

National Genetic Technologist Training Programme⁶

Final Assessment Guidelines

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1. Eligibility for final assessment

Any trainee meeting all three requirements below is eligible to apply for final assessment.

1. Trainee must have been following the ACC/CMGS National Genetic Technologist Training Programme
2. In a laboratory accredited for training by the Genetics Education and Training Board (GETB)
3. Trainee must have completed the core modules required by the ACC and/or CMGS Genetic Technologist training manual.

Note: Trainees can apply for final assessment within 3 years of starting their training post although their successful training will not be fully ratified by the GETB until the 3 year training period has been completed.

2. Administration of final assessments

Administration of final assessments is to be carried out by Sarah Millar, National School of Genetics, Birmingham.

Contact details:

Sarah Millar,
Administrator,
National School of Genetics,
NHS West Midlands,
St. Chads Court,
213 Hagley Road,
Edgbaston,
Birmingham
B16 9RG

Tel: 0121 2131997

Email: sarah.millar@westmidlands.nhs.uk

N.B All correspondence, copies of documents etc. can only be made in electronic format.

National Genetic Technologist Training Programme⁶ Application process

1. Trainees must complete the **Final Assessment Request Form** (appendix 1a or 1b of this document, also available from the ACC and CMGS websites), and email a scanned .pdf to sarah.millar@westmidlands.nhs.uk
2. Trainees must also compile a **training record** including the following components
 - a. a **brief written summary of their practice** during the training period, consisting of an overview of their roles and responsibilities throughout each module of their training period. The summary should be no more than 750 words and must include a clear timeline for the training period.
 - b. all **completed module assessment reports**
 - c. **list of all analysed cases/disorders covered** (showing the range of experience in analysis during the training period)

This training record should be compiled as an electronic file of records (ideally as a .pdf). The training record must be emailed to sarah.millar@westmidlands.nhs.uk

3. Organisation of assessments

Assessments will be performed on advertised days throughout the year and carried out by assessors drawn from either the panel of cytogenetics assessors or molecular genetics assessors. Assessors will carry out several assessments (possibly working in pairs) on a single day. The assessment dates will be advertised on the training pages of both the ACC and CMGS websites and will also be available on request from Sarah Millar. The trainee should indicate on the final assessment request form which date the trainee wishes to apply for.

Travel to the final assessment must be funded locally.

Upon receipt of final assessment request form and complete training record (including all 4 components listed in section 3.) arrangements will be made regarding the precise time for the assessment. Additional documentation or evidence of training may be requested by the assessor(s).

Trainees will be sent confirmed details of the time and location for their final assessment and will have contact details if they need to ask for further directions.

For trainees who have been trained jointly in molecular genetics and cytogenetics – the final assessment will be carried out jointly by cytogenetics and molecular genetics assessors. Contact Sarah Millar directly to arrange such a joint final assessment.

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4. The Assessment

The assessment will follow the overall plan outlined below.

1. Introduction and review of academic and employment history
2. Review of training period (with reference to contents of the training record)
3. Series of core questions
4. Series of questions relevant to the modules covered by that specific trainee.

The entire verbal assessment is expected to last approximately 1 hour.

5. After the Assessment

Trainees will be informed of the outcome of the final assessment by the next working day – by email or phone. A full report of the final assessment will follow within 10 working days unless further evidence is requested by the assessors.

Following a successful final assessment – the trainee will be awarded the 'Certificate of Competence in Genetic Technology'. Award of this certificate will be administered by the Genetics Education and Training Board (GETB). This certificate will be required in any subsequent application for VRC (Voluntary Registration Council) registration.

Trainees taking their final assessment within 3 years of starting their training position will not be awarded their certificate by the GETB until after the full 3 year training period has been completed.

Following a failed assessment – the trainee's laboratory will receive a report outlining the areas in which the trainee failed to meet the required standard. The assessors will indicate a recommended action plan and timescale for a repeat final assessment.

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6. Appendix 1a – Final Assessment application form - Cytogenetics

Completion of National Genetic Technologist Training Programme Request for Final Assessment – Cytogenetics

_____ has successfully completed the following modules (please select below):

Select	Module	Module type
<input type="checkbox"/>	Introductory module (common with Mol. Genetics)	compulsory
<input type="checkbox"/>	Blood sample processing	sample processing
<input type="checkbox"/>	Amniotic fluid sample processing	sample processing
<input type="checkbox"/>	Chorion Villus sample processing	sample processing
<input type="checkbox"/>	Haemato-Oncology sample processing	sample processing
<input type="checkbox"/>	Tumour sample processing	sample processing
<input type="checkbox"/>	Solid Tissue sample processing	sample processing
<input type="checkbox"/>	Constitutional FISH (processing and analysis)	analytical or molecular
<input type="checkbox"/>	Oncology FISH (processing and analysis)	analytical or molecular
<input type="checkbox"/>	Constitutional G-banded analysis	analytical
<input type="checkbox"/>	Oncology G-banded analysis	analytical
<input type="checkbox"/>	QF-PCR processing	sample proc. or molecular
<input type="checkbox"/>	QF-PCR analysis	analytical or molecular
<input type="checkbox"/>	MLPA processing	sample proc. or molecular
<input type="checkbox"/>	MLPA analysis	analytical or molecular
<input type="checkbox"/>	Array CGH processing	sample proc. or molecular
<input type="checkbox"/>	Array CGH analysis	analytical or molecular

She/He now requires a final assessment to exit the ACC/CMGS National GT Training Programme.

She/He wishes to be considered for the following final assessments.

Date: _____ Location: _____

As Head of this Training Laboratory, I confirm that this trainee has completed the modules listed above and has achieved the required level of practical and analytical skills.

Head of Department _____

Signature

Laboratory _____

When completed this form should be scanned and returned to :-
sarah.millar@westmidlands.nhs.uk

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7. Appendix 1b – Final Assessment application form – Molecular Genetics

Completion of National Genetic Technologist Training Programme Request for Final Assessment – Molecular Genetics

_____ has successfully completed the following modules (please select below):

Please list any modules not already specified in the blank spaces below.

Select	Module
<input type="checkbox"/>	Introductory module (common with Cytogenetics)
<input type="checkbox"/>	Nucleic acid extraction module
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

She/He now requires a final assessment to exit the ACC/CMGS National GT Training Programme.

She/He wishes to be considered for the following final assessments.

Date: _____ Location: _____

As Head of this Training Laboratory, I confirm that this trainee has completed the modules listed above and has achieved the required level of practical and analytical skills.

Head of Department _____

Signature

Laboratory _____

When completed this form should be scanned and returned to :-
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