

Unit 18: Principles and Organisation of Services in the HFEA-Licensed Fertility Clinic

Level:	2
Unit type:	Optional (Reproductive Science)
Credit value:	2
Guided learning hours:	12

Unit summary

This unit aims to give learners an understanding of the principles and organisation of services within the HFEA-Licensed Fertility Clinic in terms of the related national legislation and local guidelines, the provision of fertility services and patient care in the UK and the requirements for reporting and communication.

Unit assessment requirements

Assessment tasks and activities must enable learners to produce valid, sufficient, authentic and appropriate evidence that relates directly to the learning outcomes and assessment criteria of the unit. Suitable forms of evidence for this unit include:

- written tasks such as reports, articles for journals, newsletters, leaflets, posters
- workbooks, work logbooks or learner diaries
- written or oral presentations
- projects
- oral question and answer.

Observation records should not be used as the primary evidence of achievement for this unit, but can be used to supplement the more appropriate forms of evidence listed above or to provide sector contextualisation or evidence of how the learner has applied knowledge within their job role.

When devising the assessment activities, centres need to look closely at the verb used in each assessment criterion to ensure that learners can provide evidence with sufficient breadth and depth to meet the requirements. Centres need to produce assessment briefs for learners with clear instructions of what they are required to do.

Additional information

AC1.1 to include:

- the precautions taken to ensure that confidentiality is not breached when telephoning a patient concerning any aspect of licensed treatment
- precautions concerning confidentiality that apply particularly to the reporting of an individual's test results
- precautions taken regarding confidentiality for visitors to the centre and to the laboratory.

AC1.3 to include:

- Person Responsible
- Nominal Licensee
- Laboratory Manager
- Embryologist
- Other Healthcare Scientists
- Consultant in Charge
- Fertility Nurse
- Quality Manager
- Counsellor.

AC3.1 to include:

- an initial consultation, before the start of any treatment at your clinic
- a follow-up consultation, after treatment at your clinic
- an ultrasound scan
- obtaining consent for licensed fertility treatment.

AC3.3 including the requirements for consent and witnessing and the records to be kept, to include:

- Intrauterine insemination cycle
- IVF/ICSI treatment cycle
- Cryopreservation and storage of gametes
- Cryopreservation and storage of embryos
- Use of cryopreserved embryos in treatment.

AC4.1 include examples of communication:

- within the laboratory team
- within the wider multidisciplinary team
- with external agencies, including HFEA.

Learning outcomes and assessment criteria

To pass this unit, learners need to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria outline the requirements that the learner is expected to meet to achieve the learning outcomes and the unit.

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Understand current national legislation and local guidelines relating to operation of the HFEA-Licensed Fertility Clinic	1.1	Describe the role of the Human Fertilisation and Embryology Authority and its Code of Practice			
		1.2	State the additional requirements for patient confidentiality provided in the Human Fertilisation and Embryology Act and how this is safeguarded in a Fertility Clinic			
		1.3	Describe multidisciplinary roles in the workplace			
		1.4	Describe the relationships within a unit organisational chart			
		1.5	State relationships within - the wider organisation and - external organisations			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
2	Understand the provision of fertility services within the UK	2.1	Describe the structure of the National Health Service (NHS) Fertility Services			
		2.2	Describe the provision of Fertility Services within the private sector			
3	Understand the patient care pathways offered at the HFEA-Licensed Fertility Clinic	3.1	Describe the consultation process for a variety of clinical appointments			
		3.2	Describe the procedures required for the clinical care pathway for an IVF/ICSI treatment cycle at own clinic			
		3.3	Describe the laboratory care pathway for a range of clinical treatments			
		3.4	State factors that might influence the quality of laboratory care pathways			
		3.5	State the risks to the safety of gametes or embryos			
		3.6	Describe the requirements for and the importance of patient support			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
4	Understand the requirements for reporting and communication within the HFEA-Licensed Fertility Clinic	4.1	Describe the communication methods used in the context of delivery of services within a HFEA-Licensed Fertility Clinic			
		4.2	State tasks which require the use of effective communication			
		4.3	Describe own use of communication skills, referring to examples: • within the laboratory • within the wider multidisciplinary team			
		4.4	Describe the effect of poor communications			
5	Understand the context, troubleshooting, when to take advice	5.1	Explain the role of the Healthcare Science Assistant in a HFEA-Licensed Fertility Clinic			
		5.2	Describe the limits of own authority and to whom they should report if they encounter problems that they cannot resolve			
		5.3	Describe how to report an incident and understand the process of incident reporting at both local level and to the Human Fertilisation and Embryology Authority			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____

Date: _____

(if sampled)