BIOMEDICAL SCIENTIST TRAINING LOGBOOK

for

DIPLOMA of EXPERT PRACTICE IN MOHS HISTOLOGICAL PROCEDURES

DEP MOHS Histological Procedures training logbook – version 1July 2015

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INTRODUCTION

All biomedical scientists undergoing Mohs histological training in laboratory procedures of tissues in preparation for sitting the IBMS Diploma of Expert Practice in Mohs Histological Procedures must use this logbook. It provides a nationally recognised training framework to enable biomedical scientists to acquire the minimum level of competence required to perform Mohs histological procedures of skin and soft tissues.

Laboratories wishing to offer this training must be approved by the Institute for training. Where a laboratory belongs to a single organisation, with laboratories on multiple sites, or is a member of a network, as long as there is a single training policy and procedure in place that has been submitted for training status approval, the overarching approval is acceptable for the individual member laboratories. All laboratories wishing to participate in this training process must be CPA/UKAS registered and have full accreditation or be actively seeking accreditation. Training must be conducted in-house under the overall supervision and responsibility of a named laboratory biomedical scientist lead.

The final assessment of competence is based upon the submission of an evidence based portfolio and the subsequent written examination. The successful completion of these requirements will be recognised by the awarding of a Diploma of Expert Practice in Mohs Histological Procedures.

GUIDANCE TO CANDIDATES AND SUPERVISORS

Details with regard to this qualification, such as candidate eligibility criteria, aims and learning outcomes, training and supervision, portfolio of evidence and an indicative reading list are available in the discipline specific guidance to candidates. Further guidance on the compilation for the portfolio is available in the generic guidance to candidates. These documents are both available for download from the 'Qualifications' drop down menu in the Members' section of the Institute's website at www.ibms.org.

The decision to support the training of any eligible biomedical scientist to undertake Mohs histological procedures lies with the individual's department. Please refer to the candidate guidance documents that specify the eligibility criteria, however please note the requirements for candidates to have a minimum of two years' experience on Mohs micrographic surgery procedures prior to submission of the completed portfolio. While the principle of training may be supported by the department, local restrictions on the scope of this training may prevent a biomedical scientist from completing all of the necessary requirements within the logbook. In such instances agreed referral for additional training to centres of excellence for Mohs histological procedures should be encouraged.

USE OF THE TRAINING LOGBOOK

Supervision and support

A biomedical scientist wishing to train for the Diploma of Expert Practice in Mohs Histological Procedures will require a named biomedical scientist supervisor. This is essential to ensure the candidate has the necessary support and exposure to material and training to enable the acquisition of these specialist skills and knowledge, and ultimately to apply them in their professional practice. Ideally the named biomedical scientist supervisor would be the lead biomedical scientist responsible for Mohs services or an individual who had already successfully completed the training course and obtained a Diploma of Expert Practice. This may not always be possible, especially if the candidate is the first person to attempt the training programme within their laboratory. The named supervisor must have the authority to assign appropriate resources to the candidate and their training programme.

The biomedical scientist supervisor must be aware of the requirements of the diploma and must:

- monitor the candidates scope of practice
- ensure that due diligence is paid to all aspects of clinical governance
- ensure that all appropriate health and safety procedures are carried out
- ensure that the candidate keeps and updates a professional portfolio of evidence
- ensure that the candidate has and takes the opportunity to engage with other healthcare professionals

The named supervisor may, at his/her discretion, delegate aspects of training to other individuals with appropriate and sufficient experience.

The successful completion of the Institute training courses and final assessment of competence to undertake Mohs histological procedures does not confer an automatic right to undertake an expert role. The employment of biomedical scientists to perform Mohs histological procedures is generally at the discretion of a medical head of a department and consultants who support this initiative.

It is expected that the assessment of competence will be an ongoing process throughout the training period. The named biomedical scientist supervisor must be satisfied that an individual is competent to undertake the procedures

The logbook allows for the recording of comments regarding progress and aptitude throughout the training period. It is incumbent upon the supervisor to ensure that training progress is documented at each stage of delivery.

Training in Mandatory Module 5 - Microscopic Recognition of Key Tumour Types

It is recognised that delivery of this module will require the input and supervision of a consultant histopathologist and/or a consultant Mohs surgeon, hence completion of this module will depend on joint sign off with the named biomedical scientist supervisor.

