

Unit 24: Principles and Organisation of Services in the HFEA-licensed Fertility Clinic

Level:	4
Unit type:	Optional (Reproductive Science)
Credit value:	3
Guided learning hours:	25

Unit summary

In this unit, you will be introduced to the multidisciplinary team in the workplace of the HFEA-licensed Fertility Clinic and the key roles of a Healthcare Science Associate in reproductive science. You will build professional practice in accordance with Good Scientific Practice.

The Human Fertilisation and Embryology Act 1990, as amended, 2008, provides a highly specialised working environment where all staff are required to understand the legal framework in order to safeguard the requirements of the Human Fertilisation and Embryology Act, the Human Fertilisation and Embryology Authority (HFEA) licence conditions and the requirements of the EU Cells and Tissues Directives.

On completion of this unit, you will be able to operate safely in a defined role within the legal framework of the Human Fertilisation and Embryology Act, to participate in the delivery of care to individuals attending the HFEA-licensed Fertility Clinic and to act as part of the multidisciplinary team. You will use effective communication skills in the context of patient-centred care and will recognise the role of the specialism in patient care. You will be expected to adhere to health and safety procedures and to work safely in the workplace, adhering to the HFEA Code of Practice and local procedures and governance, including patient confidentiality and the Data Protection Act 1998.

The knowledge you gain in this unit underpins the delivery of the care pathways for individuals attending the HFEA-licensed Fertility Clinic. This knowledge is required to support the role of the Healthcare Science Associate in the HFEA-licensed reproductive science laboratory.

Unit assessment requirements

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

Additional information

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

Evidence 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:

- the role of the Human Fertilisation and Embryology Authority (HFEA)
- how the Code of Practice is implemented and adhered to in the HFEA-licensed Fertility Clinic
- the purpose of the HFEA Register and the information supplied by clinics
- the additional requirements for patient confidentiality provided in the Human Fertilisation and Embryology Act and how it is safeguarded in the HFEA-licensed Fertility Clinic, including the precautions:
 - that ensure confidentiality is not breached when telephoning an individual concerning any aspect of licensed treatment
 - that apply particularly to confidential reporting of an individual's test results
 - that apply to visitors to the centre and to the laboratory.
- the roles of the professional bodies, associations and patient support organisations that support the work of a licensed fertility clinic
- the multidisciplinary roles in the workplace to include:
 - person responsible
 - licence holder
 - laboratory manager
 - embryologist
 - other members of the healthcare science workforce
 - consultant in charge
 - fertility nurse
 - quality manager
 - counsellor
- the relationships in:
 - the unit's organisational chart
 - the wider organisation
 - external organisations.

AC1.2 includes:

- the structure of the National Health Service (NHS) fertility services
- the provision of fertility services in the independent sector

- the individual journey for fertility treatment from GP referral to treatment outcome.

AC1.3 includes:

- the clinical care pathway for a variety of clinical treatments, including:
 - investigations
 - initial referral
 - medical consultation
 - treatment options
 - obtaining informed consent
 - counselling
- the procedures required for the clinical care pathway for an IVF/ICSI treatment cycle at own clinic
- the laboratory care pathway for a variety of clinical treatments, including the requirements for consent and witnessing, the records to be kept and the reports to be made to the HFEA register, to include:
 - IVF/ICSI treatment cycles
 - IUI treatment cycles
 - use of donated gametes
 - surgical sperm retrieval
 - cryopreservation and storage of gametes
 - cryopreservation and storage of embryos
 - use of cryopreserved gametes in treatment
 - use of cryopreserved embryos in treatment
- factors that might influence the quality of the care pathways described above and any risks to the safety of gametes or embryos.

AC1.4 includes:

- the communication methods used in the context of delivery of services within the HFEA-licensed Fertility Clinic. Include examples of communication:
 - in the laboratory team
 - in the wider multidisciplinary team
 - with external agencies, including HFEA
- tasks that require the use of effective communication
- examples of the learners' use of communication skills:
 - in the laboratory
 - in the wider multidisciplinary team
- the effects of poor communication
- the limits of the learners' own authority

- the definition of 'an incident' and 'a near miss' as specified by the HFEA Code of Practice
- the process of incident reporting at both local level and to the Human Fertilisation and Embryology Authority.

AC1.5 includes:

- the records kept within the HFEA-licensed Fertility Clinic
- how to keep accurate laboratory records
- how to make an appropriate entry in clinical case notes
- the specific requirements for records within the HFEA-licensed Fertility Clinic.

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 and in accordance with Standard Operating Procedures (SOPs)** to achieve the learning outcomes and the unit.

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Understand the principles and organisation of the HFEA-licensed reproductive science laboratory	1.1	Explain current national legislation and local guidelines relating to operation of the HFEA-licensed fertility clinic			
		1.2	Discuss the provision of NHS-funded and self-funded fertility services in the UK			
		1.3	Evaluate the patient-care pathways offered at the HFEA-licensed Fertility Clinic			
		1.4	Discuss the requirements for reporting and communicating in the HFEA-licensed Fertility Clinic			
		1.5	Evaluate the specific requirements for record keeping in the HFEA-licensed Fertility Clinic			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____

Date: _____

(if sampled)