# Personnel, Training and Staff Development

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## CPA standards for Personnel

- Professional direction
- Staffing
- Personnel management
- Staff orientation and induction
- Job descriptions and contracts
- Staff records
- Staff annual joint review
- Staff meetings
- Staff training and education

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## Professional Direction

- Laboratory Director
  - Executive accountability and competence to assume responsibility for the service
    - Medical Consultant status / Member Royal College of Pathologists

- Continued professional development

- Departmental meeting to review service

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## Royal College of Pathologists

The Royal College of Pathologists
*Pathology: the science behind the cure*

- Two routes for FRCPath
  (cytogenetics/molecular genetics)

  – Examination
    - Part 1 – 2 papers, practical, oral
    - Part 2 – written component, oral

  – Publication
    - 30 peer reviewed papers (10 first or senior author)

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## Staffing

- State registration as clinical scientist
  – In UK nothing specific for PGD
  – Trying to set up a system

- Other roles
  – Quality management
  – Training and education
  – Health and safety

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## State registration as Clinical Scientist

- Need certificate of attainment  from Association of Clinical Scientists

- Apply to Health Professionals Council (HPC) for state registration

  – Sections for Cytogenetics and Molecular genetics
  – Nothing specific for PGD
  – Trying to get new section established for PGD

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## Association of Clinical Scientists

- Two routes

- Route 1
  - Approved Training programme
    - 2 years training / 2 years experience
    - 3 years training / 1 year experience

- Route 2
  - No Approved Training programme
    - 3 years PG degree / 3 years experience

- Portfolio of competencies
  - Scientific
  - Clinical
  - Technical
  - Research and Development
  - Communication
  - Problem Solving
  - Management

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## Personnel Management

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## Staff orientation and induction

- Introduction to staff

- Job description

- Quality manual and accreditation information

- Fire training/health and safety/occupational health

- Data protection

- Training programme established

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## Job Description and Contracts

- Job title
- Line of accountability
- Purpose of job
- Main duties and responsibilities
- Staff annual joint review
- Signatures of staff and manager

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## Staff records

- Personal details
- Employment details
- Job description
- Terms and conditions of employment
- Record of staff induction and orientation
- Record of attendance at fire lectures
- Record of education, training, CPD
- Educational and professional qualifications
- Certificate of registration
- Absence record
- Accident record
- Record of Annual joint review
- Record of occupational health
- Record of disciplinary action

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## Staff annual joint review

- For every staff member
- Staff fills in first section and gives to manager in advance
- Manager and staff discuss - write summary of discussion
- Any training needs clearly identified and time lines recorded
- Any disagreements recorded
- Both sign form

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## Annual review

- A summary of your main achievements in relation to your aims, objectives for the review period and any significant changes in your responsibilities since the last review (or in the previous 12 months if there has not been a previous review).

- A summary of any factors affecting achievement of your aims and objectives or your contribution to the work of the department over the review period.

- Major activities, tasks and priorities anticipated in the coming review period and any training or other support that you will need to assist you in achieving them.

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## Staff meetings

- Regular staff meetings; weekly, monthly
  - Minutes taken to ensure actions carried out

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## Staff training and education

- Key for all staff involved in PGD

- Several areas of competence:
  - Scientific
  - Clinical
  - Technical
  - Research and development
  - Communication
  - Problem solving
  - Management

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## Scientific Competence

- Knowledge of
  - suitability of diagnostic tests for FISH analysis
  - limitations of commonly used diagnostic tests in FISH PGD
  - Chromosome abnormalities, FISH probes, mosaicism

- Training
  - lecture course
    - techniques /disorders / IVF/ preimplantation embryo development
  - designing protocols for PGD
    - Workbook of optimised protocols / lab meetings - progress reports
  - writing SOPs and HFEA Licence applications

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## Clinical competence

- Need to
  - interpret results of a diagnostic test
  - understand clinical problems of chromosome disorders
  - develop tests according to clinical picture

- Training
  - Observation / shadowing of cases
  - audits with embryologists and clinicians
  - work-up for PGD cases
  - Observation days
    - Scientists, embryologists, doctors and nurses

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## Technical competence

- Experience of
  - performing diagnostic procedures
  - trouble shooting
  - use of quality control and quality assurance

- Training
  - Witness audits
  - Spreading / FISH – Efficiency
  - Blastomere spreading – embryologists – spares / cases
  - Protocol design and optimisation - PGD work-ups, follow-ups
  - Presentations at lab meeting, writing SOPs
  - EQA

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## Research and Development competence

- Ability to
  - critically appraise literature, develop a project
  - develop and apply new technique / protocol
  - present the research finding

- Training
  - Journal Club
  - MSc, PhD, MRCPath
  - PGD work –ups , new disorders, new techniques
  - Seminars and courses
  - Presentations at conferences

## Communication competence

- Ability to
  - Respond to enquires regarding the service
  - Communicate effectively with colleagues
  - Communicate with patients, healthcare professional, public

- Training
  - Observation days / Understanding course of treatment
  - Organisational chart / Responsibilities / Contact details
  - Presentations in lab meetings, clinical meetings, conferences

## Problem solving competence

- Need to
  - Interpret quality control and quality assurance data
  - Recognise diagnostic problems
  - Understand underlying cause of diagnostic problems
  - Have experience in problem solving

- Training
  - Vertical and horizontal audits
  - Follow –up of spare embryos
  - Clinical audit / diagnosis rate

**Management competence**

- Ability to understand
  - legal and ethical boundaries
  - limits of knowledge / skills
  - principles of clinical governance
  - need for accreditation
  - importance of effective communication in a multidisciplinary team
  - principles of appraisal and be able to supervise staff
  - importance of continuing professional development
  - health and safety requirements
  - structure / organization / finance

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**Training targets**

- Year 1
  - Completion of workbook
  - Work up for 3 cases
  - Design and optimisation of 1 case
  - Observation of 6 cases

- Year 2
  - Work up for 6 cases
  - Design and optimisation of 3 cases
  - Shadowing of 6 cases
  - PGD of 2 cases

- Year 3
  - Workup for 10 cases
  - Design and optimisation of 6 cases
  - PGD for 10 cases

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**Conclusion**

- Need to have written policies for each aspect

- Clearly defined staff records

- Regular meetings

- Annual appraisals

- Essential to keep staff up to date

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