



Guidance for Supporting Managers

When an employee submits an application for the BBTS Specialist Certificate, they are required to provide details of their supporting manager so that we can confirm that they are working in the appropriate environment. Supporting managers of approved students will be contacted in the first instance as a part of our confirmation checks; within the email you are asked to confirm:

- *that you are the supporting manager of the applying student ,
(where the applicant is a locum, please state if you are only an interim manager)*
- *that he/she will be working within a transfusion environment for the duration of the course (12 months),*
- *and that you will be supporting the applicant for the duration of his/her studies on this course/ for the duration of their placement at your organisation.*

What is meant by 'supporting'?

The following information is included within the Enrolled Student Handbook and gives recommendations as to how students should be seeking support and what this means regarding your involvement.

Learning at work while undertaking this programme

One aim of this programme is to link students' underpinning and specialist knowledge with their everyday transfusion practice. In addition, it will expand and deepen their understanding of those aspects of transfusion science with which they may be less accustomed. It is expected that they will use their experiences of routine working in either a hospital transfusion laboratory or blood services laboratory (or both) during this programme to help consolidate their learning.

As each person's experience in blood transfusion practice is different, their particular capabilities and learning requirements will vary. BBTS therefore encourages students to plan their learning over the coming year with their work-place training officer/supporting manager and/ or mentor. During the programme students will be directed to complete some specific action points at their workplace.

It is highly recommended that students arrange the following:

- An initial meeting with their training officer/supporting manager / mentor before beginning their studies
 - To highlight any work-based development needs
 - To arrange any additional training or laboratory experience that may help with the programme
- Following this, regular update and progress report meetings are highly recommended
 - e.g. once per month
 - to help keep students on target with their studying

Please note: BBTS is not responsible for provision of a work-place training officer or mentor.

All types of workplace activities can be used as a source of material to supplement student learning. This may include (this list is not exhaustive):

- Regular 'on-the-bench' duties and investigations

- Following procedures and guidelines
- Referring to procedures and guidelines
- Writing, reviewing and validating standard operating procedures
- Unusual or complex patient and/ or donor investigations
- Internal and external quality assessment scheme participation
- Liaising with other departments and services (e.g. patient blood management team, blood issuing department, patient reference laboratory, etc.)
- Shadowing a colleague (e.g. to learn a new task)
- Validation/ evaluation of equipment and reagents
- Involvement in quality incident reporting
- Involvement with departmental audits

In addition, students will find it beneficial to engage with their own local experts, colleagues and peers in their workplace during their studies. Their attendance at local and national CPD events is encouraged where possible (e.g. NEQAS meetings, Regional Transfusion Committee education days, user groups, journal clubs, conferences, special interest groups etc.).

Please note (as per T&Cs): The BBTS reserves the right to contact supporting managers or work place supervisors for those students whose attempt is unsuccessful and for whom the responses to exam questions causes concern in relation to patient safety. This step will only be undertaken following discussion with the particular student.

If you have any further questions about any of the above information, please contact the BBTS Education Officer, michaela.cheetham@bbts.org.uk .

Thank you for your support.