Training modules

The logbook is divided into two sections comprising 5 mandatory modules and one optional module. Each aspect of training comprises the theoretical knowledge required to understand the processes that underpin the task and the practical skills and competencies to successfully execute the task. The biomedical scientist in training will be expected to acquire and demonstrate the knowledge that accompanies the practical skills.

The mandatory modules cover subjects common to all histopathology laboratories providing a Mohs service, irrespective of workload type or specialism, and must be completed by all biomedical scientists undertaking training in Mohs histological procedures. In order to fulfil the training requirements it is acceptable for an arrangement to exist with another hospital for a period of secondment in order to obtain the required level of practical experience and competence. The examination tests theoretical knowledge of Mohs histological procedures in all areas. Success in the examination will depend upon a broad spectrum of knowledge acquired during training.

Standard operating procedures

All aspects of laboratory work must be covered by individual signed, indexed and dated SOPs. Before commencing training it is mandatory that appropriate SOPs be in place to describe the departmental protocol for the dissection of tissues. The biomedical scientist must operate within the appropriate SOP at all times.

Audit

Audit must form an integral part of both the training process and ongoing practice. The requirement for preview and review of the specimen and any samples taken from it forms the basis of continuing audit of the biomedical scientist's competence and performance and must be clearly demonstrable within the portfolio of evidence presented for assessment.

Training methods

Training for Mohs histological procedures must follow the sequence of:

- Observation of delegated individual, performing the Mohs histological procedures
- direct supervision by the named biomedical scientist supervisor during Mohs histological procedures
- indirect supervision with the named biomedical scientist supervisor available for advice and review
- slide/case review with the named biomedical scientist supervisor or consultant Histopathologist or consultant surgeon(s)

At all times within this training process there is an expectation of the trainee to be able to demonstrate:

- self-directed learning
- a knowledge of vertical and horizontal audits of the process
- a demonstration of reflection on the learning outcomes relating to the pre-analytical, analytical and post-analytical components of the individuals practice, when appropriate

A continuing part of the process is the opportunity to discuss the trainee's development and progress. Progression from direct to indirect supervision will depend upon the locally agreed assessment of competence by the named biomedical scientist supervisor. This progression should be recorded and demonstrable within the portfolio of evidence collected by the trainee.

The duration of practical training must be sufficient to ensure that competence has been achieved in all of the mandatory modules.

RECORD OF TRAINING

Name		
Employment grade		
Institute membership number		
HPC registration number		
Training Laboratory		
Address		
Telephone		
Email		
Named Consultant Surgeon Supervisor		
Seconded Laboratory Name (if applicable)		
Duration of Training	**From:**	**To:**

RECORD OF TRAINING continued

Module	Named Consultant Surgeon Supervisor	Dates of Training

MANDATORY MODULE 1 CLINICAL GOVERNANCE	Date Started	Date Completed	Signature of designated supervisor
Knows and understands: The safety responsibilities of the employee under the Health and Safety at Work Act 1974, COSHH, RIDDOR and current safety legislation The departmental safety policy The hazards associated with fixative solutions The need to wear appropriate personal protective equipment The *universal precautions* for handling specimens The hazards associated with dissection knives, scalpels and scissors The need to disinfect and sterilise equipment and the cut-up area after use Methods of dealing with spillage Operation and use of ventilated work areas The requirements for clinical waste disposal			

MANDATORY MODULE 1 continued **CLINICAL GOVERNANCE**	**Date started**	**Date completed**	**Signature of designated supervisor**
The procedures in place to deal with high risk specimens The appropriate personal protective equipment (PPE) for dealing with high risk specimens The local disinfectant, sterilisation and disposal procedures for high risk specimens The requirement to ensure that the specimen number on the request and on the specimen container match correctly The requirement to check that the patient details on the request form and on the pot match correctly The importance of correctly patient demographic details The importance of correct specimen identification and orientation in the patient management process How to deal with inadequately or incorrectly labelled specimens and incomplete requests (and the rejection criteria The requirements for full SOP and risk assessment compliance The risk to the patient of diagnostic errors			

