

***EXAMPLES:**

P. Smith: »New technique for ovarian tissue cryopreservation« lecture for colleagues, 12. 3. 2020.

P. Smith: training in ART and mentoring L. Johnson, embryologist from »LiveInVitro, Lisbon, Portugal (1. 3. 2019 – 1. 3. 2020).

The number is not limited

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XIX. ETHICAL AND LEGAL ASPECT

(entire duration of training)

(PREPARED DOCUMENTS RELATED TO THE ETHICAL OR LEGAL ASPECT)*

***EXAMPLES:**

P. Smith: »Annual report for 2019 for the national authority about reproductive cells, tissue and embryos« 1. 3. 2020

P. Smith: »Annual report for 2019 for the national authority about adverse events and reactions« 1. 3. 2020

P. Smith: Application for appraisal of planned research »Is there any benefit of assisted hatching on vitrified/warmed embryos on live birth rate?« by the Ethical Committee including consent form for patients participating in the study. 1. 3. 2020

The number is not limited

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XX. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

**(BY USING ESHRE CPD PLATFORM WHERE ALL CPD ACTIVITIES DURING
ADVANCED TRAINING SHOULD BE INCLUDED)***

NUMBER OF PROCEDURES PERFORMED DURING THE TRAINING

PROCEDURES	YEAR 4	YEAR 5	YEAR 6	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 (<i>min 5 per year</i>)				
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				
Oocyte vitrification				
Embryo cryopreservation – vitrification (<i>min 30 per year</i>)				
Oocyte, embryo thawing / warming (<i>min 20 per year</i>)				
Testicular tissue cryopreservation (<i>min 5 per year</i>)				
Testicular tissue thawing				

Ovarian tissue cryopreservation				
Ovarian tissue thawing				
Preparation of frozen material for transportation				
Cycles with assisted hatching				
Cycles with embryo / blastocyst biopsy				
Cycles with artificial collapsing of blastocysts before vitrification				
IVM cycles - oocytes before hCG				
IVM cycles - oocytes after hCG				
IVM of testicular sperm				
Active participation in the consultation between infertility specialist and patients about the quality and number of embryos for ET or cryo				
Written or rewritten SOPs				
Lab KPIs reports				
Conduction or participation in ART laboratory audit				

ASSESSMENT OF KNOWLEDGE, ATTITUDES AND FULFILLMENT 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	4	5	6
INTEGRATED KNOWLEDGE			
REACHING OF APPROPRIATE DECISIONS; COLLECTION AND INTERPRETATION OF DATA			
MOTIVATION, SENSE OF DUTY, DISCIPLINE, PUNCTUALITY			
TECHNICAL SKILLS			
ORGANISATORY SKILLS			
ADMINISTRATIVE TASKS (MEDICAL FILES, CORRESPONDENCE, ETC.)			
ETHICS			
COMMUNICATIONS WITH PATIENTS			
COMMUNICATIONS WITH MEDICAL AND OTHER STAFF			
ATTENDANCE AND ACTIVE PARTICIPATION IN STAFF MEETINGS			
ATTENDANCE AND ACTIVE PARTICIPATION IN ANNUAL SENIOR MANAGEMENT REVIEW			
SCIENTIFIC INTEREST			
SCIENTIFIC ACTIVITY			

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

Signature of Trainee:	Signature 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

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* 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

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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 AUTHOR OR 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**