

Unit 22: Identify and Instruct Individuals Providing Semen Samples in the HFEA-licensed Fertility Clinic

Level:	3
Unit type:	Optional (Reproductive Science)
Credit value:	3
Guided learning hours:	17

Unit summary

In this unit, you will gain the knowledge and understanding of the principles and practice required to identify and instruct individuals providing semen samples within the HFEA-licensed Fertility Clinic.

Individual men may attend the clinic to provide semen samples for a number of purposes, including for assessment; for use in treatment with a named partner; for cryopreservation; for donation; for research. The individual may produce the sample using on-site facilities within the clinic or may produce the sample off-site. The HFEA Code of Practice specifies a number of safeguards to give assurance that samples are correctly obtained, identified and used. The task to identify and instruct individuals providing semen samples is undertaken using local policies and procedures to verify and document compliance with regulatory requirements.

The skill to identify and instruct individuals providing semen samples is undertaken using local policies and procedures to verify and document compliance with regulatory requirements.

Unit assessment requirements

There are no specific assessment requirements for this unit. Please refer to the assessment strategy in *Annexe B*.

Additional information

All procedures must be undertaken in accordance with the Standard Operating Procedures, the Human Fertilisation and Embryology Act 2008 and HFEA licence.

Training must be performed under the supervision of a designated assessor and with the approval of the person responsible within the HFEA-licensed Fertility Clinic. All activities during the training period require direct supervision of learners by a suitably qualified member of the multidisciplinary team.

Any external assessor or trainer must be authorised to access the HFEA-licensed Fertility Clinic.

The evidence presented to demonstrate the achievement of the assessment criteria must be anonymised to remove patient-identifiable data. Section 30 of the Human Fertilisation and Embryology Act 1990 imposes a legal duty of confidentiality, and a breach of this provision is a criminal offence.

AC1.1 includes:

- policies, protocols, Standard Operating Procedures and professional guidelines
- the Human Fertilisation and Embryology Authority Code of Practice.

AC1.2 includes:

- the requirement that all relevant aspects of the identification and instruction of individuals providing semen samples are carried out
- the requirement that any discrepancies or omissions in the identification and instruction of individuals providing semen samples are noted, reported and followed up.

AC1.4 includes:

- how appointments are scheduled
- how to locate the correct person to be identified
- how to ensure timely processing of the sample will occur after its production.

AC1.5 must be in line with local and HFEA requirements.

AC1.6 includes:

- the specific risks inherent in sample identification that are checked through the witnessing procedure.

AC1.8 includes instructions with respect to:

- the production of the sample
- abstinence
- use of lubricants
- the purpose for the sample
- how any results will be given
- the local policy with regard to informing the individual of the assessment result and subsequent use of the semen sample.

AC2.1 includes:

- where to find the local Standard Operating Procedures, standard laboratory documentation and any information sheets for the identification and instruction of individuals providing semen samples
- the checks performed to ensure that the individual's identity can be verified, and the purpose of sample provision is known
- selection of the appropriate standard laboratory documentation for identification of the individual and the sample container

- checking that the unique identifier corresponds to the individual's details and that all labelling, witnessing, and consents are in line with legal and regulatory requirements
- ensuring the weight of the empty sample container is known, if using weight as a measure of sample volume (WHO guidelines 2010)
- ensuring that the sample production room is clean, comfortable, and supportive of semen sample collection.

AC2.2 includes:

- demonstrating the witnessing requirements for verification of the sample with the individual or donor and how this is appropriately documented
- ensuring all criteria for semen sample acceptance/rejection comply with procedures and recommended guidelines
- keeping contemporaneous records in accordance with local policies and procedures
- acting if a concern or query is raised by the individual or donor
- acting if a documentation error or omission is noted.

AC2.4 includes:

- ensuring the sample is delivered promptly to the laboratory for assessment, preparation or cryopreservation
- ensuring effective communication on all aspects of the semen sample appointment in accordance with local policies and procedures
- acting on any event that requires immediate action in accordance with local policies and procedures.

AC2.5 includes:

- compiling reports on any aspect of semen sample appointments for audit or quality-assurance purposes.

AC3.6 includes:

- events at the time of the appointment
- future events.

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 **in own area of work, in accordance with Standard Operating Procedures (SOPs)** and in accordance with the **Human Fertilisation and Embryology Act and the clinic's HFEA licence** to achieve the learning outcomes and the unit.

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Understand current national guidelines, local protocols, Standard Operating Procedures (SOPs) and professional guidelines relating to the identification and instruction of individuals providing semen samples in the HFEA-licensed Fertility Clinic	1.1	Summarise the requirements of current national and local guidelines relating to the identification and instruction of individuals providing semen samples in the HFEA-licensed Fertility Clinic			
		1.2	Evaluate the SOP relating to the identification and instruction of people providing semen samples			
		1.3	List the different reasons for attending the clinic to provide a semen sample			
		1.4	Explain the administration and planning processes			
		1.5	Describe the steps to ensure that the requirements for consent are in place for the proposed appointment			
		1.6	Describe the requirements for witnessing of the sample and the mitigation of the inherent risks			
		1.7	Explain how confidentiality, privacy and comfort are achieved			

Learning outcomes		Assessment criteria	Evidence type	Portfolio reference	Date
		1.8 Describe the instructions given prior to the appointment and at the time of sample production			
		1.9 Describe the steps required to ensure the chain of custody if a sample is produced off-site			
		1.10 Summarise the local health and safety information and risk assessment(s) relating to the identification and instruction of individuals providing semen samples			
		1.11 Describe the factors that might influence the quality and validity of the procedure, including the effect of omission or irregularity			
		1.12 Describe the factors that might give rise to risks for the safety and quality of gametes and embryos			
		1.13 Explain the elements of the local quality management system that relate to the identification and instruction of individuals providing semen samples in the HFEA-licensed Fertility Clinic			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
2	Be able to identify and instruct individuals providing semen samples following standard operating procedures	2.1	Prepare to identify and instruct individuals providing semen samples			
		2.2	Instruct the individual in the process of sample production, collection and identification of semen sample			
		2.3	Manage workload taking into account the prioritisation timing of the procedure, the efficient use of resources and the multidisciplinary team			
		2.4	Report and conclude the instruction of the individual after the semen sample has been provided			
		2.5	Maintain and update records in accordance with local policies and procedures			
		2.6	Describe the actions to take in the sample production room, including disposal of any waste, in accordance with local policies and procedures and according to Standard Operating Procedures			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
3	Understand the context, troubleshooting and when to take advice in relation to identifying and instructing individuals providing semen samples	3.1	Explain when and why any concerns raised during semen sample appointments should be reported			
		3.2	Explain how to escalate concerns that an individual may be having difficulty providing a semen sample			
		3.3	Explain how to escalate concerns that may be raised by the patient or donor			
		3.4	Describe the remedial action to take when adverse situations, problems or events occur			
		3.5	Describe the contingency arrangements in the event of an unforeseen problem arising			
		3.6	Describe limits of own authority and who to report to			
		3.7	Describe the context within which events concerning the identification and instruction of individuals providing semen samples may become an incident to be reported to the Human Fertilisation and Embryology Authority			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____

Date: _____

(if sampled)