MANDATORY MODULE 1 continued **CLINICAL GOVERNANCE**	**Date started**	**Date completed**	**Signature of designated supervisor**
How transposition errors can impact on patient treatment The principles and maintenance of patient confidentiality The type of specimens that require respectful disposal The current guidelines and regulations for dissection and retention of tissues including the appropriate Codes of Practice of the Human Tissue Authority (HTA) The principles of clinical audit The importance of attendance at multidisciplinary team meetings in patient management of basal cell carcinoma, squamous cell carcinoma, lentigo maligna and dermato fibrosarcoma protuberans (DFSP) tumours The mechanisms and methods of demonstrating audit and analysis of own performance against an agreed set of criteria The mechanisms and methods of demonstrating reflection on the learning outcomes within own practice			

Declaration

I declare that I have satisfactorily completed the clinical governance module for the Diploma of Expert Practice in Mohs histological procedures as required by the Institute of Biomedical Science and the British Society of Moh's Histologists.

Signed ……

Date ……

I declare that …… has satisfactorily completed the clinical governance module for the Diploma of Expert Practice in Mohs histological procedures as required by the Institute of Biomedical Science and the British Society of Mohs Histologists

Signed (named biomedical scientist supervisor) ……

Date ……

MANDATORY MODULE 2 **GENERAL PRINCIPLES OF MOHS HISTOLOGICAL PROCEDURES**	**Date Started**	**Date Completed**	**Signature of designated supervisor**
Knows and understands: Medical/ anatomical terminology and the importance of clinical history in determining tissue preparation The purpose and application of SOPs for Mohs histological procedures How to describe the logging process accurately using, standardised formats and IT platforms where appropriate The local procedures for accurate numbering of tissue pieces How to mark margins and orientate specimens to allow accurate assessment How to embed accurately tissue samples How to use Mohs histological equipment How to record the number and location of embedded blocks from multiple patients The importance of recording and commenting on whether there is any discrepancies in tissue preparation			

MANDATORY MODULE 2 continued **GENERAL PRINCIPLES OF MOHS HISTOLOGICAL PROCEDURES**	**Date Started**	**Date Completed**	**Signature of designated supervisor**
How to ensure the biomedical scientist undertaking embedding has informative instructions to allow appropriate embedding How to fix and stain rapid frozen sections with H&E and/or Toluidine Blue staining methods How to perform decontamination procedures How to prevent carry over or contamination of specimens and equipment as necessary How to perform trouble shooting assessments of equipment and procedures Understanding of the value of MDM in patient management. Incorporation of 'reflective' statements on laboratory procedures and how these impact on patient management			

MANDATORY MODULE 2 continued GENERAL PRINCIPLES OF MOHS HISTOLOGICAL PROCEDURES	Date Started	Date Completed	Signature of designated supervisor
How to orientate and dissect the following specimens: • Eye lid with canaliculi and lacrimal sac involvement • Ear pinna with combination of the cartilage and different part of helix involvement • Nose with combination outer layer, cartilage and nasal mucosa involvement (muscosa, cartilage and skin)			

Declaration

I declare that I have satisfactorily completed the general principle of dissection module for the Diploma of Expert Practice in Mohs histological procedures as required by the Institute of Biomedical Science and the British Society of Mohs Histologists

Signed ……

Date ……

I declare that …… has satisfactorily completed the general principle of dissection module for the Diploma of Expert Practice in Mohs histological procedures as required by the Institute of Biomedical Science and the British Society of Mohs Histologists

Signed (named biomedical scientist supervisor) ……

Date ……

MANDATORY MODULE 3 MOHS TISSUE SPECIMENS	Date Started	Date Completed	Signature of designated supervisor
Knows and understands: The clinical reasons for the submission of the following types of specimen: • Cartilaginous tissue • Mucosal tissue • Fragmenting or highly keratotic tissue • Debulk tissue • Pancake tissue How to deal with problematic tissue Knows the key artefacts that can been seen in fresh frozen tissue preparations and how to combat their appearance in tissues and slides to include: • Freezing artefacts • Drying out artefacts • Tissue sectioning artefacts • Slide staining artefacts • Slide mounting artefacts and foreign material recognition			

MANDATORY MODULE 3 continued MOHS TISSUE SPECIMENS	Date Started	Date Completed	Signature of designated supervisor
Evidence based understanding of how errors in laboratory procedures can impact patient care Knowing the importance of obtaining full epidermis and all tissue margins. An appreciation of the consequences of not achieving this. Evidence of some form of 'reflective' learning with clinic pathological photographic representation			

