

Name:		P&T Unit		Year:	D54/05
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PERFORMANCE REVIEW AND DEVELOPMENT

GENERAL COMPETENCIES

BIOMEDICAL SCIENTIST (BMS1)

At this years performance review meeting, please complete the following in discussion with your line manager. The information gained will assist in agreeing your development and training needs for the coming year.

Assess your competence/ability/understanding for each of the task areas. Using a scoring system of 0 to 5, record 0 if you have never performed the task, 1 if you have but not in the last 12 months and 2 to 5 depending on your competence i.e. record 5 where you are fully competent and do not need further training.

TASK	Score	TASK	Score
Awareness and understanding of the basic principles of Good Manufacturing Practice (GMP)		Manual and automated blood grouping, including phenotyping, antibody screening and investigation, high titre testing	
Understands and observes the principles of safe working in a laboratory environment and defined codes of conduct		Testing for mandatory markers – syphilis, HIV, HBV, HCV (including CMV)	
Has read, understands and adheres to all relevant Standard Operating Procedures (SOPs)		Preparation of mini pools for PCR/HTLV testing	
Receipt of donations from sessions and its filtration and processing to red cells, platelets and plasma components		Testing of minipools for HTLV	
Preparation of secondary components such as platelet pools, cryoprecipitate, neonatal and irradiated		Bacteriology testing – Bactalert, Sterility testing and component monitoring	
Storage conditions for all components including temperature monitoring and dealing with alarms		Laboratory cleaning regimes, including working environment and equipment	
Discard of components, samples and other laboratory waste, including autoclaving		Sample receipt, centrifugation, preparation, labelling, storage, packaging and transportation (including PCR)	
Labelling, verification and reconciliation of quarantined components		Care and maintenance of laboratory equipment, including completion of log books	
Inventory control of components and fractionated products		Maintenance of building security including access control for staff, visitors, donors, contractors etc.	
Receipt of requests for and preparation and issue of blood components/fractionated products, including transportation requirements		Enact major incident procedure	
Preparation, storage and testing of samples for quality monitoring and WBC counting tests		Reporting of incidents and quality problems	
Methylene blue treatment of plasma using Macotronic system		Keep up to date with developments in transfusion science	
Preparation, freezing, storage and thawing of red cell components		Using Progesa for all relevant work activities – including 'housekeeping' procedures	
Preparation of washed red cells and platelets		Participate as part of project implementation team	
Supervision and training of MLA and TBMS staff			
Involved in validating new procedures/methods/techniques			

Comments:

RECORD AGREED ACTIONS ON PERSONAL TRAINING AND DEVELOPMENT FORM

Staff Signature:

Date:

Manager Signature:

Date:

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PERFORMANCE REVIEW AND DEVELOPMENT

GENERAL COMPETENCIES

BIOMEDICAL SCIENTIST (BMS2)

At this years performance review meeting, please complete the following in discussion with your line manager. The information gained will assist in agreeing your development and training needs for the coming year.

Assess your competence/ability/understanding for each of the task areas. Using a scoring system of 0 to 5, record 0 if you have never performed the task, 1 if you have but not in the last 12 months and 2 to 5 depending on your competence i.e. record 5 where you are fully competent and do not need further training.

TASK	Score	TASK	Score
Detailed knowledge of the principles of Good Manufacturing Practice (GMP)		Bacteriology testing – Bactalert, Sterility testing and component monitoring	
Understands and observes the principles of safe working in a laboratory environment and defined codes of conduct		Laboratory cleaning/maintenance regimes, including working environment and equipment	
Ensure SOPs are in place, adhered to and regularly updated/reviewed.		Sample receipt, centrifugation, preparation, labelling, storage, packaging and transportation (including PCR)	
Receipt of donations from sessions and its filtration and processing to red cells, platelets and plasma components		Maintenance of building security including access control for staff, visitors, donors, contractors etc.	
Preparation of secondary components such as platelet pools, cryoprecipitate, MBTFFP, neonatal and irradiated		Enact major incident procedure	
Storage conditions for all components including temperature monitoring and dealing with alarms		Reporting of incidents and quality problems	
Discard of components, samples and other laboratory waste, including autoclaving		Keep up to date with developments in transfusion science	
Labelling, verification and reconciliation of quarantined components		Using Progesa for all relevant work activities – including 'Housekeeping' procedures	
Inventory control of components and fractionated products		Preparation of management reports/statistics and operational plans	
Receipt of requests for and preparation and issue of blood components/fractionated products, including transportation requirements		Participate as part of project implementation team. Act as project manager for designated activity	
Preparation, storage and testing of samples for quality monitoring and WBC counting tests		Inventory control of consumables/materials. Use of Integra	
Preparation, freezing, storage and thawing of red cell components – washed red cells and platelets		Staff recruitment and selection	
Supervision and training of MLA, TBMS and BMS1/2 staff. Preparation and maintenance of records/plans		Management of absence, annual leave, staff rosters and teams	
Validation/evaluation of new procedures/methods/techniques – preparation of plans and reports		Implementation of Health and Safety polices/procedures	
Manual and automated blood grouping, including phenotyping, antibody screening and investigation, high titre testing		Performance Management and Development of MLA and BMS 1 staff	
Testing for mandatory markers – syphilis, HIV, HBV, HCV (including CMV)		Working knowledge of SNBTS/CSA policies and procedures	
Preparation of mini pools for PCR/HTLV testing		Prepare/deliver communications/briefings/educational material to staff	
Testing of minipools for HTLV			

Comments:

RECORD AGREED ACTIONS ON PERSONAL TRAINING AND DEVELOPMENT FORM

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Date:

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PERFORMANCE REVIEW AND DEVELOPMENT

GENERAL COMPETENCIES

BIOMEDICAL SCIENTIST (BMS3)

At this years performance review meeting, please complete the following in discussion with your line manager. The information gained will assist in agreeing your development and training needs for the coming year.