Declaration

I declare that I have satisfactorily completed the surgical procedures module for the Diploma of Expert Practice in Mohs histological procedures as required by the Institute of Biomedical Science and the British Society of Mohs Histologists

Signed ……

Date ……

I declare that …… has satisfactorily completed the surgical procedures module for the Diploma of Expert Practice in Mohs histological procedures as required by the Institute of Biomedical Science and the British Society of Mohs Histologists

Signed (named biomedical scientist supervisor) ……

Date ……

MANDATORY MODULE 4 QUALITY CONTROL	Date Started	Date Completed	Signature of designated supervisor
Knows and understands: Has an understanding of the general principles of quality control, quality assessment and quality assurance Has knowledge of the procedures for day-to-day quality control, and can demonstrate expertise in the identification of appropriate and inappropriate sectioning and staining; their causes and remedies Understands the importance of participation in external quality assessment schemes and their value in quality management Is able to audit their own and others work Understands the importance to clinical care in the timely provision of a high quality Mohs frozen section service			

Declaration

I declare that I have satisfactorily completed the surgical procedures module for the Diploma of Expert Practice in Mohs histological procedures as required by the Institute of Biomedical Science and the British Society of Mohs Histologists

Signed ……

Date ……

I declare that …… has satisfactorily completed the surgical procedures module for the Diploma of Expert Practice in Mohs histological procedures as required by the Institute of Biomedical Science and the British Society of Mohs Histologists

Signed (named biomedical scientist supervisor) ……

Date ……

MANDATORY MODULE 5 MICROSCOPIC RECOGNITION OF KEY TUMOUR TYPES	Date Started	Date Completed	Signature of designated supervisor
Knows and understands: The histological classification of tissues, e.g. epithelial, mesenchymal The basic structure and function of skin The basic microscopic features of a) Basal cell carcinoma b) Squamous cell carcinoma c) Lentigo maligna melanoma d) Dermatofibrosarcoma protuberans (DFSP) The use of basic terminology appropriate in the microscopic description of Mohs material			

Declaration

I declare that I have satisfactorily completed the anatomical nomenclature module for the Diploma of Expert Practice in Mohs histological procedures as required by the Institute of Biomedical Science and the British Society of Mohs Histologists

Signed ……

Date ……

I declare that …… has satisfactorily completed the anatomical nomenclature module for the Diploma of Expert Practice in Moh's histological procedures as required by the Institute of Biomedical Science and the British Society of Mohs Histologists

Signed (named biomedical scientist supervisor) ……

Signed (named consultant surgeon) ……..

Date ……

OPTIONAL MODULE 6 **SLOW MOHS AND IMMUNOCYTOCHEMISTRY PROCEDURES**	**Date started**	**Dated Completed**	**Signature of designated supervisor**
Knows, understands the reasons and criteria for performing Slow Mohs Knows, understands the reasons and criteria for performing immunocytochemistry investigations on Slow Mohs or conventional frozen section material How to perform Slow Mohs accurately Understands the limiting factors for performing Slow Mohs correctly How to perform immunocytochemistry techniques on frozen sections and paraffin processed material Can give examples of antibodies used in Mohs investigations for: • Lentigo maligna melanoma • Squamous cell carcinoma • Basal cell carcinoma • Dermatofibrosarcoma protuberans (DFSP)			

OPTIONAL MODULE 6 SLOW MOHS AND IMMUNOCYTOCHEMISTRY PROCEDURES	Date started	Dated Completed	Signature of designated supervisor
Understands the range and types of artefacts that can be seen in Slow Mohs Understands and knows the type of artefacts that can be seen in immunocytochemistry of frozen sections and paraffin sections in the investigation of Mohs cases Knows how to trouble shoot and take corrective action in Slow Mohs and immunocytochemistry procedures of Mohs cases			

Declaration

I declare that I have satisfactorily completed the pathological processes module for the Diploma of Expert Practice in Mohs histological procedures as required by the Institute of Biomedical Science and the British Society of Mohs Histologists

Signed ……

Date ……

I declare that …… has satisfactorily completed the pathological processes module for the Diploma of Expert Practice in Mohs histological procedures as required by the Institute of Biomedical Science and the British Society of Mohs Histologists

Signed (supervising Laboratory lead biomedical scientist) ……

Date ……

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