Assess your competence/ability/understanding for each of the task areas. Using a scoring system of 0 to 5, record 0 if you have never performed the task, 1 if you have but not in the last 12 months and 2 to 5 depending on your competence i.e. record 5 where you are fully competent and do not need further training.

TASK	Score	TASK	Score
Detailed knowledge of the principles of Good Manufacturing Practice (GMP)		Bacteriology testing – Bactalert, Sterility testing and component monitoring	
Understands and observes the principles of safe working in a laboratory environment and defined codes of conduct		Laboratory cleaning/maintenance regimes, including working environment and equipment	
Ensure SOPs are in place, adhered to and regularly updated/reviewed.		Sample receipt, centrifugation, preparation, labelling, storage, packaging and transportation (including PCR)	
Receipt of donations from sessions and its filtration and processing to red cells, platelets and plasma components		Maintenance of building security including access control for staff, visitors, donors, contractors etc.	
Preparation of secondary components such as platelet pools, cryoprecipitate, MBTFFP, neonatal and irradiated		Enact major incident procedure	
Storage conditions for all components including temperature monitoring and dealing with alarms		Reporting of incidents and quality problems. Ensure appropriate corrective actions are implemented	
Discard of components, samples and other laboratory waste, including autoclaving		Keep up to date with developments in transfusion science	
Labelling, verification and reconciliation of quarantined components		Using Progesa for all relevant work activities – including 'Housekeeping' procedures	
Inventory control of components and fractionated products		Preparation of management reports/statistics and operational plans	
Receipt of requests for and preparation and issue of blood components/fractionated products, including transportation requirements		Participate as part of project implementation team. Act as project manager for designated activity	
Preparation, storage and testing of samples for quality monitoring and WBC counting tests		Inventory control of consumables/materials. Use of Integra	
Preparation, freezing, storage and thawing of red cell components – washed red cells and platelets		Staff recruitment and selection	
Supervision and training of MLA, TBMS and MLSO1/2 staff. Preparation and maintenance of records/plans		Management of absence, annual leave, staff rosters and teams	
Validation/evaluation of new procedures/methods/techniques – preparation of plans and reports		Implementation of Health and Safety polices/procedures	
Manual and automated blood grouping, including phenotyping, antibody screening and investigation, high titre testing		Performance Management and Development of MLA and BMS1/2 staff	
Testing for mandatory markers – syphilis, HIV, HBV, HCV (including CMV)		Working knowledge of SNBTS/CSA policies and procedures	
Preparation of mini pools for PCR/HTLV testing		Prepare/deliver communications/briefings/educational material to staff	
Testing of minipools for HTLV		Attend supply chain performance management meetings	

Comments:

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PERFORMANCE REVIEW AND DEVELOPMENT

GENERAL COMPETENCIES

MEDICAL LABORATORY ASSISTANT

At this years performance review meeting, please complete the following in discussion with your line manager. The information gained will assist in agreeing your development and training needs for the coming year.

Assess your competence/ability/understanding for each of the task areas. Using a scoring system of 0 to 5, record 0 if you have never performed the task, 1 if you have but not in the last 12 months and 2 to 5 depending on your competence i.e. record 5 where you are fully competent and do not need further training.

TASK	Score	TASK	Score
Awareness and understanding of the basic principles of Good Manufacturing Practice (GMP)		Has read, understands and adheres to all relevant Standard Operating Procedures (SOPs)	
Receipt of donations from sessions and its filtration and processing to red cells, platelets and plasma components		Labelling and verification of components	
Preparation of secondary components such as platelet pools, FFP, cryoprecipitate, neonatal and irradiated		Receipt of requests for and preparation and issue of blood components/fractionated products, including transportation requirements	
Storage conditions for all components including temperature monitoring and dealing with alarms		Laboratory cleaning regimes, including working environment and equipment	
Using Progesa for all relevant work activities		Inventory control of components and fractionated products	
Understands and observes the principles of safe working in a laboratory environment and defined codes of conduct		Sample receipt, centrifugation, preparation, labelling, storage, packaging and transportation (including PCR)	
Discard of components, samples and other laboratory waste, including autoclaving		Maintenance of building security including access control for staff, visitors, donors, contractors etc.	
Preparation of mini pools for PCR/HTLV testing		Enact major incident procedure	
Preparation and storage of samples for quality monitoring and WBC counting tests		Care and maintenance of laboratory equipment	
MBT treatment of FFP using Macotronic system		Preparation of washed red cells and platelets	

Comments:

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